



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 12th October 2022** at **7pm** for the purposes of transacting the business shown on the Agenda.

Kind regards

Parish Clerk & Responsible Financial Officer

5th October 2022

AGENDA

1. **Chair's Welcome & 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 10th August 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 new 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. **Stanway Lakelands Centre** - To **REVIEW** cost and income projections with a view to recommendations to Full Council
8. To **REVIEW** first draft of 2023/24 budget and consider any public work loan options for resolution by Full Council
9. To **RECEIVE** an update on the Asset Register and Insurance Cover review and **AGREE** any proposed changes
10. To **REVIEW** the latest Local Highways Panel (LHP) report and **CONSIDER** any responses
11. 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
12. To urgently **DECIDE** and **APPOINT** bank signatories to all Council bank accounts to ensure the Council's financial obligations can be met and to **REVIEW** the process for organising signatories and access for all bank accounts
13. To **REVIEW** the conclusion of The Annual Governance & Accountability Return (AGAR) for 2021/22 for **NOTING** at Full Council
14. **Corporate Governance Review** – To:
 - i) To **RECEIVE** the latest Internal Audit report dated 3 August 2022 and **CONSIDER** the recommendations therein.
 - ii) To **RECEIVE** the latest report on the effectiveness of the Internal Audit dated 6 March 2022 and **CONSIDER** the recommendations therein
 - iii) To **REVIEW** draft Dignity at Work Policy for **ADOPTION** at Full Council

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15. **Information Update** - To receive oral updates from members on matters affecting the Parish.
16. **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.
17. **To confirm the date & time of the next meeting**—Wednesday 9th November 2022, 7.00 pm at the same venue