



# Stanway

## Parish Council

Parish Clerk: Donna Tristram  
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12/23

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

Present: Cllrs Cotter (Chair), Baines, Hagon, the Clerk & Finance Officer

1. Cllr Cotter welcomed all present & Cllrs J Norton, S Seabrook and Spademan's apologies for absence were recorded & approved
2. **Declarations of Interest** – Cllr Hagon declared a non-pecuniary interest in Item No. 7 as an LHP CCC Ward Councillor
3. **Public Participation** – None present
4. **APPROVED** & the Chair signed the minutes of the Corporate Governance meeting held on 11<sup>th</sup> October 2023
5. **Clerk's Report - RECEIVED** an update on ongoing action items from previous meetings, per the circulated lists. It was resolved under the Public Bodies (Admissions to Meetings) Act 1960 at 7.20pm to close the meeting regarding a discussion under Item Reference FC 22/14 18 on the Clerk's Report due to the sensitive commercial nature of the discussion. The meeting was re-opened at 7.43pm
6. **RFO Report**
  - (i) **APPROVED** expenditure for on-line payment of invoices where required (*a list of payments were circulated & verified against scanned invoices prior to the meeting & signed as agreed by Cllr Cotter during the meeting in accordance with Fin. Regs*)
  - (ii) **RECEIVED & APPROVED** interim Finance Reports & **NOTED** a full Bank Reconciliation conducted by Cllr Cotter during the meeting. The Unity Account does not reconcile by a credit of £238.00 due to, as yet, unidentified credits to Unity Bank of £15, £30 & £15 and £178 credit to Barclays account (as yet identified as pending receipt of quarterly Bank Statement.
  - (iii) To **APPROVE** any virements – Corporate Governance Committee **APPROVED** transfer from General Reserves of £ 9,000 to Earmarked Footpath reserves
  - (iv) **REVIEWED** large capital projects, reserves & budget reports – CGC to continue considering allocation of budget to Jansma Park during the budget process for 2024 & beyond
  - (v) **RECEIVED** an update on the Council's cash investments as agreed at Full Council September 2023 in accordance with the Investment Policy adopted at May 2023 Full Council meeting – Until the Barclays and Nationwide savings accounts are closed, the investments cannot be incepted. A further update will follow
  - (vi) **DEBATED** and **AGREED** to return to the difficulty in closing the Barclay savings accounts at the November meeting, after concerted efforts had been made in the interim to close the account, including the current signatories and Chair visiting the bank in person if this is an appropriate step

Draft until signed.....*Donna Tristram*.....Chair

Date.....8/11/2023.....

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## Corporate Governance AGENDA (Cont'd) 8<sup>th</sup> November 2023

7. **REVIEWED** the latest Local Highways Panel (LHP) report – No further proposals have been presented for consideration. The Clerk will respond to the resident who raised the speeding issue along London Road which resulted in the LHP project, B1408 Stanway - LCOL222059 - Automatic Traffic Count being carried out at the Council's request. The survey found there is good compliance with the posted 30mpy speed limit and there would be no traffic management scheme to therefore progress through the LHP. As per Item 6iv, the Committee **AGREED** to transfer £9,000 from General Reserves for current 2023/4 budget to allow for future projects, including progressing walking/cycling links and routes around Stanway. The Clerk will report back to this committee with further information to review
8. **CONSIDERED** Corporate Governance's first draft of its budget request, including Community Asset Committee's request to review councillor tablets & staff computer equipment is fit for purpose. The budget will continue to be reviewed at the next Corporate Governance meeting in November 2023
9. **CONSIDERED** first draft of committee assets, Community Services and the Staffing Committee budget requests. The Clerk will feed back comments to the necessary committees for subsequent review and amendment as necessary with further drafts to follow for this committee's review
10. Corporate Governance Review :-
  - (i) **REVIEWED** and **AGREED** revised process for ad hoc payments (paragraph 21.7 of the Fin Regs). The RFO will provide a draft amendment for consideration at the next meeting to agree and propose to Full Council, detailing the requirement for 2 signatories
  - (ii) **REVIEWED** and **APPROVED** The Council's Risk Assessment Schedule for 2023 in accordance with Corporate Governance's 6 month review plan. No changes were identified. The Risk Assessment will be reviewed again in March/April 2024
11. To **REVIEW** & continue to push for improvements to the Warren Lane/Maldon Road strategic junction – Currently no further action
12. **CONSIDERED** alternative insurance quotations as presented to this committee by the RFO. The RFO will request a refresh of BHIB's quote due to the time lapse for consideration at a future Corporate Governance Committee Meeting
13. **RECEIVED** an update from the Clerk regarding the Jansma Park Working Group that the first meeting will commence 6<sup>th</sup> November 2023. Further updates will be provided to this committee
14. **RECEIVED** an update from the Clerk regarding the Corporate Identity Working Group that a meeting will be organised between the members. Future updates will be provided to this committee
15. **Information Update – None provided**

Draft until signed.....



.....Chair

Date 8/11/2023

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# Stanway Parish Council

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**16. Agenda Items for Committees / next Council Meeting:-**

- (i) Corporate Governance to continue **REVIEWING** budget process for 2024/5
- (ii) Corporate Governance to receive an **UPDATE** on closing of savings accounts and subsequent investments in line with Investment Policy
- (iii) Corporate Governance Committee to **CONSIDER** alternative insurance quotations

**17. To confirm the date & time of the next meeting— Wednesday, 8<sup>th</sup> November, 7pm, Committee Room, Victory Hall, Stanway Community Centre, Villa Road**

**The Chairman closed the meeting at 9.34pm, having passed a resolution to extend the meeting at 9.30pm in accordance with the Council's standing orders**

**6a. Payment List**

5 October 2023 (2023-2024)

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
218	09/09/2023		1. Unity Trust XXXXXX		Maintenance consumables	Greene Direct Ltd t/a Trade	S	38.49	7.69	46.18
219	11/09/2023		1. Unity Trust XXXXXX		Playground equipment	Galco Ltd	S	495.00	99.00	594.00
220	13/09/2023		1. Unity Trust XXXXXX		Garage	Hope For Tomorrow	X	1,089.00		1,089.00
221	13/09/2023		1. Unity Trust XXXXXX		Maintenance consumables	Greene Direct Ltd t/a Trade	S	53.34	10.66	64.00
222	18/09/2023		1. Unity Trust XXXXXX		Signage	Impact Sign Services Ltd	S	120.00	24.00	144.00
223	15/09/2023		1. Unity Trust XXXXXX	DIRECT DEBIT	Telephone and broadband	Wax Star Networks Ltd	S	147.01	29.40	176.41
224	14/09/2023		1. Unity Trust XXXXXX		Streetlights maintenance	ASJ Lighting Solutions Ltd	S	429.00	85.80	514.80
225	21/09/2023		1. Unity Trust XXXXXX		Grounds maintenance	M J Barber	X	130.00		130.00
226	24/09/2023		1. Unity Trust XXXXXX		Waste collection	TIS hygiene Ltd	S	286.25	57.25	343.50
227	25/09/2023		1. Unity Trust XXXXXX		Street furniture	Bath Andlers Limited	S	417.00	83.40	500.40
228	26/09/2023		1. Unity Trust XXXXXX		Audit fees	WJ Littlejohn LLP	S	1,050.00	210.00	1,260.00
229	02/10/2023		1. Unity Trust XXXXXX	DEBIT CARD	Fuel	Sainsbury's Supermarkets Ltd	S	29.16	5.83	34.99
230	28/09/2023		1. Unity Trust XXXXXX		Streetlights - Electricity	Colchester City Council	S	2,595.78	519.16	3,114.94
231	28/09/2023		1. Unity Trust XXXXXX		Advertising	Regent Life Ltd	S	40.00	8.00	48.00
232	28/09/2023		1. Unity Trust XXXXXX		IT software and support	Saint IT Ltd	S	109.40	21.88	131.28
233	01/10/2023		1. Unity Trust XXXXXX	STANDING ORDER	IT software and support	Saint IT Ltd	S	99.00	19.80	118.80
234	01/10/2023		1. Unity Trust XXXXXX	STANDING ORDER	IT software and support	Saint IT Ltd	S	176.61	35.32	211.93
235	02/10/2023		1. Unity Trust XXXXXX		Grounds maintenance	Orms Age Services	X	600.20		600.20
236	28/09/2023		1. Unity Trust XXXXXX		Expenses reimbursement	Teresa Barnes	S	64.92	12.98	77.90
237	02/10/2023		1. Unity Trust XXXXXX		Street furniture	Greene Direct Ltd t/a Trade	S	32.00	6.40	38.40
238	02/10/2023		1. Unity Trust XXXXXX		Waste collection	TIS hygiene Ltd	S	23.00	4.60	27.60
239	02/10/2023		1. Unity Trust XXXXXX		Grounds maintenance	M Barber	X	156.00		156.00
240	02/10/2023		1. Unity Trust XXXXXX		Memberships/subscriptions	Essex Playing Fields Assoc Ltd	X	30.00		30.00
241	02/10/2023		1. Unity Trust XXXXXX		Streetlights maintenance	ASJ Lighting Solutions Ltd	S	127.30	25.46	152.76
242	05/10/2023		1. Unity Trust XXXXXX	STANDING ORDER	Expenses reimbursement	Lee Needham	S	6.85		6.85
243	05/10/2023		1. Unity Trust XXXXXX		Expenses reimbursement	Lee Needham	S	32.68	6.54	39.22
244	27/09/2023		1. Unity Trust XXXXXX		Expenses reimbursement	Lee Needham	S	32.68	6.54	39.22
245	27/09/2023		1. Unity Trust XXXXXX		Expenses reimbursement	Lee Needham	S	29.33	5.87	35.20
246	03/10/2023		1. Unity Trust XXXXXX		Expenses reimbursement	Lee Needham	S			
<b>Total</b>								<b>6,491.08</b>	<b>1,299.60</b>	<b>7,790.68</b>

4 October 2023 (2023-2024)

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
230	01/10/2023		1. Unity Trust XXXXXX	STANDING ORDER	[REDACTED]	[REDACTED]				
231	01/10/2023		1. Unity Trust XXXXXX	STANDING ORDER	[REDACTED]	[REDACTED]				
232	01/10/2023		1. Unity Trust XXXXXX	STANDING ORDER	[REDACTED]	[REDACTED]				
233	01/10/2023		1. Unity Trust XXXXXX		[REDACTED]	[REDACTED]				
234	01/10/2023		1. Unity Trust XXXXXX		[REDACTED]	[REDACTED]				
235	01/10/2023		1. Unity Trust XXXXXX		[REDACTED]	[REDACTED]				
236	01/10/2023		1. Unity Trust XXXXXX		[REDACTED]	[REDACTED]				
237	01/10/2023		1. Unity Trust XXXXXX		[REDACTED]	[REDACTED]				
238	01/10/2023		1. Unity Trust XXXXXX		[REDACTED]	[REDACTED]				
239	01/10/2023		1. Unity Trust XXXXXX		[REDACTED]	[REDACTED]				
<b>Total</b>								<b>11,612.18</b>		<b>11,612.18</b>

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

Draft until signed..... *[Signature]* .....Chair Date 8/11/2023 This page 3 of 3