



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 9th November 2022** at **7pm** for the purposes of transacting the business shown on the Agenda.

Kind regards

Parish Clerk & Responsible Financial Officer

4th November 2022

AGENDA

1. **To elect a Chair and Deputy Chair for Corporate Governance Committee**
2. **To 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 12th October 2022 (*previously circulated*)
5. **Clerk's Report** -To **RECEIVE** an update on ongoing action items from previous meetings, per the circulated lists
6. **RFO Report**
 - a) 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 Financial Regs 5 & 6*)
 - b) To **RECEIVE** and **APPROVE** interim Finance Reports and **NOTE** a full Bank Reconciliation conducted by a nominated councillor prior to the meeting.
 - c) To **APPROVE** any virements
 - d) To **REVIEW** large capital projects
7. To **REVIEW** second draft of 2023/24 budget proposal for resolution by Full Council
8. To urgently **REVIEW** for **PROPOSAL** to Full Council, any changes to the criteria of appointing bank signatories to all Council bank accounts and **REVIEW** for **PROPOSAL** to Full Council, any changes to current bank signatories
9. To **REVIEW** the latest Local Highways Panel (LHP) report and **CONSIDER** any responses
10. To **NOTE** update from Clerk's investigations regarding the increase in fuel duty and charges for grounds maintenance and **AGREE** any relevant changes to term contracts
11. **Corporate Governance Review** – To:
 - i) To **REVIEW** draft Dignity at Work Policy for **ADOPTION** at Full Council
 - ii) To **REVIEW** the current committee structure for recommendations to Full Council
12. **Information Update** - To receive oral updates from members on matters affecting the Parish.
13. **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.
14. **To confirm the date & time of the next meeting**—Wednesday 14th December 2022