



# Stanway

## Parish Council

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**09/24**                      **Minutes of the Corporate Governance Committee Meeting**  
**held on 13<sup>th</sup> November 2024 at 7pm in the Committee Room, Victory Hall**

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

1.        **Cllr Cotter welcomed those present. Apologies were received & noted from Cllr Norton**
2.        **Declarations of Interest – None declared**
3.        **Public Participation – None present**
4.        **APPROVED** the minutes of the Corporate Governance meeting held on 9<sup>th</sup> October 2024. The Chair signed the minutes as a true and accurate record.
5.        **Clerk’s Report -RECEIVED** an update regarding ongoing action items from previous meetings ([clerks-report-corporate-governance-november-2024.pdf](#)). The following was discussed during the meeting:  
**CGC 13/13 No. 7 The Folley** – Cllr Baines will contact Cllr Scott-Boutell concerning a resident’s recent request for a tree in “no man’s land” to be cut back. The Clerk will obtain land registry information regarding the pathway boundary. In order to ensure the pathway is kept clear for the community’s use, CGC agreed to factor in revenue expenditure of £2,000 per year to carry out clearances (estimated at 2-3) of the pathway during inclement weather from 2025/6 and beyond. The work will be completed in house or be subcontracted (as with previous clearances carried out by SPC). If this proposal is accepted as part of the 2025/6 budget, the Clerk will inform Essex County Council (ECC) and Colchester City Council (CCC) of this intention and draft a legacy agreement for the purpose of succession planning.  
  
**CGC 23/11 No. 14 S106 Update** – During the CCC meeting 08/11/24, the CCC owned Wheatfield Park update and maintenance programme and SPC’s suggested possible upgrade to potentially include a basketball court, was discussed. Cllr Baines advised CCC have now issued an Iron Latch Lane Survey as a result of resident concerns regarding CCC’s security measures on their recent assent of the land.  
  
**FC 23/11 No. 11. Zoo Working Group** – The Clerk will email the zoo regarding working towards safer public transport access.
6.        **RFO Report – RECEIVED** an update regarding current and ongoing financial matters ([20241113-rfo-report-to-cgc-abridged.pdf](#)) and **AGREED** the following:  
**Item 2** - In accordance with the Council’s Investment Policy, the RFO has proposed suitable

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saving accounts and limits of investments. After discussion, it was agreed to propose changes to policy, whereby more than £100,000 can be invested with any one provider.

The proposed investments, subject to Full Council approval and policy change, are:

<u>Deposit</u>	<u>Provider</u>	<u>Name of Account</u>	<u>Notice Period</u>
£150,000	Unity Trust Bank	Current Account	None
£100,000	Unity Trust Bank	Instant Access Savings	None
£100,000	Cambridge BS	Instant Access Savings	None
£100,000	Buckinghamshire BS	30 days' notice deposit	30 days
£100,000	Buckinghamshire BS	120 day's notice deposit	120 days

As a short-term measure to make best use of cash until new accounts can be opened, it is proposed £200,000 will be transferred from the current account to the savings account with Unity Trust Bank.

**Item 4** - The RFO presented proposed amendments to the Financial Regulations including removal of reference to virements and changes to the basis of investment distribution from monetary value to percentage of total funds.

Cllr Baines raised a query regarding 1.3 of the Financial Regulations as they do not include considering an Auditor's Report made in the public interest (under clause 1.3). The instructor of a recent Essex Association of Local Council's (EALC) Councillor Refresher Course organised by SPC confirmed this decision can also not be delegated to a committee.

Cllr Baines will look to provide the reference in statute so this query can be resolved and Financial Regulations and/or Standing Orders updated accordingly.

7. **CONSIDERED** Corporate Governance's Spending Plan for 2025-26 and beyond and **REVIEWED** other committee's Spending Plan drafts. For budgeting purposes, a request will be made to Colchester City Council regarding streetlight electricity charges as no invoice has been received since May 2024. The S106 Project listings for Current and Future Schemes will be consolidated into one document, to be reviewed by November 2024 Full Council, so any SPC budgetary allocations can be taken into consideration.
8. **Corporate Governance Review:-**
  - (i) **DEFERRED - CONSIDER** Publication Scheme for approval at Full Council
  - (ii) **DEFERRED - REVIEW** Council Risk Assessment Schedule as delegated by Full Council
9. **RECEIVED** an update from the Jansma Park Working Group – No actions are required. A working party meeting and a meeting with Weston Homes Developer, who have offered to provide support for the consultation process, are due to take place 14<sup>th</sup> November 2024.
10. **Information Update – None presented**
11. **RECEIVED** requests for items to be included on agendas for future meetings as follows:
  - i) November Full Council to **CONSIDER** and **APPROVE** Corporate Governance Committee's proposed investment accounts, together with associated and necessary policy revision.

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- ii) November Full Council to **CONSIDER** and **APPROVE** Corporate Governance Committee's proposed re-draft of the Financial Regulations
  - iii) November Full Council to **CONSIDER** and **APPROVE** S106 project scheme update for Colchester City Council and to enable Corporate Governance to factor in any necessary SPC 2025/6 and beyond budgetary provision.
  - iv) This committee to **REVIEW** Publication Scheme for subsequent approval by Full Council.
  - v) This committee to **REVIEW** Council Risk Assessment Schedule as delegated by Full Council
12. **CONFIRM** the date and time of the next meeting as Wednesday, 11<sup>th</sup> December 2024 at 19.00 hours, Committee Room, Victory Hall, Stanway Community Centre, Villa Road, Stanway. The Clerk apologised in advance for not being able to attend, as will be on annual leave and the RFO confirmed he would clerk the meeting in her absence.

**The Chair closed the meeting at 20.58 hours**