



Stanway

Parish Council

Parish Clerk: Donna Tristram
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18/23

Minutes of the Corporate Governance Committee Meeting held on 13th December 2023 at 7pm in the Conference Room, Victory Hall

Present: Cllrs Cotter (Chair), Baines, Spademan, the Clerk & Finance Officer

1. Cllr Cotter welcomed all present & Cllrs Hagon, J Norton & S Seabrook’s apologies for absence were recorded & approved
2. **Declarations of Interest** – None were declared
3. **Public Participation** – None present
4. **APPROVED** & the Chair signed the minutes of the Corporate Governance meeting held on 8th November 2023
5. **Clerk’s Report - RECEIVED and NOTED**
6. **RFO Report**
 - (i) **APPROVED** expenditure for on-line payment of invoices where required (*a list of payments were circulated & verified against scanned invoices prior to the meeting & signed as agreed by Cllr Cotter during the meeting in accordance with Fin. Regs*)
 - (ii) **RECEIVED & APPROVED** interim Finance Reports & **NOTED** a full Bank Reconciliation conducted by **Cllr Cotter** during the meeting.
 - (iii) **VIREMENTS – APPROVED:-**

Value	Transfer From (with Cost Code)		Transfers to (with Cost Code)	
£ 500	Burial Ground Reserves	N/A	Burial Ground	CC57
£500	Grounds Maintenance	CC31	Burial Ground	CC57
£1,750	IT Hardware & Software	CC22	Comms. & Advert.	CC21
				-reintroduced code
£ 500	Subscriptions	CC37	Training	CC13
 - (iv) **REVIEWED** large capital projects, reserves & budget reports – CGC to continue considering allocation of budget to Jansma Park during the budget process for 2024 & beyond
 - (v) **RECEIVED** an update on the Council’s cash investments as agreed at Full Council September 2023 in accordance with the Investment Policy adopted at May 2023 Full Council meeting – The Nationwide Account has been closed and funds will be released in accordance with terms (ie., 26.01.24 & 19.03.24 settlement). The Barclays mandates still require updating, which is in hand. The Clerk will provide a further report at January’s meeting. Until the savings accounts have been closed, the investments cannot be incepted.

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7. **REVIEWED** quotations prices provided verbally from the Clerk for 2024/5 budget purposes only. CGC authorised the urgent work identified by Community Asset's recent independent tree survey at a cost of £ 4460.00 (CC 31) as budget permitted this expenditure 2023/4. Corporate Governance Committee to agree a tree surgery contractor by April 2024 based on reduced scope of work in relation to Community Asset's Tree Survey Report called out October 2023
8. **REVIEWED & AGREED** third draft of Budget Inputs for 2024-25 and Revenue Expenditure, Capital Expenditure and Earmarked Reserves. The final, fourth draft to be agreed at January Corporate Governance meeting for approval by Full Council 25th January 2023. Colchester City Council are proposing to leave the amount of grant including LCTS unchanged from 2023/2024 and according to figures provided, there is a reduction in the number of Band D properties that Council tax will be collected on. The RFO has queried this and is pending a response
9. **Local Highways Panel (LHP) report** – No updates
10. **Corporate Governance Review** - No items for consideration
11. **Warren Lane Strategic Function Improvements** - No updates
12. **CONSIDERED & AGREED** to the proposed response suggested by Cllr Spademan. The Clerk will reply to the Local Government Boundary Commission for England's boundary changes consultation for Essex County Council Divisions by proposing Stanway stays connected with Layer de la Haye, Birch, Copford and Marks Tey due to similar shared issues.
13. **RECEIVED** an update from the Clerk regarding Jansma Park Working Group:-
 - Groundsure Screening (Environmental search) - Clerk has contacted Colchester City Council regarding the neighbour's contaminated land. Boundary area to be clarified also re: area mapped
 - Solicitor will submit Highways Search ASAP re: London Road access
 - £ 50,000 not cashed on advice from solicitor until all searches are returned and Additional Enquires and Pre-Contract Enquiries response are received from benefactor's solicitor
 - Neighbouring land owner's farmer has agreed to farm the land and will draft a Contract Farming Agreement
14. **Corporate Identity Working Group** – No updates
15. **Information Update** – None received
16. **Agenda Items for Committees / next Council Meeting:-**
 - (i) Corporate Governance Committee to agree a tree surgery contractor by April 2024
 - (ii) Corporate Governance Committee to agree budget proposal for 2024/5
17. **CONFIRMED the date & time of the next meeting**– Wednesday, 10th January 2024 at 7pm, Committee Room, Victory Hall, Stanway Community Centre, Villa Road

6a. Payment List

11 December 2023 (2023-2024)

Stanway Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
287	31/10/2023		1. Unity Trust X0000		IT software and support	Starboard Systems Limited t/	S	699.84	139.97	839.81
312	10/11/2023		1. Unity Trust X0000		Streetlights maintenance	A&J Lighting Solutions Ltd	S	429.00	85.80	514.80
313	10/11/2023		1. Unity Trust X0000		Signage	Signace Limited	S	26.00	5.20	31.20
314	04/11/2023		1. Unity Trust X0000		Burial ground	Screwfix Direct Ltd t/a Trade	S	65.67	13.13	78.80
315	06/11/2023		1. Unity Trust X0000		Streetlights maintenance	A&J Lighting Solutions Ltd	S	429.00	85.80	514.80
316	13/11/2023		1. Unity Trust X0000		Office equipment	Amazon EU S.a.r.L. UK Branc	S	76.38	15.28	91.66
317	14/11/2023		1. Unity Trust X0000		Refund	Maureen Pyle	X	15.00		15.00
318	15/11/2023		1. Unity Trust X0000	DIRECT DEBIT	Telephone and broadband	New Star Networks Ltd	S	142.96	28.59	171.55
319	14/11/2023		1. Unity Trust X0000		Maintenance consumables	Screwfix Direct Ltd t/a Trade	S	28.22	5.64	33.86
320	17/11/2023		1. Unity Trust X0000		Burial ground	ATEX (UK) Ltd	S	297.96	99.64	357.60
321	21/11/2023		1. Unity Trust X0000	DEBIT CARD	Office consumables	Amazon Services Europe S.a.	S	188.70	37.74	226.44
322	21/11/2023		1. Unity Trust X0000		Training	Essex Association of Local Co	S	535.00	107.00	642.00
323	15/11/2023		1. Unity Trust X0000		Office equipment	SHENZHENSHI DEHELINHE DE	S	25.14	5.02	30.16
324	23/11/2023		1. Unity Trust X0000		Streetlights maintenance	A&J Lighting Solutions Ltd	S	429.00	85.80	514.80
325	22/11/2023		1. Unity Trust X0000		Maintenance consumables	Screwfix Direct Ltd t/a Trade	S	7.12	1.43	8.55
326	23/11/2023		1. Unity Trust X0000		Defibrillator batteries	Active Med Supplies Ltd	S	280.00	56.00	336.00
326	23/11/2023		1. Unity Trust X0000		Defibrillator batteries	Active Med Supplies Ltd	S	9.95	1.99	11.94
327	23/11/2023		1. Unity Trust X0000		Waste collection	TBS Hygiene Ltd	S	239.00	47.80	286.80
328	22/11/2023		1. Unity Trust X0000		Office consumables	M Lee t/a BALC	X	50.00		50.00
329	28/11/2023		1. Unity Trust X0000		Training	Essex Association of Local Co	S	180.00	36.00	216.00
330	28/11/2023		1. Unity Trust X0000		Training	Essex Association of Local Co	S	70.00	14.00	84.00
331	28/11/2023		1. Unity Trust X0000		Training	Essex Association of Local Co	S	810.00	162.00	972.00
332	28/11/2023		1. Unity Trust X0000		Advertising	Regional Life Ltd	S	40.00	8.00	48.00
333	30/11/2023		1. Unity Trust X0000		Maintenance consumables	Kingfisher PLC	S	19.16	3.83	22.99
334	01/12/2023		1. Unity Trust X0000	STANDING ORDER	IT software and support	Saint IT Ltd	S	99.00	19.80	118.80
335	01/12/2023		1. Unity Trust X0000	STANDING ORDER	IT software and support	Saint IT Ltd	S	176.61	35.32	211.93
336	01/12/2023		1. Unity Trust X0000	STANDING ORDER	Streetlights maintenance	A&J Lighting Solutions Ltd	S	127.30	25.46	152.76
337	01/12/2023		1. Unity Trust X0000		Grounds maintenance	Dines Agri Services	X	680.20		680.20
338	01/12/2023		1. Unity Trust X0000		Event expenditure	Karl Semmence t/a DJ Busby	X	230.00		230.00
339	01/12/2023		1. Unity Trust X0000		Maintenance consumables	Screwfix Direct Ltd t/a Trade	S	21.26	4.25	25.51
340	01/12/2023		1. Unity Trust X0000		Maintenance consumables	Screwfix Direct Ltd t/a Trade	S	31.25	6.25	37.50
341	02/12/2023		1. Unity Trust X0000	DEBIT CARD	Office equipment	SOUNDS (WHOLESALE) LJMI	S	25.71	5.14	30.85
342	03/12/2023		1. Unity Trust X0000		Office consumables	Amazon EU S.a.r.L. UK Branc	S	25.23	5.05	30.28
343	30/11/2023		1. Unity Trust X0000		Expenses reimbursement	Donna Tristram	X	4.19		4.19
343	30/11/2023		1. Unity Trust X0000		Expenses reimbursement	Donna Tristram	X	28.29		28.29
343	30/11/2023		1. Unity Trust X0000		Expenses reimbursement	Donna Tristram	X	3.00		3.00
344	04/12/2023		1. Unity Trust X0000		Streetlights maintenance	A&J Lighting Solutions Ltd	S	453.00	90.60	543.60
345	22/11/2023		1. Unity Trust X0000	DEBIT CARD	Fuel	Sainsbury's Supermarkets Lin	S	9.17	1.83	11.00
346	28/11/2023		1. Unity Trust X0000	DEBIT CARD	Fuel	Sainsbury's Supermarkets Lin	S	41.33	8.27	49.60
352	05/12/2023		1. Unity Trust X0000		Training	Tipree Parish Council	S	100.00	20.00	120.00
362	07/12/2023		1. Unity Trust X0000		Training	Essex Association of Local Co	S	140.00	28.00	168.00
363	07/12/2023		1. Unity Trust X0000		Event expenditure	SVHMC	X	132.00		132.00
364	07/12/2023		1. Unity Trust X0000		Room hire	SVHMC	X	15.00		15.00
365	07/12/2023		1. Unity Trust X0000		Event expenditure	SVHMC	X	87.00		87.00
366	07/12/2023		1. Unity Trust X0000		Specialist HR advice	Worknest Limited	S	587.50	117.50	705.00
Total								28,505.53	1,373.13	29,878.66

Including totals for PAYE wages, TAX & NI, Pension Costs & Home Working Allowances

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with specific figures & personnel particulars redacted