

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE  
POLICY AND FINANCE COMMITTEE  
OF THE CANVEY ISLAND TOWN COUNCIL  
HELD AT THE PADDOCKS, LONG ROAD, CANVEY ISLAND ON  
MONDAY 4<sup>TH</sup> JULY 2011 AT 7.30PM**

**PRESENT:**

Councillors: N. Harvey, P. Mason (VC), J. Liddiard, R. Howard, P. Greig and J. Anderson

Non- Committee Members: L. Swann, D. Blackwell, P. May and D. Anderson

Also present: 6 members of the public  
Mrs E. De Can – Town Clerk  
Mrs E. Hunt – Assistant to the Clerk

**P&F/001/11 APOLOGIES FOR ABSENCE**

There were none

**P&F/002/11 TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

There were none.

**P&F/003/11 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**

There were none.

**P&F/004/11 TO SIGN THE MINUTES OF THE MEETING OF 11<sup>TH</sup> APRIL 2011 AS A TRUE  
RECORD**

The minutes of the committee meeting held on the 11<sup>th</sup> April 2011 were **CONFIRMED** and signed as a true record.

**P&F/005/11 MATTERS OF REPORT FROM THE MEETING HELD ON THE 11<sup>TH</sup> APRIL 2011  
AND NOT ON THE AGENDA**

Members discussed the use of the old Urban District Council building and utilising the first floor area.

The Clerk advised that investigations are ongoing in respect of the Chambers and first floor area with Castle Point Borough Council.

**RECOMMENDED** that the Clerk continue discussions with the Borough Council and arrange a site visit to the offices for all committee members to investigate the possibility of utilising these premises for future use.

**P&F/006/11 TO NOTE THE CHANGE OF INSURERS FOR CANVEY LAKE TO AON WITH A  
COST SAVING OF £110.84**

Members noted a report from the Clerk to confirm that the insurance currently with Tennyson was up for renewal in May and upon review AON Insurance provided a cheaper quote with the same cover with a cost saving of £110.84.

## **P&F/007/11 TO NOTE AND AGREE THE PROPOSED RENT INCREASE FOR THE TOWN COUNCIL OFFICE PREMISES**

Members noted a letter received detailing the proposed rent increase. The Clerk advised that the lease agreed in 2008 was for a term of 9 years at a cost of £9,500 per annum with the annual rent to be reviewed on each 3<sup>rd</sup> anniversary at the market rate.

Members **RECOMMENDED** the Clerk respond to the letter requesting the rent remain at the current rate considering the following reasons:

- Evidence of market rental rates currently at approximately £800 pcm.
- Economic climate affect on unit lettings.
- Consideration of the dilapidated roof and the agreement being on a full repairing 9 year term.

## **P&F/008/11 POLICIES:**

### **i) To consider and agree the revised version of Model Standing Orders adopted in April 2010 – Standing Order Number 32**

The Clerk advised that in May 2011 NALC notified all Town Councils of the revised first edition of 'Standing Orders for Local Councils'. The original model standing orders were adopted in April 2010; however, the revision amends Model Standing Order No. 32 (variation, revocation and suspension of standing orders).

Members **RECOMMENDED** the adoption of the proposed change of Model Standing Order No. 32.

### **ii) To adopt the Data Protection Policy and Freedom of Information Requests Policy**

Members noted the draft Data Protection and Freedom of Information Requests policies and **RECOMMENDED** that the Council adopt these policies as recommended by the Clerk

### **iii) To note the Data Protection registration at a cost of £35 per annum**

The Clerk advised that the EALC under guidance from NALC have recommended that all Town Councils must be registered as a data controller regardless of size.

Members **RECOMMENDED** that the Council register as a data controller with the Information Commissioners Office.

### **iv) To consider adopting a Members Remuneration Scheme policy**

The Clerk advised that following the internal audit in June it has been recommended that Council adopt a Members Remuneration Policy in line with the Local Authorities (Members Allowances) Regulations 2003 for the travel expenses claimed in the year 2010/11.

The Clerk provided a draft policy for approval in line with other Town Councils which can be changed to suit this Council.

Members **RECOMMENDED** that the policy be adopted with a view to amendment at a later date.

Members discussed the formulation of a working group relating to expense claims and amendment to the policy and agreed that the complete Policy & Finance committee will review these changes.

**P&F/009/11 FINANCE:**

**i) TO NOTE THE COUNCIL FINANCES AS AT 31<sup>ST</sup> MAY 2011**

Members noted the Council Finances as at 31<sup>st</sup> May 2011

**ii) TO NOTE AND AGREE COUNCILLOR'S TRAVEL EXPENSES IN 2010/11**

During the internal audit conducted in June it was recommended that until the Members Remuneration policy is approved the Council must agree the travel expenses claimed in 2010/11.

Members **RECOMMENDED** the approval for the travel expenses claimed in 2010/11.

**iii) TO NOTE AND AGREE THE CHANGES TO THE FORMAT OF THE 2011/12 BUDGET**

The Clerk advised that the reserves previously agreed should not been shown within the expenditure on the budget schedule agreed in January 2011. The schedule has therefore been adjusted accordingly and a report provided summarising the movement within the budget details. These changes do not affect the agreed budget; the only change to the bottom line figure is the election reserve of £8,000 which had not previously been shown within the budget headings as it was not anticipated to have been spent in 2011/12.

Members **RECOMMENDED** accepting the alterations to the committee expenditure budget.

**iv) TO CONFIRM ACCOUNTS FOR PAYMENT AS PREVIOUSLY AGREED**

**AGREED** that cheques 201012 to 201021 presented for payments on No 1 A/c previously agreed were paid and cheque 200166 presented for payment on No 2 A/c was agreed and paid.

The meeting closed at 8.15 pm.

CHAIRMAN

3<sup>rd</sup> October 2011