

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
POLICY AND FINANCE COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL
HELD IN THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND ON
MONDAY 9TH MAY 2016 AT 7.30PM**

PRESENT:

Councillors: Cllr N. Harvey, Cllr M. Tucker, Cllr J. Anderson, Cllr J. Blissett

Non committee members: Cllr A. Acott, Cllr B. Campagna

Also present: Mrs E. Hunt – Town Clerk
5 members of the public

P&F/047/15 - APOLOGIES FOR ABSENCE

Cllr T. Belford and Cllr P. May provided their apologies. Cllr D. Blackwell was not present reason unknown.

P&F/048/15 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none

P&F/049/15 - 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

No members wished to speak.

P&F/050/15 –TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 22ND FEBRUARY 2016

Cllr A Acott advised that item P&F/043/15 on the minutes was incorrect as it states TO CONSIDER AND AGREE AN APPLICATION FROM FRIENDS OF ST KATHERINES CHURCH advising that this should be amended to FRIENDS OF ST KATHERINES CEMETERY.

The Town Clerk asked members if they were happy for her to make a hand written amendment to the minutes and for this to be countersigned by the Chairman.

Members **AGREED** for the Town Clerk to make the hand written amendment with countersignature of the amendment by the Chairman.

The minutes of the committee meeting held on the 22nd February 2016 were **CONFIRMED** and signed as a true record.

P&F/051/15 - MATTERS OF REPORT FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA

Cllr N. Harvey updated members of the matters arising from the ongoing projects and not on the agenda.

P&F/052/15 – TO NOTE THE TRAINING COURSES ATTENDED /BOOKED SINCE THE LAST MEETING

i) LOCAL COUNCIL POLICE CONFERENCE AT A COST OF £20.00

Members noted the Local Council Police Conference booked for Cllr Peter May at a cost of £20.00 on the 15th March 2016.

ii) LOCAL COUNCIL POLICE CONFERENCE AT A COST OF £20.00

Members noted the Local Council Police Conference booked for the Cllr Tony Belford at a cost of £20.00 on the 15th March 2016.

iii) PLAYGROUND INSPECTION COURSE AT A COST OF £100.00

Members noted the Playground Inspection Course booked for the Community Warden at a cost of £100.00 on the 26th May 2016.

P&F/053/15 – TO NOTE CORRESPONDENCE

Members noted the correspondence.

P&F/054/15 – POLICIES

i) TO REVIEW AND AGREE THE NEW FINANCIAL REGULATIONS

Members reviewed the new NALC Model Financial Regulations 2016 and **RECOMMENDED** that the council approve and adopt the new NALC Model Financial Regulations 2016.

ii) TO CONSIDER AND AGREE THE AMENDMENT OF 26 TERMS OF REFERENCE (4) & (5) OF THE COUNCILS STANDING ORDERS

Members reviewed the amendment of 26 Terms of Reference (4) & (5) of the Councils Standing Orders and **RECOMMENDED** that the council approve and adopt the amendments made.

P&F/055/15 - FINANCE:

i) TO NOTE THE COUNCIL FINANCES AS AT 31ST MARCH 2016

Members noted the Council Finances as at 31st March 2016 inclusive of the bank reconciliation, statements and cheques issued from 31st February 2016 to 31st March 2016 and no questions were raised.

ii) TO CONFIRM ACCOUNTS FOR PAYMENT AS PREVIOUSLY AGREED

Accounts **APPROVED** for cheques 202546 to 202561 inclusive were signed for A/c No 1.

*In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the Council **RESOLVED** that the public and press be excluded from the remainder of this meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted*

P&F/056/15 – TO CONSIDER AND APPROVE COSTS TO SUPPLY AND INSTALL A NEW OFFICE COMPUTER

Members discussed and considered the cost provided and **RESOLVED** to purchase and install a new office computer from Rayleigh Computer Shop at a total cost of £654.99 excluding VAT.

P&F/057/15 – TO CONSIDER AND APPROVE COSTS TO PURCHASE ERGONOMIC DESK EXTENSION FOR USE AT MEETINGS

Members discussed and considered the costs provided and **RESOLVED** to purchase an ergonomic desk extension for use at meetings from Furniture at Work at a total cost of £75.00 excluding VAT.

The meeting closed at 8.15pm.

CHAIRMAN
27th June 2016