



# Stanway

## Parish Council

Parish Clerk: Donna Tristram  
Victory Hall, Villa Road,  
Stanway, Essex CO3 0RH  
P: 01206 542221/07759 837111  
E: clerk@stanway-pc.gov.uk

05/24

### Minutes of the Corporate Governance Committee Meeting held on 11<sup>th</sup> September 2024 at 7pm in the Committee Room, Victory Hall

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

- Cllr Cotter welcomed those present. Apologies were received and noted from Cllr Hagon**
- Declarations of Interest – None declared**
- Public Participation – None present**
- APPROVED** the minutes of the Corporate Governance meeting held on 14<sup>th</sup> August 2024.  
The Chair signed the minutes as a true and accurate record.
- Clerk’s Report -RECEIVED and NOTED** update:  
Pending update from zoo regarding planning application(s). Charity status should be secured by January 2025  
Section 106 meetings scheduled for September 2024 with West Bergholt Parish Council and Cllr Bentley and Colchester City Council S106 Officer  
Community Services Committee to consider 20’s Plenty Signage location on SPC land  
Corporate Identity Working Group – confirmed Phase 1 completed
- RFO Report – RECEIVED** a verbal update to support appendices provided by email and **NOTED:**  
A half-yearly account of expenditure will be provided to this committee October 2024.  
A Reserves report will also be included in future RFO Reports.  
The budget process for 2025/6 has commenced. The RFO has provided Committee Clerks with a spreadsheet to populate  
In accordance with the Council’s Investment Policy adopted by Full Council May 2023, the RFO is continuing to investigate suitable savings accounts and will report back to this Committee, October 2024

# Stanway Parish Council

06/24

7. To **CONSIDER** and **AGREE** options for engaging in private grounds care to support the community – **No Action as resolved prior to meeting**
8. **Corporate Governance Review:-**
  - (i) **RECEIVED** latest Stanway Parish Council's internal and external auditor's recommendation report and **DECIDED** on relevant actions. Updated report to be noted by Full Council. This committee will review outstanding matters identified in report every 6 months and report back to Full Council
  - (ii) **REVIEWED** and **AGREED** to propose GDPR Policy and Request for Information Form to Full Council for adoption
9. **RECEIVED** an update from the Jansma Park Working Group meeting 09.09.24 and **AGREED**:  
Business Case supporting most cost effective development of land to be proposed at Full Council September meeting  
Budget of £ 50,000 to be requested in 2025/6 budget  
It is not a requirement that any interest accrued on the 10% share of the benefactor's estate is allocated to Jansma Park expenditure.  
Jansma Park revenue and expenditure will be ringfenced within the Council accounts
10. **REVIEWED** proposed parking agreement between Stanway Parish Council and Stanway Primary School and **AGREED** to confirm the agreement is only for school drop off/collection and any additional parking outside of these times must be requested in advance. Amended agreement will be proposed to September Full Council for agreement
11. **Information Update:**  
Cllr Baines confirmed the City Council Officer for S106 Community Infrastructure has requested a project listing from SVHMC for Tollgate Hall, to enable consideration under the the S106 agreement for PA212507
12. **Agenda Items for Committees / next Council Meeting:**
  - (i) Corporate Governance Committee to consider first draft of 2025/6 budget
  - (ii) Corporate Governance Committee to receive update on opening savings accounts
  - (iii) Full Council to receive and note updated internal and external recommendation report
  - (iv) Full Council to approve GDPR Policy and Request for Information Form
  - (v) Full Council to receive and review Jansma Park Business Case and decide on acceptance of land and monetary gift from benefactor's estate
  - (vi) Full Council to agree proposed Council and Stanway Primary School parking agreement
13. **CONFIRMED** date and time of the next meeting as Wednesday, 9<sup>th</sup> October 2024 at 7pm, Committee Room, Victory Hall, Stanway Community Centre, Villa Road, Stanway

**The Chair closed the meeting at 7.53pm**