

**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 JANUARY 2017 AT 7.30PM**

PRESENT:

Councillors: Cllr N. Harvey, Cllr P. May, Cllr J. Anderson, Cllr M. Tucker and Cllr T. Belford

Non committee members: Cllr D. Anderson, Cllr P. Greig, Cllr A. Acott and Cllr J. Blissett

Also present: Mrs E De Can – Responsible Financial Officer
Mrs L. Shirley – Community & Events Officer
2 members of the public

P&F/023/16 - APOLOGIES FOR ABSENCE

Cllr D. Blackwell.

P&F/024/16 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Cllr P. May declared a non-pecuniary interest in item 10iv as a voluntary director of BOPH.

**P&F/025/16 - 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 of the public wished to speak.

**P&F/026/16 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE
COMMITTEE MEETING HELD ON THE 26TH SEPTEMBER 2016**

The minutes of the committee meeting held on the 26th September 2016 were **CONFIRMED** and signed as a true record.

**P&F/027/16 – TO NOTE MATTERS OF REPORT FROM THE ONGOING PROJECTS AND NOT
ON THE AGENDA**

Members noted matters of report from the ongoing projects and not on the agenda.

**P&F/028/16 – TO CONSIDER THE BUDGET AND PRECEPT REQUIREMENTS FOR 2017/18
AND AGREE RECOMMENDATIONS TO FULL COUNCIL**

Members received reports from the Responsible Financial Officer detailing the expected and anticipated expenditure for the year ending 31st March 2017, a draft budget including explanations for increases or decreases and a financial report providing details of the Councils accounts detailing the use of the budget and earmarked reserves and providing an anticipated figure for the General Reserves at the end of the financial year 2017/18.

Members noted that 2017/18 will be the final year of the LCTS grant funding from Castle Point Borough.

Cllr J. Anderson requested that members give serious consideration to increasing the precept, however, as the Councils general reserves are anticipated to be at least five and a half months of its gross expenditure in 2017/18 members disagreed 4 to 1 to an increase at this time.

Members discussed the proposed budget and four year plan and **RECOMMENDED** that a budget of £443,234 be set for 2017/18 with a 0% increase in the precept based on the Band D equivalent.

P&F/029/16 – TO NOTE THE TRAINING COURSES BOOKED/ATTENDED SINCE THE LAST MEETING

i) CARDIOPULMONARY RESUSCITATION AND AUTOMATED EXTERNAL DEFIBRILLATION COURSE (COMMUNITY AND EVENTS OFFICER AND COMMUNITY WARDEN) AT A COST OF £60.00 EACH

Members noted the Cardiopulmonary Resuscitation and Automated External Defibrillation course has been cancelled for the Community & Events Officer and the Community Warden but will be rebooked at a cost of £120.00 when a new date is provided.

Cllr Blissett advised that she had been booked on this course with the Town Clerk and confirmed that she would still like to attend.

ii) ADVANCED COUNCILLOR TRAINING DAY 1 (CLLR A. ACOTT) AT A COST OF £75.00
Members noted the Advanced Councillor Training Day 1 booked for Cllr A. Acott at a cost of £75.00.

iii) ADVANCED COUNCILLOR TRAINING DAY 2 (CLLR A. ACOTT) AT A COST OF £75.00
Members noted the Advanced Councillor Training Day 2 booked for Cllr A. Acott at a cost of £75.00.

P&F/030/16 – TO RECEIVE A REPORT FROM THE RESPONSIBLE FINANCIAL OFFICER ON BUSINESS RATE REVALUATION FOR 2017

The Responsible Financial Officer confirmed that the review had now taken place of the business rates revaluation for 2017 and that the draft rateable value for No 11 & 13 High Street as a joint property is set at £16,250 which is a reduction of £1,250 and in line with surrounding properties. The Councils current business rates are £8,470.00 per annum, however, the estimated business rates for 2017 are £7,588 per annum which is a reduction of £882.00. The Responsible Financial Officer confirmed that this is yet to be clarified by Castle Point Borough Council.

P&F/031/16 – POLICIES

i) TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE EQUAL OPPORTUNITIES POLICY

Members reviewed the amendments made to the Equal Opportunities Policy and **RECOMMENDED** that the council approve and adopt the amendments made.

ii) TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE DISCIPLINARY PROCEDURE

Cllr J. Anderson noted that the procedure refers to smoking and asked whether a designated smoking area is provided. The Responsible Financial Officer confirmed that the Council do not have a designated smoking area. There is at present only one member of staff who smokes. This member of staff confirmed at the meeting that they do not wish to smoke around the office premises. Members reviewed the amendments to the Disciplinary Procedure and **RECOMMENDED** that the Council approve and adopt the amendments made.

iii) TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE GRIEVANCE PROCEDURE

Cllr J. Anderson requested that the number of notice days under the notification section be changed to 14 days to ensure enough time is given. Members discussed this amendment and agreed to change the wording to 'ten to fourteen working days of receipt'. Members **RECOMMENDED** that the Council approve and adopt the amendments made including the change of notice days.

iv) TO CONSIDER AND AGREE THE ADOPTION OF THE DIGNITY AT WORK/BULLYING AND HARASSMENT POLICY

Members reviewed the draft policy for Dignity at Work/Bullying and Harassment and **RECOMMENDED** that the Council approve and adopt the policy.

v) TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE STANDING ORDERS

Members reviewed the amendments to the Standing Orders and discussed at length section 26 of the policy. Personnel Committee members confirmed that item 26a(i) had been discussed by the Personnel Committee upon the recommendation of the Clerk and it was agreed that this should be reflected in the Standing Orders. Members **AGREED** 4 to 1 that the mandatory training should be removed until further discussions and clarification is sought. Members did not agree that item 26a(ii) should impose a restriction on attendance by members to the office for meetings only and **AGREED** that this should be changed to include the wording 'or following prior notice'. Members **RECOMMENDED** that the Council approve and adopt the amendments made and further discussion regarding the mandatory training should be considered.

vi) TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE GRANT POLICY

Members discussed the grant policy at length and agreed that item 7 of the application criteria should be amended to state that 'Organisations are restricted to one application within a 24 month period. The Council has limited funds and the history of previous applications may be considered in the decision making process.' Members **RECOMMENDED** 4 votes with 1 abstention that the Council approve and adopt the amendments made.

Members noted that these changes would not impact on the applications under consideration on this agenda.

P&F/032/16 - FINANCE:

i) GRANT APPLICATIONS:

The Responsible Financial Officer confirmed that the Council only had £1,000 remaining in the budget available up to the 31st March 2017.

i) TO CONSIDER AN APPLICATION FROM BAY MUSEUM

Members considered the grant application from the Bay Museum for financial assistance to provide further display cabinets and **RECOMMENDED** that a grant of £500.00 be provided.

ii) TO CONSIDER AN APPLICATION FROM CANVEY ISLAND YOUTH PROJECT

Members considered the grant application from the Canvey Island Youth Project for financial assistance to buy equipment for the Next Level Performing Arts Group and **RECOMMENDED** that a grant of £500.00 be provided.

iii) TO CONSIDER AN APPLICATION FROM BOPH

Members considered the grant application from BOPH for financial assistance for resurfacing the outside area of the premises and **AGREED** to decline the application due to the organisations existing funds available and the potential provision of other funding sought. Members wished it to be noted that 2 members were against the application, 2 members abstained from the decision and 1 member was for the application.

iv) TO CONSIDER AN APPLICATION FROM CANVEY COMMUNITY CENTRE

Members reviewed the grant application from the Canvey Community Centre and **AGREED** unanimously that the application did not meet the criteria of the Town Council's Grant Policy as no accounts were provided.

ii) TO VERIFY THE COUNCIL FINANCES AS AT 30TH NOVEMBER 2016

Members noted the Council Finances as at 30th November 2016 inclusive of the bank reconciliation, statements and cheques issued from 1st September 2016 to 30th November 2016 and no questions were raised.

Cllr N. Harvey duly signed the reconciliation documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2.

iii) TO CONFIRM ACCOUNTS FOR PAYMENT AS PREVIOUSLY AGREED

Accounts **APPROVED** and cheques 202764 to 202784 inclusive were signed for A/c No 1.

Date: 16/01/2017

Canvey Island Current Year

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Time: 13:05

Current Bank Account

List of Payments made between 09/01/2017 and 09/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/01/2017	MG Bryant Electrical	202764	45.00		Test CCTV & Lighting
09/01/2017	Design4Print	202765	180.00		Xmas Cards/Letterheads
09/01/2017	Aylesford Electrical	202766	1,513.50		Removal of Lighting
09/01/2017	A Ruskin	202767	101.03		Mileage Oct/Dec
09/01/2017	E De Can	202768	9.00		Mileage - Dec
09/01/2017	G & K Groundworks Ltd	202769	110.00		Unit Rent - Jan 17
09/01/2017	B&M Carpenters Ltd	202770	13,080.00		Revamp of gardens
09/01/2017	C Black	202771	2,415.00		Landscaping gardens
09/01/2017	Aspect Maintenance Ltd	202772	993.00		Maintenance - Dec
09/01/2017	DOTS	202773	83.94		Copier Charges
09/01/2017	EALC	202774	75.00		AA - Advanced Cllr Training
09/01/2017	Office Needs	202775	94.32		Stationery
09/01/2017	J & M Payroll Services Limited	202776	72.00		Payroll - Nov/Dec
09/01/2017	E Hunt	202777	30.47		Mileage Oct/Nov
09/01/2017	Aspect Maintenance Ltd	202778	3,510.00		Maintenance - Dec
09/01/2017	Harlequin Vane	202779	170.00		Crest work
09/01/2017	Primrose Cleaning Contractors	202780	37.00		Cleaning - Dec
09/01/2017	Bondfire	202781	59.70		Fire Extinguisher Testing
09/01/2017	All Security Solutions Ltd	202782	225.00		CCTV Connection
09/01/2017	R Hunt	202783	1,109.14		Hol/Lieu Pay
09/01/2017	Newsquest (London) Ltd	202784	54.00		Xmas Advert
Total Payments			23,967.10		

The meeting closed at 8.40 pm.

CHAIRMAN

8th May 2017

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