

# Canvey Island Town Council



## TO MEMBERS OF THE POLICY AND FINANCE COMMITTEE



Cllr. N. Harvey (Chairman), Cllr. P. May, Cllr. D Anderson, Cllr. D. Blackwell, Cllr. M. Tucker and Cllr. T. Belford

Dear Councillors,

I hereby summon you to attend a meeting of the **POLICY AND FINANCE COMMITTEE** to be held in the **COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB** on **MONDAY 31<sup>ST</sup> JULY 2017** commencing at **7.30PM** for the transaction of business as set out below.

**Any member who is unable to attend the meeting should send their apologies before the meeting.**

Yours faithfully

Mrs E. De Can  
Town Clerk

25<sup>th</sup> July 2017

*The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing or otherwise reporting of those participating in a meeting. Should any member of the public present and does not wish to participate but who objects to being filmed, recorded, photographed or otherwise reported about please make yourself known to the Town Clerk*

## **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 appoint a Vice Chairman to the committee for 2017/18
- 5 To confirm and sign as a true record the minutes of the committee meeting held on the 8<sup>th</sup> May 2017
- 6 To note the Clerks report from the ongoing projects and not on the agenda (Appendix A)
- 7 To consider and agree the quotes provided for the Insurance renewal for 2017
- 8 To note and consider the recommendations made by the Internal Auditor for 2017
- 9 To consider the letter received from the landlord in relation to the car parking spaces and agree the increase of £120.00 per year
- 10 To consider and agree the installation of parking bollards for the office parking spaces
- 11 Policies:
  - i) To review and agree the amendments to the Training & Development Policy
  - ii) To note the amended Non Smoking/Non Vapping Policy

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12 To note the Training Courses booked / attended since the last meeting:

- i) Standing Orders at a cost of £55.00 (Deputy Clerk)
- ii) First Aid Course at a cost of £180.00 (Town Clerk & Deputy Clerk)
- iii) Budget & Precept at a cost of £55.00 (Deputy Clerk)

13 Finance:

- i) To note the reinvestment of the Business Account and consider the future options proposed
- 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
- iii) To verify the Council Finances as at 30<sup>th</sup> June 2017.
- iv) To confirm accounts for payment as previously agreed.