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21/05

**Minutes of the Corporate Governance Committee Meeting
 held on Wednesday 9th June 2021 at 7.00pm in the Victory Hall**

Present: Cllrs Baines, Cotter, Norton, Spademan, the Clerk and Cllr Bloomfield attended as a spectator

1. **To elect a Chair of the Committee.** Cllr Baines was re-elected unopposed.
2. **To receive the Chair's Declaration of Acceptance of Office** – Cllr Baines accepted verbally and will subsequently sign a Declaration of Acceptance of Office.
3. **To elect a Deputy Chair of the Committee** – Cllr Dundas was re-elected as Deputy Chair in his absence unopposed.
4. **Apologies for Absence – ACCEPTED from Cllr Dundas**
5. **Declaration of Interests**
 Councillors to declare either a Disclosable Pecuniary, or any Other Pecuniary or Registerable, Non-Pecuniary interests on any matters covered by this Agenda. Members are reminded that, when considering any item, if it becomes clear they have an interest, they must declare it - **NONE**
6. **Public Participation – NONE**
7. **Minutes of the Corporate Governance Committee meeting of 12th May 2021 (previously circulated) – APPROVED** with the amendment to record that Cllr Cotter was present
8. **Clerk's Report**
 The Clerk and RFO, provided a verbal update of developments within the report – **NOTED**. Cllr Norton advised that greywater run toilets could be considered at the new community centre, the plans of which have now been approved by CBC including a pedestrian/cycle route into the park, and he was happy to assist with this project.

9. Finance – RFO Report

**Stanway Parish Council
 PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
89	07/06/2021		Barclays Main C/A	Direct Debit	Bank charges	Barclays Bank	X	6.00	0.00	6.00
90	07/06/2021		Unity Trust Bank	Standing Order	Grounds Maintenance	Dines Agri Services	X	500.00	0.00	500.00
91	07/06/2021		Unity Trust Bank	Standing Order	Street Lighting Maintenance	A&J Lighting	S	127.30	25.46	152.76
92	07/06/2021		Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	129.10	25.82	154.92
93	07/06/2021		Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	99.00	19.80	118.80
99	07/06/2021		Unity Trust Bank	Standing Order	HW Allowance	C Clouston	X	18.00	0.00	18.00
100	07/06/2021		Unity Trust Bank	Standing Order	HW Allowance	D Lines	X	18.00	0.00	18.00
101	07/06/2021		Unity Trust Bank	Standing Order	HW Allowance	Donna Tristram	X	18.00	0.00	18.00
102	07/06/2021		Unity Trust Bank	Standing Order	HW Allowance	A Ward	X	18.00	0.00	18.00
104	07/06/2021		Unity Trust Bank		Pension payments	Essex Pension Fund	X	1,946.88	0.00	1,946.88
105	07/06/2021		Unity Trust Bank		Printer supplies	Corona Corp Solutions Ltd	S	125.67	25.13	150.80
106	07/06/2021		Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	140.45	0.00	140.45
107	07/06/2021		Unity Trust Bank		Tree Maintenance	TWH Tree & Garden Servis	X	670.00	0.00	670.00
108	07/06/2021		Unity Trust Bank		Councillor/staff training	Community 360	X	39.00	0.00	39.00
109	07/06/2021		Unity Trust Bank		Postage	A Ward	E	10.17	0.00	10.17
110	07/06/2021		Unity Trust Bank		Street Lighting Maintenance	A&J Lighting	S	75.95	15.19	91.14
Total								3,941.52	111.40	4,052.92

This list excludes net salaries/PAYE/NI totalling £6,556.45

Stanway Parish Council

21/06

a) RESOLVED – to approve intermediate expenditure and sign cheques where required (*the list provided had been circulated to all members and verified against invoices by the Deputy Clerk prior to the meeting, with a further check to be undertaken by the two councillors authorising payment on the bank website, and*

b) RESOLVED – to **APPROVE** the final finance reports for the accounting year end March 2021 and the full Bank Reconciliation distributed to all committee members prior to the meeting. **Cllr Baines** confirmed that she would conduct the bank reconciliation against the provided bank statements.

AGREED for the Clerk to reinstate a rota for bank signatories (Cllr Cotter and Baines offered to continue for July’s payments while the remaining signatories organised their bank passwords), to pre-approve regular standing orders and reoccurring payments such as salaries (yearly) and revert to one payment run to be presented to Corporate Governance Committee for authorisation.

10. **RESOLVED to ADOPT Financial Regulation 5** as necessary to allow the authorisation of payments using scanned copies of invoices for scrutiny and remote authorisation by one member of the Council and one officer of the Council, provided that officer is not the author or initiator of those payment list and invoice reports. Both shall indicate, by return of email, that they have completed the verification and authorisation of the payment list, and these emails will be printed and retained in the invoices folder for audit purposes.
 11. **RESOLVED to ADOPT Financial Regulation 6** as necessary to allow the authorisation of electronic bank payments, using the approved payment list and the supporting copies of invoices, by two councillor signatories of the relevant bank account. Both signatories shall indicate, by return of email, that they have completed the verification and authorisation of payments on the bank account, and these emails will be printed and retained in the invoices folder for audit purposes
 12. **RESOLVED to ADOPT a Policy** for good practice, that all Committees must request a virement from CG Committee as the “duly delegated committee” prior to any expenditure not budgeted for to ensure available funds during the financial year. **AGREED** that our Current Financial Regulations (4.9 Extract below) already cover this operation.
“No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (virement).”
- All Committees will be reminded of this process and also requested to provide a COST CODE from the Scribe Accounts Budget Report when allocating expenditure to assist in housekeeping**
13. **RESOLVED to ADOPT a Policy** for the process of Co-option of Councillors
After discussion, it was **AGREED** to **PROPOSE** to Full Council that the current Co-option process be amended to include an enquiry form being completed and circulated to Councillors prior to any request being discussed at Full Council and any subsequent vote to be carried out without the applicant being present in the room.
 14. **Corporate Governance Review – Stage 2 of 3.** After discussion, it was **AGREED** that some housekeeping of the process was needed. The Clerk will provide a Time Schedule/To Do List regarding the 4 stages that were not considered necessary (1. Strategy/Vision(3-5 years), 2. Objectives/Activities, 3. Budget (annual Plan), 4. Policies to support). The first stage, the Strategy/Vision/“Mission Statement” of Stanway Parish Council will be presented to Full Council to **AGREE** to allow CG to move on with the other stages.
 15. **Legal Services Tender / Stanway Green Ransom Strip** – The Clerk advised a legal Advice Note has now just been received from ELS Legal. This will be discussed at Full Council
 16. **Information Update** - To receive oral updates from members on matters affecting the Parish - **NONE**
 17. **Agenda items for the next meeting.**
 18. **To confirm the date and time of the next meeting** – Wednesday 14th July 2021 at 7.00 pm in the Committee Room or as advised due to any continuation of COVID restrictions.

The Chair closed the meeting at 9.03 pm

Draft until signed.....Chair Date...../...../20..... This page..... of.....