

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 Sir/Madam*

*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 4<sup>TH</sup> JULY 2011** commencing at **7.30PM** for the transaction of business as set out below.*

*Yours faithfully*

*Elaine De Can – Town Clerk*

*27<sup>th</sup> June 2011*

**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 11<sup>th</sup> April 2011
- 5 Matters of report from the meeting held on the 11<sup>th</sup> April 2011 and not on the agenda (Appendix A)
- 6 To note the change of Insurers for Canvey Lake to AON with a cost saving of £110.84
- 7 To note and agree the proposed rent increase for the Town Council office premises (Appendix B)
- 8 Policies (Clerks Report):
  - i) To consider and agree the revised version of Model Standing Orders adopted in April 2010 – Standing Order Number 32
  - ii) To adopt the Data Protection Policy (Appendix C) and Freedom of Information Requests Policy (Appendix D)
  - iii) To note the Data Protection registration at a cost of £35 per annum
  - iv) To consider adopting a Members Remuneration Scheme policy (Appendix E)
- 9 Finance (Clerks Report):
  - i) To note the Council Finances as at 31<sup>st</sup> May 2011 (Appendix F)
  - ii) To note and agree councillor's travel expenses in 2010/11
  - iii) To note and agree the changes to the format of the 2011/12 budget (Appendix G)
  - iv) To confirm accounts for payment as previously agreed