



# Stanway

## Parish Council

Parish Clerk: Donna Tristram  
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Dear Councillors,

You are hereby summoned to the forthcoming Corporate Governance Committee Meeting of Stanway Parish Council to be held in the Committee Room, Stanway Community Centre on **Thursday 15<sup>th</sup> February 2024 at 7pm** for the purposes of transacting the business shown on the Agenda.

Kind regards

 Parish Clerk

7<sup>th</sup> February 2024

### AGENDA

1. **Chair's Welcome and record and approve apologies for absence**
2. **Declarations of Interest**  
Councillors to declare a Disclosable Pecuniary, Other Pecuniary or Registerable Non-Pecuniary interest on any matters covered by this Agenda. Members are reminded that, when considering any item, if it becomes clear that they have an interest, they must declare it.
3. **Public Participation**  
The Chair to invite members of the public to indicate if they wish to speak at this meeting – either on an item on the agenda or on a general matter. Public questions are invited prior to the start of the meeting for a maximum of 10 minutes & limited to 3 minutes per person at the discretion of the Chair.  
*The public may ask questions relating to the work and services of the Council. Questions may not always be answered at the meeting, but they will be dealt with appropriately. If a question is to be discussed by councillors, it will be added to the agenda for the next Council meeting or passed to the relevant committee.*
4. To **APPROVE** the minutes of the Corporate Governance meeting held on 10<sup>th</sup> January 2024 (*previously circulated*)
5. **Clerk's Report** -To **RECEIVE** an update on ongoing action items from previous meetings, per the circulated lists
6. **RFO Report RFO Report** — to **RECEIVE** an update regarding ongoing;
  - (i) **Interim Management Accounts** – To **RECEIVE** the latest interim management accounts and **NOTE** the latest bank reconciliation
  - (ii) **Payment List** – To **RECEIVE** the list of payments and **APPROVE** expenditure
  - (iii) To **APPROVE** any virements
  - (iv) To **REVIEW** large capital projects, reserves and budget reports
  - (v) To **RECEIVE** 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
7. To **REVIEW** the latest **Local Highways Panel (LHP) report** and **CONSIDER** any **RESPONSES** and **PROPOSALS** for immediate schemes from the 2023/4 budget
8. **Corporate Governance Review** :-
  - (i) **REVIEW** of Effectiveness of Key Controls

## **Corporate Governance AGENDA (Cont'd) 15<sup>th</sup> February 2024**

- (ii) To **REVIEW** following policies for **APPROVAL** at Full Council:-
- Dignity at Work Policy
  - Equality, Diversity and Inclusion Policy
  - Co-Option Policy
9. To **REVIEW** & continue to push for improvements to the Warren Lane/Maldon Road strategic junction
10. To **RECEIVE** an update from the Jansma Park Working Group and **DECIDE** on any relevant actions
11. To **RECEIVE** an update from the Corporate Identity Working Group regarding the visual identify of the Council and **DECIDE** on any relevant actions:-
- (i) To **AGREE** transfer of website hosting from 2Commune to Cuttlefish until October 2024 renewal and 2024/5 renewal
- (ii) To **AGREE** domain name change to stanway.gov.uk
12. **Information Update** - To receive oral updates from members on matters affecting the Parish
13. **Agenda Items for Committees / next Council Meeting** - To receive and consider requests for items to be included on agendas for future CGC meetings, other committees, or Full Council.
14. **To confirm the date & time of the next meeting**– Wednesday, 13<sup>th</sup> March 2024 at 7pm, Committee Room, Victory Hall, Stanway Community Centre, Villa Road