

TO MEMBERS OF THE POLICY AND FINANCE COMMITTEE

Cllr. N Harvey (Chairman)
Cllr. J Liddiard

Cllr P. Mason (VC)
Cllr. P Grieg

Cllr. R Howard
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 3RD OCTOBER 2011** commencing at **7.30PM** for the transaction of business as set out below.*

Yours faithfully

Elaine De Can – Town Clerk

26th September 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 4th July 2011
- 5 Matters of report from the ongoing projects and not on the agenda (Appendix A)
- 6 To note the Clerks Report detailing the new 3 year Insurance Policy
- 7 Training:
 - i) To note the training courses booked and related costs:
 - Risk Assessment, 7th October - £150.00 (Clerk & Community & Events Officer)
 - Roles & Responsibilities, 18th October - £40.00 (Community & Events Officer)
 - ii) To consider and agree that all committee Chairman must attend the Chairman Day training courses 1 to 3.
- 8 Finance :
 - i) To note the Council Finances as at 31st August 2011 (Appendix B)
 - ii) To consider and agree quotes received for the repair of the office roof (Appendix C)
 - iii) To note reinvestment of the Co-operative Bank bond and interest rates investigated (Appendix D)
 - iv) To consider the purchase and quotes obtained for a Vice Chairman Chain (Appendix E)
 - v) Grant Applications:
 - to consider an application from Beatrice Littlewood House (Appendix F)
 - to consider an application from Willalla House Social Club (Appendix G)
 - to consider an application from Island Boys & Girls FC (Appendix H)
 - to consider an application from the Heritage Centre (Appendix I)
 - to consider an application from Age Concern (Appendix J)
 - to consider an application from the Breathe Easy Group (Appendix K)
 - vi) To confirm accounts for payment as previously agreed