

**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 31ST JULY 2017 AT 7.30PM**

PRESENT:

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

Non committee members: Cllr J. Anderson

Also present: Mrs E. De Can – Town Clerk
Mr N. Milner – Deputy Clerk

P&F/001/17 - APOLOGIES FOR ABSENCE

Cllr D. Blackwell – not present

P&F/002/17 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

**P&F/003/17 - 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 were present.

P&F/004/17 – TO APPOINT A VICE CHAIRMAN TO THE COMMITTEE FOR 2017/18

Cllr D. Anderson nominated Cllr Tucker as Vice Chairman and the nomination was seconded by Cllr Greig. There were no other nominations, therefore Cllr Tucker was appointed Vice Chairman of the committee for 2017/18.

**P&F/005/17 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE
COMMITTEE MEETING HELD ON THE 8TH MAY 2017**

The minutes of the committee meeting held on the 8th May 2017 were **CONFIRMED** and signed as a true record.

**P&F/006/17 – TO NOTE THE CLERKS REPORT FROM THE ONGOING PROJECTS AND NOT
ON THE AGENDA**

Members noted that the Cardiopulmonary Resuscitation & Automated External Defibrillation course is now covered on the First Aid Course attended by the Town Clerk and Deputy Clerk, therefore, all staff will be trained when their first aid courses require updating.

Members **AGREED** that the recommendations made for litter picking events should be moved to the Community Relations committee for action.

**P&F/007/17 – TO CONSIDER AND AGREE THE QUOTES PROVIDED FOR THE INSURANCE
RENEWAL FOR 2017**

Members reviewed the quotes provided for the insurance renewal and **RECOMMENDED** that Zurich Municipal be appointed on a Long Term Agreement for 36 months at a cost of £1,609.40 for 2017.

**P&F/008/17 – TO NOTE AND CONSIDER THE RECOMMENDATIONS MADE BY THE INTERNAL
AUDITOR FOR 2017**

Members noted the report provided by the Internal Auditor and that there were no issues or recommendations made.

P&F/009/17 – TO CONSIDER THE LETTER RECEIVED FROM THE LANDLORD IN RELATION TO THE CAR PARKING SPACES AND AGREE THE INCREASE OF £120.00 PER YEAR

Members considered the letter received from the landlord in relation to the car parking spaces at the rear of the Council office and **RECOMMENDED** that the rent increase be accepted at an additional cost of £120.00 per year, however, requested that the landlord repair the fencing which is now dilapidated.

P&F/010/17 – TO CONSIDER AND AGREE THE INSTALLATION OF PARKING BOLLARDS FOR THE OFFICE PARKING SPACES

Members considered the quotes provided for the installation of parking bollards for the office parking spaces and **RECOMMENDED** that this be put on hold until the fencing is repaired and better signage can be investigated.

P&F/011/17 – POLICIES

i) TO REVIEW AND AGREE THE AMENDMENTS TO THE TRAINING & DEVELOPMENT POLICY

Members reviewed the amendments to the Training & Development Policy and **RECOMMENDED** that the proposed changes be approved by Full Council and the Contracts of Employment are reviewed to ensure this policy is made clear.

ii) TO NOTE THE AMENDED NON SMOKING/NON VAPING POLICY

Members noted the amended policy.

P&F/012/17 – TO NOTE THE TRAINING COURSES BOOKED/ATTENDED SINCE THE LAST MEETING

i) STANDING ORDERS AT A COST OF £55.00

Members noted the Standing Orders course attended by the Deputy Clerk at a cost of £55.00.

ii) FIRST AID COURSE AT A COST OF £180.00

Members noted the First Aid Course attended by the Town Clerk and Deputy Clerk at a cost of £180.00.

iii) BUDGET & PRECEPT COURSE AT A COST OF £55.00

Members noted the Budget & Precept course attended by the Deputy Clerk at a cost of £55.00.

P&F/013/18 - FINANCE:

i) TO NOTE THE REINVESTMENT OF THE BUSINESS ACCOUNT AND CONSIDER THE FUTURE OPTIONS PROPOSED

Members noted the decision to re-invest the funds on a 6 month basis to allow options to be considered by the Policy & Finance Committee for its future strategy to maximise the return and minimise the risk and **RECOMMENDED** that upon maturity of the existing deposit, all future investments are held with financial institutions that are part of the FSCS Scheme up to the limit of protection in force at the time and that the Financial Regulations are amended to reflect this recommendation.

Members **RECOMMENDED** that the reinvestment of the funds are delegated to the Town Clerk in line with the above recommendation without the need to seek further approval from the committee.

ii) TO CONSIDER AND AGREE THE DEPUTY CLERKS CILCA COURSE AT A COST OF £450.00 FOR A PERIOD OF 7 WEEKS AND THE CERTIFICATE REGISTRATION OF £250.00

Members noted the information provided for the Deputy Clerks CILCA course and **RECOMMENDED** in line with the advertised position for Deputy Clerk the course is agreed at a cost of £450.00 with the Certificate Registration of £250.00.

iii) TO VERIFY THE COUNCIL FINANCES AS AT 30TH JUNE 2017

Members noted the Council Finances as at 30th June 2017 inclusive of the bank reconciliation, statements and cheques issued from 1st April 2017 to 30th June 2017 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.

iv) TO CONFIRM ACCOUNTS FOR PAYMENT AS PREVIOUSLY AGREED

Accounts **APPROVED** and cheques 202913 to 202935 inclusive were signed for A/c No 1.

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/07/2017	Alert Alarms	202913	78.00		Annual CCTV Inspection
31/07/2017	Clear Branding Limited	202914	77.40		Metal Desk Name Plates
31/07/2017	Design4Print	202915	24.00		A3 Garden Trail Posters
31/07/2017	EALC	202916	55.00		Training - Budget - NM
31/07/2017	Imagin Products Ltd	202917	9.66		Rectangle Badge
31/07/2017	J & M Payroll Services Limited	202918	36.00		Payroll - June 2017
31/07/2017	Leigh Times Series Limited	202919	960.00		July Newsletter
31/07/2017	Mastic Pointing Ltd	202920	468.00		Mastic Joint replacement
31/07/2017	NWG Business	202921	593.49		Water Charges Allotments
31/07/2017	Anglian Water Business Limited	202922	151.52		Sewage - Dec 16 to Jun 2017
31/07/2017	NWG Business	202923	10.91		Water Office 12/16 to 6/17
31/07/2017	Count Up Ltd	202924	11.45	1320	ID Cards
31/07/2017	EALC	202925	90.00		Training - First Aid - NM
31/07/2017	Leigh Times Series Limited	202926	288.00		Armed Forces Day Adverts
31/07/2017	Design4Print	202927	495.00		Armed Forces Day Programmes
31/07/2017	High Speed Training Limited	202928	30.00		RIDDOR On-Line Training
31/07/2017	Elaine De Can	202929	72.80		Mileage Claim & Expenses
31/07/2017	N Milner	202930	54.00		Mileage Claim
31/07/2017	Viking Office Supplies	202931	130.58		Stationery/Office Equipment
31/07/2017	E De Can	202932	23.97		Five Tier Shelving
31/07/2017	RBS software solutions	202933	294.00		Omega Maintenance
31/07/2017	G & K Groundworks Ltd	202934	110.00		Unit Rental - Aug
31/07/2017	Office Needs	202935	25.20		Paper
Total Payments			4,088.98		

The meeting closed at 8.15pm.

CHAIRMAN

6th November 2017