



Stanway

Parish Council

Parish Clerk: Donna Tristram
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21/16

Minutes of the Corporate Governance Committee Meeting held on Wednesday 10th November at 7.00pm in the Committee Room, Village Hall

Present: Cllrs Baines, Cotter, Norton, Spademan, Singh and the Clerk.

1. **Chair's welcome** - Cllr Baines welcomed those present
2. **To record & approve apologies for absence** - Apologies were received & approved from Cllrs Dundas & The RFO
3. **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 –**None were declared**
4. **Public Participation – No members of the public attended**
5. **Minutes of the Corporate Governance Committee meeting of 13th October 2021**
APPROVED the minutes of the meeting held on 13.10.21 (*previously circulated*)
6. **Clerk's Report**
 - a) To **RECEIVE** an update on any ongoing action items from previous meetings, per the circulated lists – **NOTED**. The Clerk will write to land developers of planning applications 211610 (Tollgate Village) & 212943 (off Villa Road) to request a meeting concerning the importance of linking "Old" and "New" Stanway.
7. **RFO Report**
 - a) **RESOLVED** – to **APPROVE** expenditure and sign cheques where required (*the list provided below had been circulated to all members and will be verified against invoices by Cllrs Baines and Dundas*)
 - b) **RESOLVED** – to **APPROVE** the interim finance reports and the full Bank Reconciliation distributed to all committee members prior to the meeting. **Cllr Cotter** carried out the bank reconciliation against the bank statements. Cllr Singh enquired if this report could be modified to reflect % variance column in relation to pro-rata of the year remaining (not full year as currently shown which is misleading) – **RFO to be asked to ENQUIRE**
 - c) To **RECEIVE** a value for money report – **DEFERRED** to next available meeting when the RFO is present
8. **Precept 2022/23 - DISCUSSIONS** concerning the second draft of the precept considerations for 2022/23 continued. The Clerk is in the process of obtaining costs for the new community complex and the RFO is pending further information on public work loans, alongside potential grant options for "big ticket" projects. This will be added to the December Agenda for further consideration.
9. **Allotment – Transfer of Ownership – AGREED** to enquire if CBC are agreeable to transferring management/ownership before discussing setting up a working community party to investigate viability. The Clerk will add to Clerk's Report

Stanway Parish Council

21/17

10. **Transport/Environmental Policy – AGREED** that Cllr Cotter will draft a transport policy for discussion at CG. As this forms part of the Council’s Corporate Governance Review, Stage 4, this will be returned to from February 2022 onwards after the budget has been set.
11. **Corporate Governance Review – Stage 2 of 3** – This stage is in process concerning the budget and Stage 4 will be addressed after the budget has been agreed.
12. **Information Update** – Cllr Singh requested an update regarding the lack of street lighting on part of the Heath Road in Stanway Green (Refer CG 21/13, 8th September Meeting) – The Clerk will contact Cllr Dundas who advised he would raise this with CBC. Cllr Spademan reminded Cllrs of the Charity Quiz night organised by Community Services Committee on 13th November (proceeds to the Poppy Appeal), advising a good take up was envisaged
13. **Agenda Items for Committees / next Council Meeting - NONE**
14. **To confirm the date and time of the next meeting** – Wednesday 8th December 2021 at 7.00 pm in the Committee Room, Victory Hall, Stanway Community Centre

4 November 2021 (2021-2022)

Stanway Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	YAT	Total
293	04/11/2021		2. Barclays Main C/A	Direct Debit	Bank charges	Barclays Bank	X	8.35		8.35
294	04/11/2021		2. Barclays Main C/A	Direct Debit	Loan repayment	PWLB	X	8,000.00		8,000.00
295	04/11/2021		2. Barclays Main C/A	Direct Debit	Loan interest	PWLB	X	3,204.00		3,204.00
296	04/11/2021		2. Barclays Main C/A	Direct Debit	Printer lease	BNP Paribas	S	160.00	32.00	192.00
297	04/11/2021		1. Unity Trust Bank	Standing Order	Street Lighting Maintenance	A&J Lighting	S	127.30	25.46	152.76
298	04/11/2021		1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	99.00	19.80	118.80
299	04/11/2021		1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	129.10	25.82	154.92
305	04/11/2021		1. Unity Trust Bank	Standing Order	HW Allowance	C Clouston	X	18.00		18.00
306	04/11/2021		1. Unity Trust Bank	Standing Order	HW Allowance	D Lines	X	18.00		18.00
307	04/11/2021		1. Unity Trust Bank	Standing Order	HW Allowance	Donna Tristram	X	18.00		18.00
308	04/11/2021		1. Unity Trust Bank	Standing Order	HW Allowance	A Ward	X	18.00		18.00
310	04/11/2021		1. Unity Trust Bank		Pension payments	Essex Pension Fund	X	2,213.95		2,213.95
311	04/11/2021		1. Unity Trust Bank		Councillor/staff training	EALC	S	20.00	4.00	24.00
312	04/11/2021		1. Unity Trust Bank		Accounting Software Licence	Scribe Accounts	S	646.00	129.60	777.60
313	04/11/2021		1. Unity Trust Bank		Lockable Wheelie Bin	ESE Direct	S	413.00	82.60	495.60
314	04/11/2021		1. Unity Trust Bank		Office Supplies	Amazon Services Europe	S	15.20	3.04	18.24
315	04/11/2021		1. Unity Trust Bank		Street Lighting Maintenance	A&J Lighting	S	272.35	54.47	326.82
316	04/11/2021		1. Unity Trust Bank		Signage	Impact Signs	S	240.50	48.10	288.60
317	04/11/2021		1. Unity Trust Bank		Zoom subscription	Donna Tristram	S	35.97	7.19	43.16
318	04/11/2021		1. Unity Trust Bank		Annual Subscription	Donna Tristram	S	17.62	3.52	21.14
319	04/11/2021		1. Unity Trust Bank		Specialist fees	Donna Tristram	E	15.16		15.16
320	04/11/2021		1. Unity Trust Bank		Specialist fees	Donna Tristram	E	77.72		77.72
321	04/11/2021		1. Unity Trust Bank		Travel Expenses	C Clouston	X	16.20		16.20
322	04/11/2021		1. Unity Trust Bank		Telephone & Broadband	C Clouston	X	10.00		10.00
323	04/11/2021		1. Unity Trust Bank		Office Supplies	C Clouston	S	119.85	23.97	143.82
324	04/11/2021		1. Unity Trust Bank		Room hire	SVHMC	X	110.00		110.00
325	04/11/2021		1. Unity Trust Bank		Office Supplies	Amazon EU UK branch	S	28.92	5.79	34.71
326	04/11/2021		1. Unity Trust Bank		Fitness Sessions	Our Parks Ltd	S	412.50	82.50	495.00
327	04/11/2021		1. Unity Trust Bank		Travel Expenses	B Cooper	X	59.28		59.28
328	04/11/2021		1. Unity Trust Bank		MW Tools and supplies	B Cooper	X	6.00		6.00
329	04/11/2021		1. Unity Trust Bank		Fitness Sessions	CrossFit DireWolf Ltd	X	150.00		150.00
Total								16,681.97	547.86	17,229.83

This list excludes net salaries, PAYE & NI, totalling £7,572.13

The Chair closed the meeting at 8.52pm

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