



# Stanway

## Parish Council

Parish Clerk: Donna Tristram  
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21/22

### Minutes of the Corporate Governance Committee Meeting held on Wednesday 9<sup>th</sup> February at 7pm in the Committee Room, Victory Hall

Present: Cllrs Spademen, Cotter, J. Norton & Jordan, the RFO & the Finance Officer.

1. **Chair's welcome** - Cllr Spademen was elected Chair for the meeting and welcomed those present. Cllr. Jordan was in attendance as a substitute member per the Full Council Resolution of March 2021.
2. **To record & approve apologies for absence** - Apologies were received & approved from Cllrs. Baines, Dundas and Singh, and the Clerk.
3. **Declarations of Interest** – None were declared
4. **Public Participation** – No members of the public attended
5. **APPROVED** - the Minutes of the Corporate Governance Committee meeting of 12<sup>th</sup> January 2022
6. **Clerk's Report**  
**DEFERRED** - an update on any ongoing action items from previous meetings, per the circulated lists.
7. **RFO Report**
  - a) **APPROVED** - intermediate expenditure for on-line payment of invoices where required (*per the list of payments circulated & verified against scanned invoices prior to the meeting in accordance with Financial Regs 5 & 6*). Late invoices for items 466 to 475 were presented to the Committee for scrutiny and approval.
  - b) **APPROVED** - the interim Finance Reports and **NOTED** the full Bank Reconciliation conducted by Cllr. Cotter prior to the meeting.
  - c) To **APPROVE** virements - **NONE**
9. To **REVIEW** and agree any changes to the banking authorisation process – it was **AGREED** that Mr Lee Needham, as Finance Officer, will become the administrator for the Unity Trust account, with a **View and Submit** authority level. Further changes will be presented to the next Full Council meeting for approval.
10. **Corporate Governance Review – Stage 2 of 3.** Continuation of the discussion to identify a clear over-arching vision and strategy for the Council and the key objectives/themes underpinning that strategy – **DEFERRED**
11. **Information Update** - To receive oral updates from members on matters affecting the Parish – **NONE**
12. **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 - **NONE**.
13. **To confirm the date and time of the next meeting** – Wednesday 9<sup>th</sup> March 2022 at 7.00 pm in the Committee Room, Victory Hall, Stanway Community Centre

**The Chairman closed the meeting at 7.10 pm.**

# Stanway Parish Council

21/23

10 February 2022 (2021-2022)

## Stanway Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
431 MW Consumables	31/01/2022		1. Unity Trust Bank		Fuel - Machinery	B Cooper	S	4.17	0.84	5.01
432 Travel expenses	31/01/2022		1. Unity Trust Bank		Travel Expenses	B Cooper	X	20.16		20.16
433 Travel expenses	31/01/2022		1. Unity Trust Bank		Travel Expenses	B Cooper	X	20.16		20.16
434 Tree maintenance	31/01/2022		1. Unity Trust Bank		Tree Maintenance	TWH Tree Services Limited	X	360.00		360.00
435 Vehicle lease	31/01/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	245.00		245.00
436 Training - All	31/01/2022		1. Unity Trust Bank		Councillor/staff training	Colchester Regional Agricultu	S	50.00	10.00	60.00
437 Vehicle lease	31/01/2022		1. Unity Trust Bank		Insurance	Arthur J. Gallagher Insurance	X	103.80		103.80
438 Workshop/store	31/01/2022		1. Unity Trust Bank		Shed Roller Shutter	Hollington Doors	S	120.00	24.00	144.00
439 Play equipment Reserve	31/01/2022		1. Unity Trust Bank		Play Areas Annual Inspections	Wicksteed Leisure Limited	S	120.00	24.00	144.00
441 Street lighting electricity	01/02/2022		1. Unity Trust Bank		Street Lighting electricity	Colchester BC	S	1,263.94	252.79	1,516.73
442 Payroll Services	01/02/2022		1. Unity Trust Bank		Payroll costs	Richard Edwards LLP	S	107.00	21.40	128.40
444 Street Light Costs	01/02/2022		1. Unity Trust Bank	Standing Order	Street Lighting Maintenance	A&J Lighting Solutions Ltd	S	127.30	25.46	152.76
445 Office IT Support	01/02/2022		1. Unity Trust Bank	Standing Order	IT Support	Saint IT Ltd	S	129.10	25.82	154.92
446 Office IT Support	01/02/2022		1. Unity Trust Bank	Standing Order	IT Support	Saint IT Ltd	S	99.00	19.80	118.80
440 Bank charges	01/02/2022		2. Barclays Main C/A	Direct Debit	Bank charges	Barclays Bank	X	8.00		8.00
447 Office supplies	02/02/2022		1. Unity Trust Bank		Stationery	Amazon EU UK branch	S	16.25	3.25	19.50
448 Office supplies	02/02/2022		1. Unity Trust Bank		Stationery	Amazon EU UK branch	S	8.56	1.71	10.27
449 MW Consumables	02/02/2022		1. Unity Trust Bank		MW Tools and supplies	Kent Blaxill & Co Ltd	S	68.71	13.74	82.45
450 MW Consumables	02/02/2022		1. Unity Trust Bank		Fuel - Machinery	D Lines	S	36.06	7.21	43.27
456 MW Consumables	03/02/2022		1. Unity Trust Bank		MW Tools and supplies	B Cooper	S	249.98	50.00	299.98
457 MW Consumables	04/02/2022		1. Unity Trust Bank		MW Tools and supplies	Kent Blaxill & Co Ltd	S	19.72	3.94	23.66
464 Office supplies	06/02/2022		1. Unity Trust Bank		Printer	L Needham	S	233.32	46.67	279.99
465 Office IT Support	06/02/2022		1. Unity Trust Bank	Direct Debit	IT Support	Saint IT Ltd	S	160.67	32.13	192.80
466 Room Hire	06/02/2022		1. Unity Trust Bank		Room hire	SVHMC	X	12.00		12.00
467 Staffing Reserve	08/02/2022		1. Unity Trust Bank		MW Locum	M Besham	X	576.00		576.00
468 Printer maintenance	08/02/2022		1. Unity Trust Bank		Printer supplies	Corona Corporate Solutions I	S	50.38	10.08	60.46
469 Street Light Costs	08/02/2022		1. Unity Trust Bank		Street Lighting Maintenance	A&J Lighting Solutions Ltd	S	379.00	75.80	454.80
470 Training - All	08/02/2022		1. Unity Trust Bank		Councillor/staff training	EALC	S	70.00	14.00	84.00
471 Training - All	08/02/2022		1. Unity Trust Bank		Councillor/staff training	EALC	S	70.00	14.00	84.00
472 Training - All	08/02/2022		1. Unity Trust Bank		Councillor/staff training	EALC	S	70.00	14.00	84.00
473 Training - All	08/02/2022		1. Unity Trust Bank		Councillor/staff training	EALC	S	70.00	14.00	84.00
474 Grounds maintenance	08/02/2022		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	190.00	38.00	228.00
475 Workshop/store	10/02/2022		1. Unity Trust Bank		Workshop	Dines Agri Services	X	650.00		650.00
<b>Total</b>								<b>5,708.28</b>	<b>742.64</b>	<b>6,450.92</b>

The list above does not contain individual salaries, PAYE or NI. These totalled £11,318.11.

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