



Stanway

Parish Council

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22/07

Minutes of the Corporate Governance Committee Meeting held on 12th October 2022 at 7pm in the Committee Room, Victory Hall

Present: Cllrs Baines (Chair), Dundas (Deputy Chair), Cotter, J. Norton, Singh & Spademan
and the Clerk and Finance Officer

1. **Chair's Welcome & record and approve apologies for absence** – Cllr Baines welcomed all present. There were no apologies as all members were present
2. **Declarations of Interest – None Declared**
3. **Public Participation – None Present**
4. **APPROVED** the minutes of the Corporate Governance meeting held on 10th August 2022 (*previously circulated*)
5. **Clerk's Report -RECEIVED & NOTED** the written update from the last Full Council meeting, 29th September on ongoing action items from previous meetings.
6. **RFO Report**
 - a) **APPROVED** - intermediate expenditure for on-line payment of invoices where required (per the list of payments circulated & verified by **Cllr Baines & the Clerk** against scanned invoices prior to the meeting in accordance with Financial Regs 5 & 6), with the exception of Caloo final balance which will remain unpaid, pending outcome of Silver Witch Green "voids" under mulch surface dispute.
 - b) **APPROVED** - the interim Finance Reports & **NOTED** the full Bank Reconciliation by **Cllr Baines** during the meeting.
 - c) To **APPROVE** any virements – **NONE PRESENTED**
 - d) **REVIEWED** large capital projects – **NOTED** increase in Tollgate Carpark Extension from £ 65,000 to £ 80,000 S106 funding and removal of SWG and LLS Park Upgrades from project list.
7. **Stanway Lakelands Centre – REVIEWED** cost and income projections at length, also incorporating alternative projections & including update from the Clerk regarding her various visits and discussions with other community hall/centre operators on their finances and how they operate. **DECIDED** the Clerk and Finance Officer will provide a thorough report to October Full Council, with as up to date projections on cost and expenditure as can be obtained (as costs are still being refined). Report to indicate required increase on precept to ensure commercial viability of SLC (excluding kit out which will be financed via PWL or grants) and security of Council's existing assets and functions . **AGREED** to request a site visit for any councillors that haven't seen the finished build so they will have a fuller understanding of the centre's potential for the community and also invite CBC stakeholders and Ward Councillors to the FC October meeting should they wish to make any representations during public participation and listen to the ensuing debates and Council decision
8. To **REVIEW** first draft of 2023/24 budget & consider any public work loan options for resolution by Full Council – **DEFERRED** fuller discussions until November meeting, pending decision on any precept increase to take on SLC. Also, incorporating potential late production of a final retention demand of £ 17,500 regarding the Village Hall upgrades completed in 2019
9. **RECEIVED** an update on the Asset Register and Insurance Cover review and **AGREED** proposed changes. Further update to follow as street furniture (benches) appears to be insufficient and Burial Ground Entrance Gates and Walls and PA System valuations require updating.

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10. **REVIEWED** the latest Local Highways Panel (LHP) reports concerning speed reviews requested by SPC on Church Lane, Villa Road and Blackberry Road. **AGREED** to request an update on required actions due to excessive speeding of up to 38% on Villa Road and 23% on Blackberry and Church Lane. The Council are particularly concerned about Villa and Blackberry Road due to near locality to Winstree Road schools. The Clerk will feed these reports into the Winstree Road Working Group. **REVIEWED** the LHP proposed upgrades to Footpath 5 (Tollgate Road entry point) - **AGREED** to inform the LHP that, in isolation, the proposed updates would be negligible as recutting and resurfacing the steps, which are very uneven and dangerous in places, and repairing/replacing the railings are also necessary. A zebra crossing would also be highly desirable and should be factored into any Tollgate Village plans.
11. To **NOTE** update from Clerk's investigations regarding the increase in fuel duty and charges for grounds maintenance and **AGREE** any relevant to changes to term contracts – **AGREED** to keep on Agenda for further updates as and when received.
12. **DECIDED** that Cllrs Dundas and Spademan would assist the Finance Officer urgently by contacting Barclays & Nationwide banks to obtain signatory mandates to enable the bank signatories agreed at May AGM to be appointed.
13. **REVIEWED** the conclusion of The Annual Governance & Accountability Return (AGAR) for 2021/22 for **NOTING** at October Full Council
14. **Corporate Governance Review – To:**
 - i) To **RECEIVE** the latest Internal Audit report dated 3 August 2022 and **CONSIDER** the recommendations therein – Due to time constraints, item will be passed back to next Internal Audit Committee Meeting, 18th October
 - ii) To **RECEIVE** the latest report on the effectiveness of the Internal Audit dated 6 March 2022 and **CONSIDER** the recommendations therein – Due to time constraints, item will be passed back to next Internal Audit Committee Meeting 18th October
 - iii) To **REVIEW** draft Dignity at Work Policy for **ADOPTION** at Full Council – **DEFERED** to November meeting
15. **Information Update** - To receive oral updates from members on matters affecting the Parish – **NONE RECEIVED**
16. **Agenda Items for Committees / next Council Meeting –**
 - i) Full Council to consider and decide on the Council's commitment to signing the lease and taking on the financial commitment to run Stanway Lakelands Centre
 - ii) Full Council to note AGAR conclusion
 - iii) Internal Audit Committee to consider latest internal auditor's report & external report on effectiveness of internal audits
 - iv) Corporate Governance Committee to review any Asset Register valuation updates
 - v) Corporate Governance Committee to review Dignity at Work Policy for adoption by Full Council
17. **CONFIRMED date & time of the next meeting** as Wednesday 9th November 2022, 7.00 pm at the same venue

The Chairman closed the meeting at 9.30pm

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6a. Listing

10 October 2022 (2022-2023)

Stanway Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
183	14/06/2022		1. Unity Trust Bank		Play area equipment	Caloo Ltd	S	4,000.00	800.00	4,800.00
208	31/08/2022		1. Unity Trust Bank		Grave	The Hunnibal Family Funera	S	2,400.00	480.00	2,880.00
239	01/10/2022		1. Unity Trust Bank		Event expenses	Karl Semmence t/a DJ Buzby	X	50.00		50.00
240	03/10/2022		1. Unity Trust Bank	Standing Order	Street Lighting Maintenance	A&J Lighting Solutions Ltd	S	127.30	25.46	152.76
241	03/10/2022		1. Unity Trust Bank	Direct Debit	IT Support	Saint IT Ltd	S	99.00	19.80	118.80
242	03/10/2022		1. Unity Trust Bank	Direct Debit	IT Support	Saint IT Ltd	S	129.10	25.82	154.92
243	03/10/2022		1. Unity Trust Bank		Grant	St Albrights Church	X	352.80		352.80
244	03/10/2022		1. Unity Trust Bank		Grant	Hope For Tomorrow	X	1,000.00		1,000.00
245	03/10/2022		1. Unity Trust Bank		IT Support	Saint IT Ltd	S	109.40	21.88	131.28
246	03/10/2022		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	225.00	45.00	270.00
247	03/10/2022		1. Unity Trust Bank		Grounds Maintenance	Darid Anthony Bowman t/a I	S	120.00	24.00	144.00
248	04/10/2022		1. Unity Trust Bank		Payroll services	RE Group Accountants Limite	S	104.52	20.90	125.42
249	04/10/2022		1. Unity Trust Bank		Printer supplies	Amanda Ward	S	5.82	1.17	6.99
250	04/10/2022		1. Unity Trust Bank		Event expenses	Amanda Ward	S	1.25	0.25	1.50
251	05/10/2022		1. Unity Trust Bank		Maintenance tools and supplie	Kent Blaxill & Co Ltd	S	46.85	9.37	56.22
252	05/10/2022		1. Unity Trust Bank		Subscription	Colchester Association of Loc	X	35.00		35.00
253	06/10/2022		1. Unity Trust Bank		Gift voucher	Doma Tristram	X	30.00		30.00
254	06/10/2022		1. Unity Trust Bank		Travel Expenses	Doma Tristram	X	25.20		25.20
255	06/10/2022		1. Unity Trust Bank		Land Registry Fees	Doma Tristram	X	6.00		6.00
256	06/10/2022		1. Unity Trust Bank							
257	06/10/2022		1. Unity Trust Bank							
258	06/10/2022		1. Unity Trust Bank							
259	06/10/2022		1. Unity Trust Bank							
260	06/10/2022		1. Unity Trust Bank	Standing Order						
261	06/10/2022		1. Unity Trust Bank	Standing Order						
262	06/10/2022		1. Unity Trust Bank	Standing Order						
263	06/10/2022		1. Unity Trust Bank							
264	06/10/2022		1. Unity Trust Bank							
Total								20,973.03	1,473.65	22,446.68

**Including totals for PAYE wages, TAX & NI, Pension Costs and Home Working Allowances
with specific figures and personnel particulars redacted**