

**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 8TH MAY 2017 AT 7.30PM**

PRESENT:

Councillors: Cllr N. Harvey, Cllr J. Anderson, Cllr M. Tucker and Cllr D. Blackwell

Non committee members: Cllr B. Campagna and Cllr P. Greig

Also present: Mrs E De Can – Town Clerk
Mrs L. Shirley – Community & Events Officer
3 members of the public

P&F/033/16 - APOLOGIES FOR ABSENCE

Cllr T. Belford and Cllr P. May.

P&F/034/16 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

**P&F/035/16 - 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/036/16 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE
COMMITTEE MEETING HELD ON THE 9TH JANUARY 2017**

The minutes of the committee meeting held on the 9th January 2017 were **CONFIRMED** and signed as a true record.

**P&F/037/16 – TO NOTE THE CLERKS REPORT FROM THE ONGOING PROJECTS AND NOT
ON THE AGENDA**

Members noted the Clerks report.

**P&F/038/16 – TO CONSIDER AND AGREE THE APPOINTMENT OF HEELIS & LODGE AS THE
INTERNAL AUDITOR FOR 2017 AT A COST OF £380.00**

Members consider the appointment of the internal auditor and **RECOMMENDED** the appointment of Heelis & Lodge for the 2017 internal audit at a cost of £380.00

P&F/039/16 – POLICIES

- i) **TO REVIEW AND CLARIFY STANDING ORDER 15.i IN RELATION TO EMAIL SUMMONS**
The Clerk advised members that the current standing orders state that the summons for council or committee meetings is served on councilors by email, however, agendas are also still being sent by post. The Clerk requested clarification on this item and members **RECOMMENDED** the amendment of standing orders to clarify that committee members receive an agenda via the post and all other members receive it via email.
- ii) **TO NOTE THE AMENDMENT TO STANDING ORDER 4.d.x IN RELATION TO THE
RESOLUTION MADE BY FULL COUNCIL ON THE 23RD MAY 2016 REGARDING THE TOWN
MAYOR DUTIES**
Members noted a report provided by the Clerk and **RECOMMENDED** the amendment of standing orders to confirm that the Town Mayor chair Full Council meetings only and not sit as Chairman on any other committee to enable them to effectively carry out their official duties during their term of office.

P&F/040/16 – TO NOTE THE TRAINING COURSES BOOKED/ATTENDED SINCE THE LAST MEETING

i) HEALTH & SAFETY LEVEL 2 AT A COST OF £85.00

Members noted the Health & Safety Level 2 course booked for Cllr J. Blissett at a cost of £85.00.

ii) PLANNING BRIEFING AT A COST OF £90.00

Members noted the Planning Briefing booked for Cllr P. Greig and the Community Warden at a cost of £90.00.

iii) LOCAL COUNCILS POLICE CONFERENCE AT A COST OF £100.00

Members noted the Local Councils Police Conference booked for Cllr A. Acott, Cllr J. Blissett, the Town Clerk and Community Warden at a cost of £100.00.

iv) ROUTINE PLAYGROUND INSPECTION EXAM AT A COST OF £140.00

Members noted the Playground Inspection Exam booked for the Community Warden at a cost of £140.00.

v) ALLOTMENTS COURSE AT A COST OF £90.00

Members noted the Allotment Course booked for the Community Warden at a cost of £90.00.

Members **RECOMMENDED** that any councilor attending a conference should provide a report to the next available meeting.

P&F/041/16 - FINANCE:

i) GRANT APPLICATIONS:

a. TO CONSIDER AN APPLICATION FROM CANVEY ISLAND RUFC

Members considered the grant application from Canvey Island RUFC for financial assistance to replace a cooker and **RECOMMENDED** that a grant of £500.00 be provided.

ii) TO VERIFY THE COUNCIL FINANCES AS AT 31ST MARCH 2017

Members noted the Council Finances as at 31st March 2017 inclusive of the bank reconciliation, statements and cheques issued from 1st December 2016 to 31st March 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.

iii) TO CONFIRM ACCOUNTS FOR PAYMENT AS PREVIOUSLY AGREED

Accounts **APPROVED** and cheques 202856 to 202864 inclusive were signed for A/c No 1.

Company	Cheque No	Amount	Description
CITC	202856	£138.70	Petty Cash
EALC	202857	£100.00	Police Conference – AA, EDC, AR & JB
District News	202858	£55.00	Advert – Wildlife Day
J&M Payroll Services Ltd	202859	£216.00	Apr Payroll/Pension Admin
Aspect Maintenance Ltd	202860	£4503.00	Open Spaces Maintenance – Apr
G&K Groundworks Ltd	202861	£110.00	Unit Rental – May
Office Needs	202862	£33.75	Stationery
Primrose Cleaning Contractors	202863	£74.00	Office Cleaning
Cllr P Greig	202864	£30.90	Mileage Claim – Planning Briefing
		£5,261.35	

The meeting closed at 8.05 pm.

CHAIRMAN

31st July 2017