



December 5, 2024

Councillors: You are hereby summoned to attend the meeting of the Corporate Governance Committee of Stanway Parish Council to be held in the Committee Room at Victory Hall, Villa Road at 7pm on December 11, 2024 for the purpose of transacting the business shown on the agenda below.

*Lee Needham*

Responsible Financial Officer

### **AGENDA**

**1. Attendance and apologies for absence**

To record attendance and approve any apologies for absence.

**2. Declarations of interest**

Members are 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**

A period of up to ten minutes (maximum of three minutes per person and at the discretion of the Chair) for members of the public to ask questions or submit comments about an item on the agenda or on a general matter.

**4. Approval of minutes**

To consider and approve the minutes of the meeting of the Corporate Governance Committee held on November 13, 2024.

**5. Clerk's report**

To receive a report from the Clerk and, if relevant, an oral update on ongoing actions from previous meetings.

**6. RFO's report**

To receive a report from the RFO and, if relevant, an oral update on new and ongoing financial matters and to decide any relevant actions.

**7. Spending plans**

To consider the Corporate Governance Committee's spending plans for 2025–26 and beyond and review other committees' spending plans.

**8. Internal audit**

To consider and decide the terms of reference for the internal auditor's mid-year audit.

**9. Jansma Park Working Group**

To receive an oral update from the Jansma Park Working Group and decide any relevant actions.

**10. Information updates**

To receive oral updates from members on matters affecting the parish.

**11. Agenda items for subsequent meetings**

To receive an consider requests for items to be included on agendas for future committee or Council meetings.

**12. Next meeting**

To confirm the date and time for the next meeting of the Corporate Governance Committee at 7pm on January 8, 2025 in the Committee Room, Victory Hall, Stanway Community Centre, Villa Road, Stanway.