



Stanway

Parish Council

Parish Clerk: Donna Tristram
Victory Hall, Villa Road,
Stanway, Essex CO3 0RH
P: 01206 542221/07759 837111
E: clerk@stanwaypc.org.uk

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 9th February 2022** at 7.00pm for the purposes of transacting the business shown on the Agenda.

Kind regards

Responsible Financial Officer

1st February 2022

AGENDA

1. **Chair's welcome**
2. **To record and approve apologies for absence**
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.
4. **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.
5. **Minutes of the Corporate Governance Committee meeting of 8th December 2021**
To **APPROVE** the minutes of the meeting held on 12th January 2022 (*previously circulated*)
6. **Clerk's Report**
 - a) To **RECEIVE** an update on any ongoing action items from previous meetings, per the circulated lists. – **RECOMMENDED for NOTING and DEFERRAL** of any discussion.
7. **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 Finance Reports and **NOTE** a full Bank Reconciliation conducted by a nominated councillor prior to the meeting.
 - c) To **APPROVE** virements
9. To **REVIEW** and agree any changes to the banking authorisation process
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 – **RECOMMENDED for DEFERRAL**
11. **Information Update** - To receive oral updates from members on matters affecting the Parish.
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.
13. **To confirm the date and time of the next meeting** – Wednesday 9th March 2022 at 7.00 pm in the Committee Room, Victory Hall, Stanway Community Centre