



Stanway

Parish Council

Parish Clerk: Donna Tristram
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Minutes of the Corporate Governance Committee Meeting held on 8th March 2023 at 7pm in the Committee Room, Victory Hall

Present: Cllrs Cotter (Chair), J. Norton & Cllr Spademan
The Clerk, Finance Officer and one member of the public.
Cllrs Bloomfield and Jordon joined the meeting as non-voting members after commencement

1. **Chair's Welcome and record and approve apologies for absence-** Cllr Singh's apology was accepted
2. **Declarations of Interest** – None Declared
3. **Public Participation** – None Present
4. **APPROVED** the minutes of the Corporate Governance meeting held on 8th February 2023 (*previously circulated*) – to be signed at a later date
5. **Clerk's Report -RECEIVED & NOTED**
6. **RFO Report**
 - a) **APPROVED** - intermediate expenditure for on-line payment of invoices where required (per the list of payments circulated & verified by **Cllr Cotter & the Clerk** against scanned invoices prior to the meeting in accordance with Financial Regs 5 & 6). It was decided that the Colchester City Council invoice for the unmetered electric supply would remain unpaid as the City Council had not yet responded with substantiation of the electricity calculation. Additional invoices were presented post payment list compilation and agreed for Able Drains @ £ 2130.30 and Dines Agri Services @ £ 350
 - b) **APPROVED** - the interim Finance Reports & **Cllr Cotter NOTED** the full Bank Reconciliation during the meeting, which did not reconcile by £ 13, due to the £ 3 debit card monthly fee but also an unidentifiable £10 charge on the company issued debit card which will be investigated with the bank.
 - c) **No virements** required approval
 - d) **REVIEWED** large capital projects, reserves and budget reports. It was explained that any budgets with a 5% +/- variation are highlighted. The subscription budget was also reviewed due to increased expenditure
7. **REVIEWED** solicitor information regarding Mrs Jansma's estate in relation to Comb Field donation for proposal to Full Council. The Clerk will continue to explore possibilities regarding initial use of the land.
8. **REVIEWED Investment and Reserves Report** for recommendation within a policy to Full Council. It was agreed that the notice period savings deposit account would increase from 30 to no more than 60 days' notice
9. **REVIEW the latest Local Highways Panel (LHP) report** and **CONSIDER** any responses – **No Report Provided by Essex Highways**
10. **Corporate Governance Review:**
 - i) **REVIEWED** the January 2023 internal auditor's report. The Clerk confirmed the recommendations to increase the burial ground fees and consider the following year's fees at budget time had already been agreed by the

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Community Assets Committee and the necessity of marking each grave would be trialled by installing a flush level, small cobble tile.

ii) To **REVIEW** Training and Development Policy for Proposal to Full Council – The Clerk advised, as more relevant, this policy is to be reviewed by the Staffing Committee

iii) **REVIEWED** and agreed to Corporate Governance Terms of Reference for **Approval by Full Council**

11. Information Update – No update presented

12. Agenda Items for Committees / next Council Meeting –

- i) **Corporate Governance Committee** – To review 2022/23 budget against yearend total expenditure/income
- ii) **Full Council** – To resolve whether to accept Mrs Jansma’s gift of land and bequest from her will
- iii) **Full Council** – To review Investment and Reserves Policy for adoption

13. Confirmed the date & time of the next meeting– Wednesday, 12th April 2023

The Chairman closed the meeting at 7.59pm

6a. Listing

6 March 2023 (2022-2023)											
Stanway Parish Council											
PAYMENTS (AWAITING AUTHORISATION) LIST											
oucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
400	Streetlights - Electricity	02/02/2023	1. Unity Trust Bank		Street Lighting electricity	Colchester Borough Council	S	2,088.36	417.67	2,506.03	
431	Community Events - expend	02/03/2023	1. Unity Trust Bank		Room hire	SVHMC	E	87.00		87.00	
432	Community Events - expend	02/03/2023	1. Unity Trust Bank		Room hire	SVHMC	X	108.00		108.00	
434	Tools and Consumables	02/03/2023	1. Unity Trust Bank		Maintenance tools and supplie	Ernest Doe & Sons Ltd	S	138.50	27.70	166.20	
435	Streetlights - all maintenance	02/03/2023	1. Unity Trust Bank		Street Lighting Maintenance	AAJ Lighting Solutions Ltd	S	429.00	85.80	514.80	
436	Professional Fees	02/03/2023	1. Unity Trust Bank		Legal advice	Elisons Legal LLP	S	727.00	145.40	872.40	
437	Other	02/03/2023	1. Unity Trust Bank		Leaflets	Regional Life Ltd	S	140.00	28.00	168.00	
438	Buildings & Car Parks - all m	02/03/2023	1. Unity Trust Bank		Workshop	The Steel Building Company	S	325.00	65.00	390.00	
440	Maintenance Vehicle	02/03/2023	1. Unity Trust Bank		Insurance	Arthur J. Gallagher Insurance	X	80.00		80.00	
441	Training (all)	02/03/2023	1. Unity Trust Bank		Staff training	Society of Local Council Clerk	X	460.00		460.00	
442	Training (all)	02/03/2023	1. Unity Trust Bank		Staff training	Essex Association of Local Co	X	148.50		148.50	
443	Training (all)	02/03/2023	1. Unity Trust Bank		Staff training	Essex Association of Local Co	S	675.00	135.00	810.00	
444	Other	02/03/2023	1. Unity Trust Bank		Event expenses	Hedgehogs R Us	X	157.50		157.50	
445	Grounds Maintenance	02/03/2023	1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	190.00	38.00	228.00	
446	Buildings & Car Parks - all m	02/03/2023	1. Unity Trust Bank		Drain Maintenance	SVHMC	X	413.10		413.10	
447	Office Supplies (all)	02/03/2023	1. Unity Trust Bank		Stationery	Vaan Enterprise Ltd	S	16.24	3.25	19.49	
448	Office Supplies (all)	28/02/2023	1. Unity Trust Bank		Printer supplies	Amazon EU S.a.r.l. UK Branc	S	38.32	7.66	45.98	
452	Salaries, PAYE & NI (all)	02/03/2023	1. Unity Trust Bank		Salary						
453	Salaries, PAYE & NI (all)	02/03/2023	1. Unity Trust Bank		Salary						
454	Salaries, PAYE & NI (all)	02/03/2023	1. Unity Trust Bank		Salary						
455	Salaries, PAYE & NI (all)	02/03/2023	1. Unity Trust Bank		Salary						
456	Pension contributions (all)	02/03/2023	1. Unity Trust Bank		Pension payments						
457	Salaries, PAYE & NI (all)	02/03/2023	1. Unity Trust Bank		PAYE & NI						
458	Office Supplies (all)	02/03/2023	1. Unity Trust Bank		Printer supplies	Amazon EU S.a.r.l. UK Branc	S	5.83	1.17	7.00	
459	Office Supplies (all)	02/03/2023	1. Unity Trust Bank		Stationery	Amanda Ward	S	5.42	1.08	6.50	
460	Office Supplies (all)	02/03/2023	1. Unity Trust Bank		Printer supplies	Amazon EU S.a.r.l. UK Branc	S	38.32	7.66	45.98	
461	IT Services (inc. software an	02/03/2023	1. Unity Trust Bank		Printer	Saint IT Ltd	S	258.99	51.80	310.79	
465	Burial Ground Expenses (all)	02/03/2023	1. Unity Trust Bank		Burial Ground Expenditure	B&Q Limited	X	2.70		2.70	
466	Maintenance Vehicle	02/03/2023	1. Unity Trust Bank		Vehicle Hire	Richards Cars Ltd t/as Herd t	S	125.00	25.00	150.00	
467	Maintenance Vehicle	02/03/2023	1. Unity Trust Bank		Vehicle Hire	Richards Cars Ltd t/as Herd t	S	125.00	25.00	150.00	
468	Sundry Expenditure	02/03/2023	1. Unity Trust Bank		Flowers	Prestige Flowers	X	30.49		30.49	
469	Office Supplies (all)	02/03/2023	1. Unity Trust Bank		Stationery + Printing	VistaPrint B.V	S	78.34	15.66	94.00	
	Travel	02/03/2023	1. Unity Trust Bank		Travel Expenses	Dona Trisbram	X	10.80		10.80	
	Other	02/03/2023	1. Unity Trust Bank		Gift voucher	MARKS AND SPENCER PLC	X	50.00		50.00	
								Total	20,002.60	1,080.85	21,083.45

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