



Stanway

Parish Council

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Minutes of the Corporate Governance Committee Meeting held on 9th November 2022 at 7pm in the Committee Room, Victory Hall

Present: Cllrs Cotter (voted in as Chair), J. Norton, Singh & Spademan (voted in as Deputy Chair)
and the Clerk and Finance Officer and Cllr Bloomfield

1. **The Clerk opened the meeting and requested nominations for Chair and Deputy Chair.** Cllr Cotter was voted in as Corporate Governance Chair and Councillor Spademan as Deputy Chair for the remainder of the municipal year.
 2. **Apologies for absence** - There were no apologies as all members were present
- Declarations of Interest – None Declared**
3. **Public Participation – None Present**
 4. **APPROVED** the minutes of the Corporate Governance meeting held on 12th October 2022 (*previously circulated*)
 5. **Clerk's Report -RECEIVED & NOTED.** Community Assets will be asked to clarify ownership of the Drought Garden rocks. A request will be made to Colchester Borough Council for expenditure costs relating to the Stanway Lakelands build and also for an update on the TOUCAN crossing
 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 agreed that Caloo's final balance would be paid as all outstanding issues had been rectified and confirmation of warranty cover confirmed in writing. A thorough discussion regarding payment of SPC's contribution towards Stanway Lakeland Centre's carpark was also held. A final decision concerning payment of this invoice will be referred to Full Council.
 - b) **APPROVED** - the interim Finance Reports & **NOTED** the full Bank Reconciliation by **Cllr Cotter** during the meeting.
 - c) To **APPROVE** any virements – **As per the accompanying RFO report, all virements were approved**
 - d) **REVIEWED** large capital projects – **NOTED from the RFO report**
 7. To **REVIEW** second draft of 2023/4 budget proposal for resolution by Full Council – **REVIEWED** second draft.

Community Services require an upgrade in their request for events to £ 3000 in relation to the King's Coronation Celebrations.

Community Assets and Community Services to review their 2023/4 budget requests and define the expenditure more specifically for next CGC meeting.

Reminder to be sent to committees to confirm that capital expenditure is not budgeted within the precept, so must all be externally sourced.

This committee to review revisions at Dec 2022 meeting, incorporating any reserves thought necessary for the potential gift of Comb Field

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8. **REVIEWED** current bank signatories and **AGREED** to propose that Full Council appoint specified officers as bank signatories for a specific time whilst Councillor numbers are low. **AGREED** safeguards would be only one officer signatory can authorise payments in conjunction with one Councillor signatory or carry out more than 2 steps in the procurement through to payment process. The Finance Officer will propose changes to the Financial Regulations for Full Council to ratify.
9. **REVIEWED** the latest Local Highways Panel revised proposed upgrades to Footpath 5 (Tollgate Road entry point) - **AGREED** to propose the guard rail extend to the length of the new footpath and reiterate previous concerns that the proposed updates would be negligible as recutting and resurfacing the steps is necessary.
10. 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 remove from the Agenda as the grounds maintenance contract was continuing on a monthly rolling contract satisfactorily.
11. **Corporate Governance Review – To:**
 - i) **REVIEWED** draft Dignity at Work Policy and **PROPOSED ADOPTION** at Full Council
 - ii) **AGREED** the current committee structure be considered at Full Council
12. **Information Update – NONE RECIEVED**
13. **Agenda Items for Committees / next Council Meeting –**
 - i) Cllr Spademan requested Full Council consider the lack of movement regarding the Warren Lane/Maldon Road Junction upgrades
 - ii) Community Assets to clarify ownership of the Drought Garden rocks
 - iii) Community Assets and Community Services committees to review their 2023/4 budget requests and define the expenditure more specifically for next CGC meeting.
 - iv) Full Council to adopt the Dignity at Work Policy
 - v) Full Council to review proposal to amend financial regulations to adopt officers as bank signatories
 - vi) Full Council to decide on settlement of Stanway Lakelands Centre contribution towards the carpark
 - vii) Full Council to review current committee structure
 - viii) Full Council to consider acceptance of Comb Field gift
 - iv) Full Council to consider status of Stanway Parish Council applying to become a town council
14. **CONFIRMED date & time of the next meeting** as Wednesday 14th December 2022, 7.00 pm at the same venue

The Chairman closed the meeting at 9.10pm

6a. Listing

3 November 2022 (2022-2-20-23)

**Stanway Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
183	Play Areas - equipment repla	14/09/2022		1. Unity Trust Bank		Play area equipment	Caloo Ltd	S	4,000.00	800.00	4,800.00
243	Grants (all)	03/10/2022		1. Unity Trust Bank		Grant	St Albright's Church	X	352.80		352.80
269	Grounds Maintenance	02/11/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	556.87		556.87
270	Tractor - Lease & Insurance	02/11/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	245.00		245.00
271	Streetlights - all maintenance	02/11/2022		1. Unity Trust Bank		Street Lighting Maintenance	ABL Lighting Solutions Ltd	S	429.00	85.80	514.80
273	Street Furniture	02/11/2022		1. Unity Trust Bank		Signage	Signage Limited	S	265.00		318.00
275	Grounds Maintenance	02/11/2022		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	190.00	38.00	228.00
276	Training (all)	02/11/2022		1. Unity Trust Bank		Staff training	Essex Association of Local Co	S	140.00	28.00	168.00
277	Training (all)	02/11/2022		1. Unity Trust Bank		Staff training	Essex Association of Local Co	S	140.00	28.00	168.00
278	Grounds Maintenance	02/11/2022		1. Unity Trust Bank		Grounds Maintenance	M J Baker	X	150.00		150.00
279	Community Events - expendi	02/11/2022		1. Unity Trust Bank		Event expenses	SVHPC	X	85.00		85.00
280	External Audit	02/11/2022		1. Unity Trust Bank		Audit fees	PAF Littlejohn LLP	S	600.00	120.00	720.00
281	Internal Audit	24/10/2022		1. Unity Trust Bank		Audit fees	G Pissett	X	700.00		700.00
282	IT Services (inc software an	02/11/2022		1. Unity Trust Bank		Accounting Software Licence	Starboard Systems Limited t/	S	648.00	129.60	777.60
284	Grounds Maintenance	02/11/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	245.00		245.00
285	Community Safety	02/11/2022		1. Unity Trust Bank		Defibrillator	Active Med Supplies Ltd	S	117.95	23.59	141.54
286	Office Supplies (all)	02/11/2022		1. Unity Trust Bank		Printer supplies	Amazon EU S.a.r.l. UK Branc	S	42.33	8.47	50.80
290	Salaries, PAYE & NI (all)	02/11/2022		1. Unity Trust Bank		Salary					
291	Salaries, PAYE & NI (all)	02/11/2022		1. Unity Trust Bank		Salary					
292	Salaries, PAYE & NI (all)	02/11/2022		1. Unity Trust Bank		Salary					
293	Salaries, PAYE & NI (all)	02/11/2022		1. Unity Trust Bank		Salary					
294	Pension contributions (all)	02/11/2022		1. Unity Trust Bank		Pension payments					
295	Salaries, PAYE & NI (all)	02/11/2022		1. Unity Trust Bank		PAYE & NI					
296	Buildings & Car Parks - all m	02/11/2022		1. Unity Trust Bank		Building survey	EM Property Services Limite	S	580.00	116.00	696.00
300	Grounds Maintenance	02/11/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	556.87		556.87
Total									21,375.93	1,438.46	22,814.39

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