



Stanway

Parish Council

Parish Clerk: Donna Tristram
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06/23

Minutes of the Corporate Governance Committee Meeting held on 9th August 2023 at 7pm in the Committee Room, Victory Hall

Present: Cllrs Cotter (Chair), Baines & Spademan
The Clerk & Finance Officer

1. Cllr Cotter welcomed all present and Cllr's J Norton's apology for absence was recorded and approved
2. **Declarations of Interest** – None declared
3. **Public Participation** – None present
4. **APPROVED** and the Chair signed the minutes of the Corporate Governance meeting held on July 12th 2023 (*previously circulated*)
5. **Clerk's Report - RECEIVED** an update on ongoing action items from previous meetings, per the circulated lists
6. **RFO Report**
 - (i) **APPROVED** intermediate expenditure for on-line payment of invoices where required (*a list of payments were circulated & verified against scanned invoices prior to the meeting in accordance with Fin. Regs 5 & 6*)
 - (ii) **RECEIVED** and **APPROVED** interim Finance Reports and **NOTED** a full Bank Reconciliation conducted by **Cllr Cotter** prior to the meeting
 - (iii) To **APPROVE** any virements – **NONE REQUIRED**
 - (iv) **REVIEWED** large capital projects, reserves and budget reports
 - (v) **REVIEWED** S106 Colchester City Council Report – The Clerk and Chair are communicating with City Officers in an attempt to coordinate a meeting to establish the correct grant figures as these reports are out of date and therefore irrelevant. The Clerk has submitted the Full Council's agreed project list for future S106 contributions
7. To **REVIEW** the latest **Local Highways Panel (LHP) report** and **CONSIDER** any responses and **PROPOSALS** for immediate schemes from the 2023/4 budget, including speed surveys required for 20mph zones in Stanway – **CONSIDERED & DECIDED** not to financially contribute towards LCOL232017, Warren Lane Speed Review. The Clerk will request the LHP consider signalling the crossing at Hobbycraft/London Road. **DISCUSSED** the positioning and subsequent cost of the 20's Plenty Signage after Community Services Committee decide on the winner of their school sign competition. This committee will recommend Community Services Committee process an internal Cost Centre virement of £ 1000 from Cost Code 104 (Community Services – Other Expenses) to 91 (Community Safety) to cover any potential associated costs for 20's Plenty Signage and current and subsequent community safety expenditure.
8. **REVIEWED** the drive to make improvements to the Warren Lane/Maldon Road strategic junction. No further action required at this present time.
9. To **CONSIDER** alternative insurance quotations as presented to this committee – The RFO is still awaiting final quotations for consideration for a subsequent Corporate Governance Committee Meeting.

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To **CONSIDER** the visual identify of the Council, with a view to rebranding – To be deferred until Cllr Hagon, who raised this mater, is in attendance.

10. Corporate Governance Review:-
- i) To **REVIEW** and **AGREE** Committee Budget Request Process as part of Corporate Governance Review with suggested training for CGC committee/Committee Chairs – To be deferred to September meeting
 - ii) To **REVIEW** and **APPROVE** the Council’s investments in accordance with the Investment Policy adopted at May 2023 Full Council meeting – To be deferred until September meeting.
 - iii) **CONSIDERED** thorough set of amendments suggested by RFO to Financial Regulations and **AGREED** to propose for adoption by Full Council
11. **Information Update** – Cllr Baines confirmed the air conditioning units for Victory Hall Committee Room and Council office would be installed 10-11th August.
Cllr Spademan mentioned a raised kerb is in existence by the Alms Houses bus stop and London Road is being patch repaired.
12. **Agenda Items for Committees / next Council Meeting** –
- i) Corporate Governance Committee to **CONSIDER** and **DECIDE** on any action regarding local resident concerns regarding Wyvern Farm development and the installation and safety concerns of a swale (near Penguin Parade)
 - ii) Corporate Governance Committee to **CONSIDER** and **DECIDE** upon budget process for 2024/5, including any changes/additions to cost centres and codes in relation to each committee’s responsibilities
 - iii) Corporate Governance Committee to **CONSIDER** and **DECIDE** upon the Council’s investments in accordance with the Investment Policy approved by Full Council May 2023
 - iv) Corporate Governance Committee to **CONSIDER** alternative insurance quotations as presented
 - v) Corporate Governance Committee to **CONSIDER** the visual identify of the Council, with a view to rebranding
 - vi) Community Services Committee to process an internal Cost Centre virement of £ 1000 from Cost Code 104 (Community Services – Other Expenses) to 91 (Community Safety) to cover any potential associated costs for 20’s Plenty Signage and subsequent community safety expenditure.
13. **CONFIRMED the date & time of the next meeting**– Wednesday, 13th September 2023 at 7pm in the Committee Room, Victory Hall, Villa Road, Stanway

The Chairman closed the meeting at 8.42pm

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6a. Payment List

Stanway Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
85	12/06/2023		1. Unity Trust Bank		Streetlights maintenance	A&J Lighting Solutions Ltd	S	429.00	85.80	514.80
140	10/07/2023		1. Unity Trust Bank	DIRECT DEBIT	Health and wellbeing	Health Assured Ltd	S	500.00	100.00	600.00
141	11/07/2023		1. Unity Trust Bank		Office consumables	Sounds Wholesale Ltd	S	21.91	4.38	26.29
142	11/07/2023		1. Unity Trust Bank		Event expenditure	GGN INTL LTD	S	25.82	5.17	30.99
143	11/07/2023		1. Unity Trust Bank		Event expenditure	Karl Semmence t/a DJ Buzby	X	75.00		75.00
144	11/07/2023		1. Unity Trust Bank		Waste collection	TBS Hygiene Ltd	S	31.50	6.30	37.80
146	25/07/2023		1. Unity Trust Bank		Internal audit review	SLCC Enterprises Ltd	S	500.00	100.00	600.00
147	27/07/2023		1. Unity Trust Bank		Stationery	Amazon EU S.a.r.L. UK Branc	S	36.07	7.22	43.29
148	27/07/2023		1. Unity Trust Bank		Stationery	Amazon EU S.a.r.L. UK Branc	S	39.97	8.00	47.97
149	27/07/2023		1. Unity Trust Bank		Membership subscription	Colchester Association of Loc	X	35.00		35.00
150	27/07/2023		1. Unity Trust Bank		Expenses reimbursement	Donna Tristram	X	21.60		21.60
151	27/07/2023		1. Unity Trust Bank		Travel	Minicab Services (Colchester)	X	40.20		40.20
152	27/07/2023		1. Unity Trust Bank		Travel	Minicab Services (Colchester)	X	40.20		40.20
153	27/07/2023		1. Unity Trust Bank		Travel	Minicab Services (Colchester)	X	39.70		39.70
154	27/07/2023		1. Unity Trust Bank		Travel	Minicab Services (Colchester)	X	40.00		40.00
155	27/07/2023		1. Unity Trust Bank		Grounds maintenance	TWH Tree Services Limited	S	600.00	120.00	720.00
156	27/07/2023		1. Unity Trust Bank		Grounds maintenance	M J Baker	X	80.00		80.00
157	27/07/2023		1. Unity Trust Bank		Grounds maintenance	TBS Hygiene Ltd	S	239.00	47.80	286.80
158	30/07/2023		1. Unity Trust Bank		Grounds maintenance	M J Baker	X	220.00		220.00
159	12/07/2023		1. Unity Trust Bank		Stationery	RGS KHALSA COMPANY LTD	S	19.16	3.83	22.99
160	14/07/2023		1. Unity Trust Bank	DIRECT DEBIT	Telephone and broadband	New Star Networks Ltd	S	181.98	36.40	218.38
161	18/07/2023		1. Unity Trust Bank		Play equipment	The Play Inspection Compan	S	220.00	44.00	264.00
162	18/07/2023		1. Unity Trust Bank		Event expenditure	SVHMC	X	30.00		30.00
163	18/07/2023		1. Unity Trust Bank		Advertising	Regional Life Ltd	S	80.00	16.00	96.00
164	20/07/2023		1. Unity Trust Bank		Grounds maintenance	Screwfix Direct Ltd t/a Trade	S	8.04	1.61	9.65
164	20/07/2023		1. Unity Trust Bank		Grounds maintenance	Screwfix Direct Ltd t/a Trade	S	12.71	2.54	15.25
165	22/07/2023		1. Unity Trust Bank		Streetlights - Electricity	Colchester City Council	S	2,065.51	413.10	2,478.61
166	28/07/2023		1. Unity Trust Bank		Training	Essex Association of Local Cc	S	95.00	19.00	114.00
167	27/07/2023		1. Unity Trust Bank	DEBIT CARD	Fuel	Sainsbury's Supermarkets Lin	S	41.17	8.23	49.40
168	28/07/2023		1. Unity Trust Bank		Soakaway	Henderson & Taylor (Public V	S	19,069.50	3,813.90	22,883.40
178	31/07/2023		1. Unity Trust Bank		Grounds maintenance	Dines Agri Services	X	515.20		515.20
179	01/08/2023		1. Unity Trust Bank	STANDING ORDER	IT software and support	Saint IT Ltd	S	99.00	19.80	118.80
180	01/08/2023		1. Unity Trust Bank	STANDING ORDER	IT software and support	Saint IT Ltd	S	176.61	35.32	211.93
181	01/08/2023		1. Unity Trust Bank		Event expenditure	SVHMC	X	18.00		18.00
182	02/08/2023		1. Unity Trust Bank		Maintenance consumables	Ernest Doe & Sons Ltd	S	9.38	1.88	11.26
182	02/08/2023		1. Unity Trust Bank		Maintenance consumables	Ernest Doe & Sons Ltd	S	24.99	5.00	29.99
183	02/08/2023		1. Unity Trust Bank	STANDING ORDER	Streetlights maintenance	A&J Lighting Solutions Ltd	S	127.30	25.46	152.76
184	02/08/2023		1. Unity Trust Bank		Expenses reimbursement	Angela Lingham-Baker	X	26.90		26.90
Total								25,835.42	4,930.74	30,766.16

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Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
169	01/08/2023		1. Unity Trust Bank	STANDING ORDER						
170	01/08/2023		1. Unity Trust Bank	STANDING ORDER						
171	01/08/2023		1. Unity Trust Bank	STANDING ORDER						
172	01/08/2023		1. Unity Trust Bank							
173	01/08/2023		1. Unity Trust Bank							
174	01/08/2023		1. Unity Trust Bank							
175	01/08/2023		1. Unity Trust Bank							
176	01/08/2023		1. Unity Trust Bank		Pensions	Essex Pension Fund	X	2,631.08		2,631.08
176	01/08/2023		1. Unity Trust Bank							
177	01/08/2023		1. Unity Trust Bank							
177	01/08/2023		1. Unity Trust Bank		PAYE & National Insurance	HMRC	X	1,016.93		1,016.93
Total								14,127.12		14,127.12

**Including totals for PAYE wages, TAX & NI, Pension Costs and Home Working Allowances
with specific figures and personnel particulars redacted**

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