

TO MEMBERS OF THE POLICY AND FINANCE COMMITTEE

Cllr. N. Harvey (Chairman), Cllr. P. May, Cllr. J Anderson, Cllr. D. Blackwell, Cllr. M. Tucker and Cllr. T. Belford

Dear Councillors,

*I hereby summon you to attend a meeting of the **POLICY AND FINANCE COMMITTEE** to be held in the **COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND** on **MONDAY 26th SEPTEMBER 2016** commencing at **7.30PM** for the transaction of business as set out below.*

Any member who is unable to attend the meeting should send their apologies before the meeting.

Yours faithfully

Mrs E Hunt
Town Clerk

19th September 2016

The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing or otherwise reporting of those participating in a meeting. Should any member of the public present and does not wish to participate but who objects to being filmed, recorded, photographed or otherwise reported about please make yourself known to the Town Clerk

A G E N D A

- 1 Apologies for absence
- 2 To receive declarations of interest in items on the agenda
- 3 Public forum - To receive contributions from members of the community of Canvey Island on items on the agenda for a period not exceeding ten minutes
- 4 To confirm and sign as a true record the minutes of the committee meeting held on the 27th June 2016
- 5 To note matters of report from the ongoing projects and not on the agenda (Appendix A)
- 6 To note the Training Courses booked / attended since the last meeting:
 - i) Employment Overview Course at a cost of £75.00 (Town Clerk)
 - ii) Employment Overview Course at a cost of £75.00 (Cllrs T. Belford, D. Anderson, J. Anderson and J. Blissett)
7. To receive a report from the Responsible Financial Officer on investigations made into business rate charges.
8. To receive a report from the Responsible Financial Officer on the review of the Councils insurance policy.

9. Risk Management:

- i) To review the Risk Management assessment and Internal Controls

10. Policies:

- i) To consider and agree the amendments made to the Financial Regulations 2016.
- ii) To consider and agree the adoption of the Statement of Control Procedure
- iii) To consider and agree the amendments made to the Grant Policy

11. Finance :

- i) Grant Applications
 - i) To consider an application from Amelia Blackwell House Sheltered Housing (Appendix B
 - ii) To consider an application from Willalla House Sheltered Housing (Appendix C)
 - iii) To note correspondence received from 1st Canvey Island East Guides in recognition of the grant they received.
- ii) To verify the Council Finances as at 31st August 2016.
- iii) To note the Council Asset Register.
- iv) To confirm accounts for payment as previously agreed.