



Stanway

Parish Council

Parish Clerk: Donna Tristram
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Dear Councillors,

You are hereby summoned to the forthcoming Corporate Governance Committee Meeting of Stanway Parish Council to be held in the Committee Room, Stanway Community Centre on **Wednesday 8th November 2023 at 7pm** for the purposes of transacting the business shown on the Agenda.

Kind regards

 Parish Clerk

3rd November 2023

AGENDA

1. **Chair's Welcome and record and approve apologies for absence**
2. **Declarations of Interest**
Councillors 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**
The Chair to invite members of the public to indicate if they wish to speak at this meeting – either on an item on the agenda or on a general matter. Public questions are invited prior to the start of the meeting for a maximum of 10 minutes & limited to 3 minutes per person at the discretion of the Chair.
The public may ask questions relating to the work and services of the Council. Questions may not always be answered at the meeting, but they will be dealt with appropriately. If a question is to be discussed by councillors, it will be added to the agenda for the next Council meeting or passed to the relevant committee.
4. To **APPROVE** the minutes of the Corporate Governance meeting held on 11th October 2023 (*previously circulated*)
5. **Clerk's Report** -To **RECEIVE** an update on ongoing action items from previous meetings, per the circulated lists
6. **RFO Report**
 - (i) To **APPROVE** intermediate expenditure for on-line payment of invoices where required (*a list of payments to be circulated & verified against scanned invoices prior to the meeting in accordance with September 2023 approved Financial Regulations*)
 - (ii) To **RECEIVE** and **APPROVE** interim Finance Reports and **NOTE** a full Bank Reconciliation conducted by a nominated councillor prior to the meeting
 - (iii) To **APPROVE** any virements
 - (iv) To **REVIEW** large capital projects, reserves and budget reports
 - (v) To **RECEIVE** 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
 - (vi) To **DECIDE** how to repay capital and interest to UK Debt Management Office on 1 December 2023 and all future payments for outstanding loan
7. To **REVIEW & AGREE** second draft of Budget Inputs for 2024-25 and Revenue Expenditure, Capital Expenditure and Earmarked Reserves, including Corporate Governance's budget criteria and Community Asset Committee's request to review

Corporate Governance AGENDA (Cont'd) 8th November 2023

councillor tablets & staff computer equipment

8. To **REVIEW** the latest **Local Highways Panel (LHP) report** and **CONSIDER** any **RESPONSES** and **PROPOSALS** for immediate schemes from the 2023/4 budget
9. To **CONSIDER** second draft of any committee budget requests
10. **Corporate Governance Review :-**
 - (i) To **REVIEW** and **AGREE** any revisions to the approved Financial Regulations including ad hoc payments (paragraph 21.7) and payments to the Council via a card payment process which will be presented for adoption to Full Council meeting 30th November
11. To **REVIEW** & continue to push for improvements to the Warren Lane/Maldon Road strategic junction
12. To receive an update and **CONSIDER** alternative insurance quotations as presented to this committee by the RFO
13. To **CONSIDER** and **AGREE** 3 year proposal for Scribe Accounting System
14. To **CONSIDER** Interim External Audit Report for **APPROVAL** at Full Council 30th November 2023 meeting
15. To **RECEIVE** an update from the Jansma Park Working Group and **DECIDE** on any relevant actions
16. To **RECEIVE** an update from the Corporate Identity Working Group regarding the visual identify of the Council and **DECIDE** on nay relevant actions
17. **Information Update** - To receive oral updates from members on matters affecting the Parish
18. **Agenda Items for Committees / next Council Meeting** - To receive and consider requests for items to be included on agendas for future CGC meetings, other committees, or Full Council.
19. **To confirm the date & time of the next meeting**– Wednesday, 13th December at 7pm, Committee Room, Victory Hall, Stanway Community Centre, Villa Road