



Stanway

Parish Council

Parish Clerk: Donna Tristram
Victory Hall, Villa Road,
Stanway, Essex CO3 0RH
P: 01206 542221/07759 837111
E: clerk@stanwaypc.org.uk

24/23

Minutes of the Corporate Governance Committee Meeting held on 15th February 2024 at 7pm in the Committee Room, Victory Hall

Present: Cllrs Cotter (Chair), Baines, Hagon & Spademan, the Clerk & RFO

1. Cllr Cotter welcomed all present. Apologies were received and accepted from Cllr Seabrook due to a prior working commitment.
2. **Declarations of Interest** – None were declared
3. **Public Participation** – None present
4. **APPROVED** the minutes of the Corporate Governance meeting held on 11th January 2024. The Chair signed the minutes as a true and accurate record
5. **Clerk’s Report - RECEIVED and NOTED**
6. **RFO Report RFO Report** — to **RECEIVE** an update regarding ongoing;
 - (i) **Interim Management Accounts – RECEIVED** the latest interim management accounts and **NOTED** the latest bank reconciliation
 - (ii) **Payment List – RECEIVED** the list of payments and **APPROVED** all expenditure. The committee were dissatisfied and wanted it recorded that 4 noncompliant transactions had been highlighted by the RFO ie., 3 payments were to new suppliers whose bank details were unverified and 1 x payment did not have the necessary purchase order, although the committee accepted the work had been authorised by this committee in December 2023.
 - (iii) To **APPROVE** any virements – **None presented**
 - (iv) To **REVIEW** large capital projects, reserves and budget reports – **No projects for review**
 - (v) **RECEIVED** an update on the Council’s cash investments in relation to funds remaining in Barclays and Nationwide savings accounts. The Nationwide accounts have been closed and settlement received on the 30 day account, with the 90 day account settlement to follow 19th March 2024.
Cllr Baines, who now has the necessary authority to liaise directly with Barclays Bank, has been doing so to conclude closure of the accounts.
AGREED to lodge a complaint with the Ombudsman and if settlement is not received prior to this committee’s March meeting, to make a decision regarding legal action against Barclays Bank.
7. To **REVIEW the latest Local Highways Panel (LHP) report No new schemes in Stanway have been proposed.** Cllr Baines suggested Full Council consider any scheme proposals in March so they can be proposed for 2024/5. They would also need Cllr Bentley’s support

25/23

8. **Corporate Governance Review :-**

(i) **REVIEWED** the RFO's report on the Effectiveness of Key Controls. The Committee thanked and commended the RFO for this report which had been excellently presented. The RFO will consider and present an overhaul of the Financial Regulations in relation to the report. The Committee will review this process again in Autumn 2024.

(ii) **REVIEWED** following policies for **APPROVAL** at Full Council:-

- Dignity at Work Policy
- Equality, Diversity and Inclusion Policy
- Co-Option Policy

The above policies will be proposed to Full Council

9. To **REVIEW** & continue to push for improvements to the Warren Lane/Maldon Road strategic junction – **No further update**

10. **RECEIVED** an update from the Clerk regarding Jansma Park. No further action is necessary at the moment as solicitors are dealing with the transfer. An up to date account of solicitor charges will be requested for the current 2023/4 financial year.

11. To **RECEIVE** an update from the Corporate Identity Working Group regarding the visual identify of the Council and **DECIDE** on any relevant actions:-

(i) To **AGREE** transfer of website hosting from 2Commune to Cuttlefish until October 2024 renewal and 2024/5 renewal – **Subsequent to this report, Cuttlefish have confirmed they have taken over 2Commune, so the contract does not need updating**

(ii) **AGREED** domain name change to stanway.gov.uk

12. **Information Update –**

Cllr Hagon updated on changes to the Colchester City Council postal voting procedures for elections.

13. **Agenda Items for Committees / next Council Meeting**

(i) Full Council to consider LHP schemes in relation to Essex Highways scheme criteria

(ii) RFO to re-draft Financial Regulations for Corporate Governance to consider and present to Full Council for approval at May 2024 AGM

(iii) Corporate Governance Committee to consider legal proceedings against Barclays Bank due to delay in closing savings accounts

(iv) Full Council to approve the following policies:-

- Dignity at Work Policy
- Equality, Diversity and Inclusion Policy
- Co-Option Policy

14. **To confirm the date & time of the next meeting**– Wednesday, 13th March 2024 at 7pm, Committee Room, Victory Hall, Stanway Community Centre, Villa Road

The Chair closed the meeting at 8.55pm