



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

21/04

Minutes of the Parish Council Annual General Meeting held on Thursday 27th 2021 at 7.00pm in the Victory Hall

Present: Cllrs J. Spademan (Retiring Chairman), Baines, Bloomfield (Newly Elected Chair), Botha, Cotter, Chambers, Jordan, Norton and Williams, the Clerk, the RFO and the Clerk's Assistant (remotely)

Cllr Jeremy Hagon attended as a member of the public

1. To elect a Chairman of the Council

RESOLVED to unanimously elect **Cllr Bloomfield** as Chair of the Council for the ensuing municipal year

2. The Clerk received Cllr Bloomfield's Declaration of Acceptance of Office as Chair and Cllr Bloomfield proceeded to chair this meeting, thanking Cllr Spademan for all his efforts and hard work for the Community of Stanway.

3. To elect a Deputy Chairman of the Council

Cllr Spademan was elected by a majority vote as Deputy Chair of the Council for the ensuing municipal year.

4. Attendance and Apologies for Absence

It was noted that Cllr Dundas would attempt to get to the meeting late as was attending a Colchester Borough Council meeting

5. Declaration of Interests

To allow Councillors to declare either a disclosable pecuniary, or any other pecuniary or registerable, non-pecuniary interests on any matter covered by this Agenda. Members are reminded that, when considering any item, if it becomes clear they have an interest, they must declare it.

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests where required – **NONE** - Cllrs had been sent links to their current declarations **ALL ADVISED** that no changes were required

6. Public Participation - NONE

7. i) **RESOLVED** - to approve the Minutes (previously circulated) of **29th April 2021** as a true and accurate record.

ii) **RESOLVED** to **Adopt the following Committee Reports**—see <https://www.stanwaypc.org.uk/councilmeetings.html>

a) Planning Committee: To note the (draft) minutes (*previously circulated*) from the Planning Committee Meetings held on 4th and 18th May 2021

b) Corporate Governance Committee: To note the (draft) minutes (*previously circulated*) from the Corporate Governance Committee Meetings held on 12th May 2021.

c) Community Assets Committee: To note the (draft) minutes (*previously circulated*) from the Community Assets Committee Meetings held on 19th May 2021

d) Community Services Committee: To note the (draft) minutes (*previously circulated*) from the Community Services Committee Meetings held on 11th May 2021

e) Burial Ground Sub-Committee: To note the (draft) minutes (*previously circulated*) from the Burial Ground Sub-Committee Meeting held on 4th May 2021

8. Appointment to Committees and Sub Committees – per the attached list.

9. Co-option of Non-Members to Committees – see the attached list

10. Appointment of Parish Council Representatives to Outside Bodies/Positions – per attached list

RESOLVED - Items 8 to 10 to be taken en-bloc and that the existing appointments will remain in place until May 26th 2022 (the date of the next AGM) per the above-mentioned regulations, filling vacancies as indicated

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11. **Financial Reports y/e 31st March 2021**
APPROVED the full set of Financial Reports (including the Bank Reconciliation) for the year to 31st March 2021
12. **Internal Auditor's Report: Annual Report for the year ending 31st March 2021**
APPROVED the Internal Auditor's Full Report for 2020/21, accompanied by the relevant section of the Annual Governance and Accountability Return (AGAR).
13. **RESOLVED to APPROVE the 2021 ANNUAL GOVERNANCE STATEMENT**
14. **RESOLVED to APPROVE the ANNUAL ACCOUNTING STATEMENTS: 2020/21 AGAR Part 3**
15. **Internal Auditor – CONFIRMED** the re-appointment of Mr Gordon Mussett as the Internal Auditor for the financial year ending March 31st 2022. For 2022/2023 a tender process will take place in accordance with Council policy
16. **Bank Signatories - CONFIRMED** the reappointment of Cllrs Baines, Cotter, Dundas and Spademan as bank signatories for the Unity Bank Account and Cllr Baines for the Nationwide Account. As Cllrs Baines and Cotter were currently the only Cllrs with current passwords, a request to update records as a matter of urgency was also made. It was **AGREED** to remove the facility for Cllr Dundas to additionally submit bank payments and **APPOINT** the Clerk and Deputy Clerk, alongside the RFO to submit payments only. The RFO reminded Cllrs that no staff were authorised signatories as an added security measure, so could only submit payments for Cllr authorisation. It was **AGREED** for Full Council or Corporate Governance Committee to pre-authorise regular payments such as salaries and contractor maintenance contracts for the year ahead. A pre-loaded cash card was **APPROVED** for the Maintenance Operative and it was **AGREED** to issue cards to additional members of staff who require one for minimal sundry items also. Cllr Baines recommended WISE who provide corporate cash cards and itemised statements. Corporate Governance Committee will approve the limits for each member of staff's card
17. **RECONFIRMED the appointment of Mr David Lines as the Responsible Financial Officer** (in accordance with the 1972 Local Government Act s 151.) for the Parish Council.
18. **RFO Report**
 - i) **APPROVED** - the latest 2021 Asset Register. The RFO confirmed he would carry out his own, full audit of the register within the next few months as the current register was inherited from a previous officer. It was **PROPOSED** that Community Assets and SVHMC assist with this.
 - ii) **APPROVED** the insurance arrangements for the coming year. The RFO will ensure the transaction for transfer of ownership of the MPGA equipment to Stanway Rovers is completed, so the Council no longer need to insure it. A full "Gap Analysis" was carried out last year with insurers to confirm correct cover was in place. The RFO confirmed volunteer workers were covered and that he would be obtaining a quote to increase our current Key Man cover.
 - iii) **APPROVED** - the Council's and/or staff subscriptions to other bodies
 - iv) **Payments on-line or by cheque - APPROVED** the payments on-line/ by cheque for the latter part of **May** (*circulated prior to the meeting*).

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Stanway Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
71	25/05/2021		Unity Trust Bank	Direct Debit	Telephone & Broadband	New Star Networks Ltd	S	157.43	31.49	188.92
72	25/05/2021		Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	500.00	0.00	500.00
73	25/05/2021		Unity Trust Bank		Insurance	Came & Co	X	2,256.53	0.00	2,256.53
74	25/05/2021		Unity Trust Bank		Councillor/staff training	EALC	S	70.00	14.00	84.00
75	25/05/2021		Unity Trust Bank		Grounds Maintenance	TBS Hygiene Ltd	S	165.00	37.00	222.00
76	25/05/2021	CA April	Unity Trust Bank		Building survey	Derrick Wade Waters	S	1,500.00	300.00	1,800.00
77	25/05/2021		Unity Trust Bank		Streetlight replacement	A&J Lighting	S	130.95	26.19	157.14
78	25/05/2021		Unity Trust Bank		Travel Expenses	C Clouston	X	36.36	0.00	36.36
79	25/05/2021		Unity Trust Bank		Postage	C Clouston	E	3.79	0.00	3.79
80	25/05/2021		Unity Trust Bank		Gift voucher	C Clouston	X	50.00	0.00	50.00
81	25/05/2021		Unity Trust Bank		Gift voucher	C Clouston	X	20.00	0.00	20.00
82	25/05/2021		Unity Trust Bank		Web Camera	C Clouston	S	79.16	15.83	94.99
83	25/05/2021		Unity Trust Bank		Stationery + Printing	C Clouston	S	13.54	2.71	16.25
84	25/05/2021		Unity Trust Bank		Zoom subscription	C Clouston	S	11.99	2.40	14.39
85	25/05/2021		Unity Trust Bank		Telephone & Broadband	C Clouston	X	10.00	0.00	10.00
86	25/05/2021		Unity Trust Bank		Ink cartridge	Amazon Business	S	93.33	18.66	111.99
87	25/05/2021		Unity Trust Bank		Travel Expenses	B Cooper	X	30.72	0.00	30.72
88	25/05/2021		Unity Trust Bank		Fuel- Machinery	B Cooper	S	5.00	1.00	6.00
Total								5,153.80	449.28	5,603.08

v) **Financial Reports – RECEIVED and NOTED** - a list of Payments (net of staff salaries) and Receipts since the last Parish Council meeting, a year-to-date Receipts and Payments Summary, along with an updated Bank Reconciliation.

vi) To **AUTHORISE** (if required) contracts or project expenditure exceeding any committee's £10,000 delegated authority - **NONE**

19. Clerk's Report

RECEIVED an update and act on any ongoing action items from previous meetings, per the circulated list-**NOTED** Cllrs confirmed they were fully supportive of a Toucan crossing as a minimum to the New Community Centre and provided additional supportive information for the clerk to advice Colchester Borough Council.

NOTED that SVHMC had a survey carried out on Tollgate Hall in 2017 which they are happy to share with Community Assets Committee.

20. STANDING ORDERS/FINANCIAL STANDING ORDERS

i) **RESOLVED** - to **MOVE** the suspension of **Standing Order 5j** (Business of the Annual Meeting) to allow the remaining items in that Standing Order (i.e. not listed above) to be dealt with in more depth at meetings throughout the year or to be considered at a more appropriate time.

ii) **AGREED** to **REFER** to Corporate Governance Committee adoption of Financial Regulation 6 to allow the authorisation of payments using scanned copies of invoices.

iii) **RESOLVED** to **ADOPT** the existing Standing Orders and Financial Regulations unamended and en-bloc, with a view to the Clerk proposing a review schedule throughout 2021/22 for the Corporate Governance Committee.

21. Items referred/requested for consideration by Committees or Members of the Parish Council

a) **RESOLVED** to propose in principle the proposition to elevate the Council to LC3 Substantive Pay Scale Range by 04.2022 with budgetary information to follow

b) **DEFERED** to June Full Council Meeting, further discussion concerning the future status of the Burial Ground

22. Information Update - to receive oral updates from Members on matters affecting the Parish - **NONE**

23. Items for Committees/ Next Council Meeting - to receive and consider requests for items to be included on agendas for any committee or the next meeting of the Parish Council:-

Corporate Governance to consider agenda items 16) concerning authorising prepayments and cash cards for staff and 20ii) concerning authorisation of scanned invoices for payment.

24. Date and time of next meeting - the next scheduled meeting of the Parish Council will take place on **Thursday 24th June at 7.00 pm** at the Victory Hall, Stanway Community Centre

The New Chair closed the meeting at 9.31 p.m.



Stanway Parish Council Committee Membership 2021/22

COMMITTEE	CHAIR	DEPUTY-CHAIR	MEMBERS	SUBSTITUTE
Planning (Clerk - Amanda Ward)	Dave Chambers	Dan Jordan	Debby Bloomfield Ruth Botha	All Councillors
Community Assets (Clerk - Catherine Clouston)	Dan Jordan	John Spademan	Debby Bloomfield Dave Chambers John Norton Teresa Baines Ruth Botha Paul Williams	All Councillors
Community Services (Clerk - Catherine Clouston)	Dan Jordan	John Norton	Debby Bloomfield Ruth Botha John Spademan Paul Williams	All Councillors
Corporate Governance (Clerk - Donna Tristram)	Teresa Baines	Paul Dundas	John Spademan Jeff Cotter John Norton	All Councillors
Internal Audit (Clerk - David Lines)	John Spademan	Dan Jordan	Teresa Baines	All Councillors
Staffing Committee (Clerk - Donna Tristram)	Paul Dundas	Teresa Baines	John Spademan Debby Bloomfield John Norton	(ex-officio)
<u>Sub-Committees</u>				
Burial Ground (Clerk - Amanda Ward)	Debby Bloomfield		Dave Chambers John Spademan <i>Colin Lax (co-opted)</i>	All Councillors



**Stanway Parish Council Councillor Representatives to Outside Organisations/Bodies
2021/22**

**ORGANISATION/
BODY**

COUNCILLOR REPRESENTATIVE(S)

**Bus Passenger Representa-
tive**

Clr Chambers

**Colchester Association of Local
Councils**

Clr Jordan

Emergency Planning Officer

Vacancy

Footpath/Tree Warden/Hedgerow Officer

Clr Cotter

Quarry Liaison Group

Clrs Spademan and Williams

Rosemary Alms Houses Committee

Clr Jordan

School Governors

Clrs Norton and Spademan

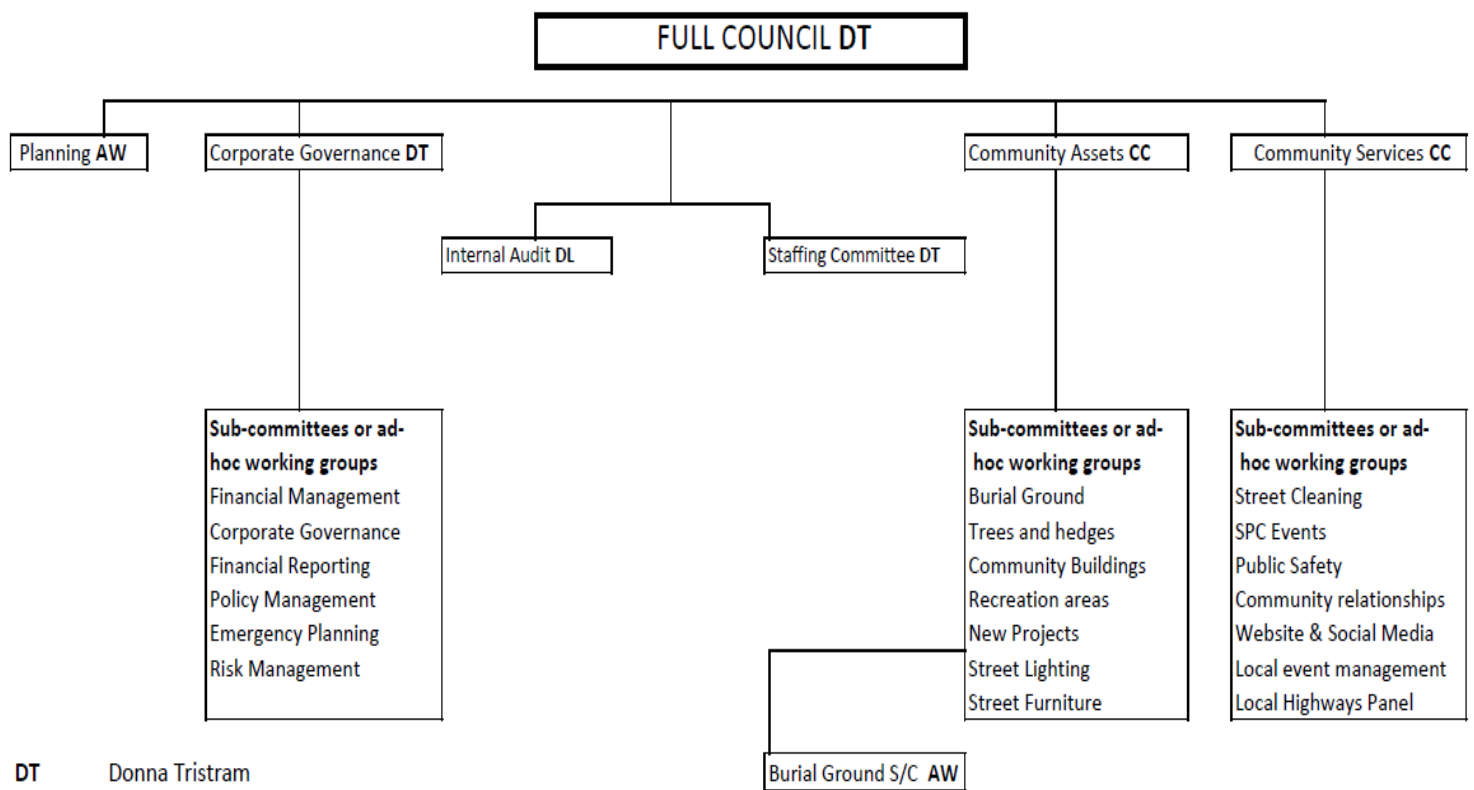
**Stanway Village Hall Management Com-
mittee**

Clrs Bloomfield and Norton



Stanway Parish Council

Committee Structure 2021/22



- DT Donna Tristram
- CC Catherine Clouston
- DL David Lines
- AW Amanda Ward