



# Stanway

## Parish Council

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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 9<sup>th</sup> June** at 7.00pm for the purposes of transacting the business shown on the Agenda.

Kind regards

Clerk to the Parish Council

3<sup>rd</sup> June 2021

### AGENDA

- 1. To elect a Chair of the Committee**
- 2. To receive the Chair's Declaration of Acceptance of Office**  
To receive the Chairman's Declaration of Acceptance of
- 3. To elect a Deputy Chairman of the Committee**  
To elect a Deputy Chairman of the Corporate Governance Committee for the ensuing municipal year.
- 4. To record and approve apologies for absence**
- 5. 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.
- 6. 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 and 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.
- 7. Minutes of the Corporate Governance Committee meeting of 12<sup>th</sup> May 2021**  
To **APPROVE** the minutes of the meeting held on 12.05.2021 (*previously circulated*)

## Stanway Parish Council

**8. Clerk's Report**

a) To **RECEIVE** an update on any ongoing action items from previous meetings, per the circulated lists.

**9. RFO Report**

a) To **APPROVE** intermediate expenditure for on-line payment and sign cheques where required (*a list to be circulated and verified against invoices prior to the meeting*)

b) To **RECEIVE** and **APPROVE** interim Finance Reports and **NOTE** a full Bank Reconciliation conducted by a nominated councillor prior to the meeting.

**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 prior to any expenditure not budgeted for to ensure available funds during the financial year.

**13. RESOLVED to ADOPT a Policy** for the process of Co-option of Councillors

**14. Corporate Governance Review – Stage 2 of 3.** Continuation of the discussion to identify a clear overarching vision and strategy for the Council and the key objectives/themes underpinning that strategy.

**15. Legal Services Tender / Stanway Green Ransom Strip** – RFO/Clerk to provide an update

**16. Information Update** - To receive oral updates from members on matters affecting the Parish.

**17. Agenda items for the next meeting.**

**18. To confirm the date and time of the next meeting** – Wednesday 14<sup>th</sup> July 2021 at 7.00 pm in the Committee Room

# Stanway Parish Council

## LARGE TEXT AGENDA

1. **To elect a Chair of the Committee**
2. **To receive the Chair's Declaration of Acceptance of Office**  
To receive the Chairman's Declaration of Acceptance of
3. **To elect a Deputy Chairman of the Committee**
4. **To record and approve apologies for absence.**
5. **Declarations of Interest**
6. **Public Participation**
7. **Minutes of the Corporate Governance Committee meeting of 12<sup>th</sup> May 2021**  
To **APPROVE** the minutes of the meeting held on 12.05.2021 (*previously circulated*)
8. **Clerk's Report**  
a) To **RECEIVE** an update on any ongoing action items from previous meetings.
9. **RFO Report**  
a) To **APPROVE** intermediate expenditure for on-line payment and sign cheques where required (*a list to be circulated and verified against invoices prior to the meeting*)  
b) To **RECEIVE** and **APPROVE** interim Finance Reports and **NOTE** a full Bank Reconciliation conducted by a nominated councillor prior to the meeting.
10. **RESOLVED to ADOPT Financial Regulation 5** concerning the authorisation of expenditure payments
11. **RESOLVED to ADOPT Financial Regulation 6** concerning the authorisation and transfer of bank payments
12. **RESOLVED to ADOPT a Policy** for good practice, that all Committees must request a virement from CG Committee prior to any expenditure not budgeted for to ensure available funds during the financial year.
13. **RESOLVED to ADOPT a Policy** for the process of Co-option of Councillors
14. **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.
15. **Legal Services Tender / Stanway Green Ransom Strip** – RFO/Clerk to provide an update
16. **Information Update** To receive oral updates from members
17. **Agenda items for the next meeting.**
18. **To confirm the date and time of the next meeting** – Wednesday 14<sup>th</sup> July 2021 at 7.00 pm in the Committee Room