

TO MEMBERS OF THE POLICY AND FINANCE COMMITTEE

Cllr. N Harvey (Chairman) Cllr P. Mason (VC) Cllr. R Howard
Cllr. J Liddiard Cllr. P Grieg Cllr. J Anderson

Dear Councillors,

*I hereby summon you to attend a meeting of the **POLICY AND FINANCE COMMITTEE** to be held in **HALL 3** at **THE PADDOCKS, LONG ROAD, CANVEY ISLAND** on **MONDAY 20TH FEBRUARY 2012** commencing at **7.30PM** for the transaction of business as set out below.*

Yours faithfully

Elaine De Can
Town Clerk

13th February 2012

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 5th December 2011
- 5 Matters of report from the ongoing projects and not on the agenda (Appendix A)
- 6 Polices:
 - i) To agree the Members Remuneration Policy and claim form as discussed at the Council meeting on the 16th January 2012 (Appendix B)
 - ii) To discuss and consider amendments to the Grant Policy and application form (Appendix C)
 - iii) To consider and agree changes and amendments to existing policies (Appendices D to G)
 - iv) To consider and agree the addition of a Disciplinary Procedure (Appendix H)
- 7 Risk Management:
 - i) To review the internal control process (Appendix I and Clerks Report)
 - ii) To review the Risk Management schedule (Appendix J and Clerks Report)
- 8 To note the purchase of a new desk, chair and pedestal for the Council office at a cost of £306.00 ex VAT
- 9 Finance :
 - i) To note the Council Finances as at 31st January 2012 (Appendix K)
 - ii) To note the re-investment of the Guaranteed Investment account (Appendix L)
 - iii) Grant Applications:
 - to consider an application from the Canvey Schools Partnership (Appendix M)
 - iv) To confirm accounts for payment as previously agreed