

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 9TH JANUARY 2017** 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. De Can
Responsible Financial Officer

3rd January 2017

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 26th September 2016
- 5 To note matters of report from the ongoing projects and not on the agenda (Appendix A)
- 6 To consider the budget and precept requirements for 2017/18 and agree recommendations to Full Council
- 7 To note the Training Courses booked / attended since the last meeting:
 - i) Cardiopulmonary Resuscitation and Automated External Defibrillation Course at a cost of £60.00 (Community and Events Officer)
 - ii) Cardiopulmonary Resuscitation and Automated External Defibrillation Course at a cost of £60.00 (Community and Events Officer)
 - iii) Advanced Councillor Training Day 1 Course a cost of £75.00 (Cllr A. Acott)
 - iv) Advanced Councillor Training Day 2 Course a cost of £75.00 (Cllr A. Acott)

- 8 To receive a report from the Responsible Financial Officer on Business Rate Revaluation for 2017.
- 9 Policies:
 - i) To consider and agree the amendments made to the Equal Opportunities Policy.
 - ii) To consider and agree the amendments made to the Disciplinary Procedure.
 - iii) To consider and agree the amendments made to the Grievance Procedure.
 - iv) To consider and agree the adoption of the Dignity at Work/Bullying and Harassment Policy.
 - v) To consider and agree the amendments made to the Standing Orders.
 - vi) To consider and agree the amendments made to the Grant Policy.
- 10 Finance:
 - i) Grant Applications
 - ii) To consider an application from Bay Museum (Appendix B)
 - iii) To consider an application from Canvey Island Youth Project (Appendix C)
 - iv) To consider an application from BOPH (Appendix D)
 - v) To consider an application from Canvey Community Centre (Appendix E)
 - vi) To verify the Council Finances as at 30th November 2016.
 - vii) To confirm accounts for payment as previously agreed.