



# Stanway

## Parish Council

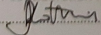
Parish Clerk: Donna Tristram  
Victory Hall, Villa Road,  
Stanway, Essex CO3 0RH  
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06/23

### Minutes of the Corporate Governance Committee Meeting held on 9<sup>th</sup> 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 12<sup>th</sup> 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with City Officers in an attempt to coordinate a meeting to establish the correct grant figures as these reports are out of date and therefore irrelevant.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.

Draft until signed..........Chair Date 13/08/2023 This page 1 of 3.....

## Stanway Parish Council

07/23

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 10-11<sup>th</sup> 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, 13<sup>th</sup> September 2023 at 7pm in the Committee Room, Victory Hall, Villa Road, Stanway

**The Chairman closed the meeting at 8.42pm**

Draft until signed..........Chair

Date: 13/09/2023

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## 6a. Payment List

### Stanway Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Month	Bank	Chq/No	Description	Supplier	VAT Type	Net	VAT	Total
135	12/08/2023		L. Unity Trust Bank		Streetlights maintenance	ABJ Lighting Solutions Ltd	S	429.00	85.80	514.80
136	18/07/2023		L. Unity Trust Bank	DIRECT DEBIT	Health and wellbeing	Health Forward Ltd	S	500.00	100.00	600.00
137	31/07/2023		L. Unity Trust Bank		Office consumables	Stanley Whitehead Ltd	S	21.91	4.36	26.27
142	11/07/2023		L. Unity Trust Bank		Event expenditure	GGW BRL LTD	S	25.82	5.17	30.99
143	11/07/2023		L. Unity Trust Bank		Event expenditure	Kal Semence Via 03 Busby	X	75.00		75.00
144	11/07/2023		L. Unity Trust Bank		Waste collection	TBS Hygiene Ltd	S	31.59	6.39	37.98
146	26/07/2023		L. Unity Trust Bank		Internal audit review	SJCC Enterprise Ltd	S	500.00	100.00	600.00
147	27/07/2023		L. Unity Trust Bank		Stationery	Amusem 03 S.r.l. UK Branc	S	36.87	7.22	44.09
148	27/07/2023		L. Unity Trust Bank		Stationery	Amusem 03 S.r.l. UK Branc	S	39.97	8.00	47.97
149	27/07/2023		L. Unity Trust Bank		Membership subscription	Colchester Association of Loc.	S	35.00		35.00
150	27/07/2023		L. Unity Trust Bank		Expenses reimbursement	Drama Tivoliam	X	21.49		21.49
151	27/07/2023		L. Unity Trust Bank		Travel	Merubs Services (Colchester)	X	49.20		49.20
152	27/07/2023		L. Unity Trust Bank		Travel	Merubs Services (Colchester)	X	49.20		49.20
153	27/07/2023		L. Unity Trust Bank		Travel	Merubs Services (Colchester)	X	39.79		39.79
154	27/07/2023		L. Unity Trust Bank		Travel	Merubs Services (Colchester)	X	40.00		40.00
155	27/07/2023		L. Unity Trust Bank		Grounds maintenance	TWH Tree Services Limited	S	600.00	120.00	720.00
156	27/07/2023		L. Unity Trust Bank		Grounds maintenance	M J Bulter	X	80.00		80.00
157	27/07/2023		L. Unity Trust Bank		Grounds maintenance	TBS Hygiene Ltd	S	239.00	47.80	286.80
158	30/07/2023		L. Unity Trust Bank		Grounds maintenance	M J Bulter	X	225.00		225.00
159	12/07/2023		L. Unity Trust Bank		Stationery	K02 KWALSA COMPANY LTD	S	15.54	3.03	18.57
160	14/07/2023		L. Unity Trust Bank	DIRECT DEBIT	Telephone and broadband	New Star Networks Ltd	S	181.98	36.40	218.38
161	18/07/2023		L. Unity Trust Bank		Play equipment	The Play Inspection Company	S	225.00	44.00	269.00
162	18/07/2023		L. Unity Trust Bank		Event expenditure	SWMC	X	35.00		35.00
163	18/07/2023		L. Unity Trust Bank		Advertising	Regional Life Ltd	S	80.00	16.00	96.00
164	20/07/2023		L. Unity Trust Bank		Grounds maintenance	Surrealife Direct Ltd Via Trade	S	8.04	1.61	9.65
164	20/07/2023		L. Unity Trust Bank		Grounds maintenance	Surrealife Direct Ltd Via Trade	S	12.71	2.54	15.25
165	22/07/2023		L. Unity Trust Bank		Streetlights - Electricity	Colchester City Council	S	2,065.51	413.10	2,478.61
166	28/07/2023		L. Unity Trust Bank		Training	Essex Association of Local Co.	S	96.00	29.00	125.00
167	28/07/2023		L. Unity Trust Bank	DEBIT CARD	Fuel	Hudsons's Supermarkets Ltd	S	41.17	8.23	49.40
168	28/07/2023		L. Unity Trust Bank		Snookery	Hudsons & Taylor (Public) S	S	23,000.50	3,813.50	26,814.00
178	31/07/2023		L. Unity Trust Bank		Grounds maintenance	Oliver Agri Services	X	515.29		515.29
179	01/08/2023		L. Unity Trust Bank	STANDING ORDER	IT software and support	Saint IT Ltd	S	39.00	7.80	46.80
180	01/08/2023		L. Unity Trust Bank	STANDING ORDER	IT software and support	Saint IT Ltd	S	176.61	35.32	211.93
181	01/08/2023		L. Unity Trust Bank		Event expenditure	SWMC	X	18.00		18.00
182	02/08/2023		L. Unity Trust Bank		Maintenance consumables	Ernest Dow & Sons Ltd	S	9.38	1.88	11.26
182	02/08/2023		L. Unity Trust Bank		Maintenance consumables	Ernest Dow & Sons Ltd	S	24.99	5.00	29.99
185	02/08/2023		L. Unity Trust Bank	STANDING ORDER	Streetlights maintenance	ABJ Lighting Solutions Ltd	S	127.30	25.46	152.76
184	02/08/2023		L. Unity Trust Bank		Expenses reimbursement	Angela Lingham-Gibson	X	26.50		26.50
Total								25,875.42	4,938.74	30,814.16

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Voucher Code	Date	Month	Bank	Chq/No	Description	Supplier	VAT Type	Net	VAT	Total	
168	01/08/2023		L. Unity Trust Bank	STANDING ORDER							
169	01/08/2023		L. Unity Trust Bank	STANDING ORDER							
170	01/08/2023		L. Unity Trust Bank	STANDING ORDER							
171	01/08/2023		L. Unity Trust Bank								
172	01/08/2023		L. Unity Trust Bank								
173	01/08/2023		L. Unity Trust Bank								
174	01/08/2023		L. Unity Trust Bank								
175	01/08/2023		L. Unity Trust Bank								
176	01/08/2023		L. Unity Trust Bank								
176	01/08/2023		L. Unity Trust Bank								
177	01/08/2023		L. Unity Trust Bank								
177	01/08/2023		L. Unity Trust Bank								
177	01/08/2023		L. Unity Trust Bank								
Pensions								Essex Pension Fund	X	2,431.08	2,431.08
PAYE & National Insurance								HMRC	X	1,024.53	1,024.53
Total								14,137.33		14,137.33	

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

Draft until signed.....Chair

Date 13/09/2023

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