



Stanway

Parish Council

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03/24

Minutes of the Corporate Governance Committee Meeting held on 14th August 2024 at 7pm in the Committee Room, Victory Hall

Present: Cllrs Cotter (Chair) & Spademan, the Clerk & RFO

1. Cllr Cotter welcomed those present. No apologies were received or noted.
2. Declarations of Interest – None declared
3. Public Participation – None present
4. **APPROVED** the minutes of the Corporate Governance meeting held on 12th June 2024 (no meeting in July 2024). The Chair signed the minutes as a true and accurate record.
5. **Clerk's Report -RECEIVED** and **NOTED** update. Discussed footpath projects.
6. **RFO Report – RECEIVED** an update regarding current and ongoing financial matters and **RESOLVED to PROPOSE** the following Virements to Full Council:-
£3,000 to CC23 (from Earmarked Reserves)
£2,000 from to CC208 (New Cost Code/Cost Centre Q) (from General Reserves)

This committee **NOTED** that the sequencing order in which recent equipment purchases were transacted had resulted in non-compliance of Financial Regulations.

The RFO will attend Community Assets and Services meetings to assist in capital and revenue expenditure category setting for the 2025/6 budget.

In accordance with the Council's Investment Policy adopted by Full Council May 2023, the RFO is continuing to investigate suitable savings accounts. In the meantime, as **AGREED** by July Full Council, monies over £ 100,000 will be transferred from the Unity Bank Current Account to a Unity Bank Savings Account.

7. **CONSIDERED** and **AGREED** expenditure for Silver Witch Green Play Area. The Community Assets Clerk will be instructed to proceed with the supplier Caloo.

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8. **Corporate Governance Review:-**

RECEIVED internal auditor's report for 2023-4 (Also refer RFO Report No. 5) as delegated by July Full Council. The report was reviewed and, of the two recommendations, the Committee **AGREED**:-

satisfaction that the Council held adequate Fidelity Guarantee Insurance, as there is limited exposure to risk due to bank security processes and the Council already increased the level of cover in 2022 from the standard £ 150,000 to £ 350,000.

the auditor's claim regarding non publication of the Notice for the Exercise of Public Rights in 2022 was incorrect, as the notice was displayed in accordance with the disclosure period and still remains publicly accessible within the Council's website document depository.

This Committee **CONSIDERED** the report of the Effectiveness of the Internal Audit Process in 2022-23 financial year carried out by The Local Council Consultancy.

Three recommendations were **NOTED**:

- Not all the reports of the Internal and External Auditors are considered by the council. And their findings do not always appear to be fed into future audit work.
- Actions raised within the Internal Audit sometimes took too long to be addressed
- For 2022/2023 the External Auditor gave a qualified audit opinion and raised an "other matters" report. There is no record of this being considered by the Council.

This Committee will review the recommendations from the Internal and External Auditors reports in September/October 2024 and report back to Full Council. The Report of the Effectiveness of the Internal Audit Process will be provided to Full Council.

9. Jansma Park Working Group – No Update received. **DECIDED** to hold a meeting 11th September, the Clerk will organise.

10. **REVIEWED** proposed agreement between SVHMC and Stanway Parish Council and **AGREED** to **PROPOSE** to Full Council

11. **Information Update** – None received

12. **Agenda Items for Committees / next Council Meeting**

- (i) Full Council to approve virements as listed under agenda item 6
- (ii) Community Assets and Community Services Committees to start budget process for 2025/6, assisted by RFO
- (iii) Corporate Governance Committee to approve saving accounts
- (iv) Corporate Governance Committee to review Internal and External Auditor Recommendations and report to Full Council.
- (v) Corporate Governance Committee to provide report to Full Council of The Effectiveness of the Internal Audit Process 2022/23
- (vi) Jansma Park Working Group to report back to this committee after September meeting
- (vii) Full Council to approve agreement between SVHMC and Stanway Parish Council

13. **CONFIRMED** the date and time of the next meeting as Wednesday, 11th September 2024 at 7pm, Committee Room, Victory Hall, Stanway Community Centre, Villa Road, Stanway

The Chair closed the meeting at 8:31pm