

**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 5<sup>th</sup> DECEMBER 2011 AT 7.30PM**

**PRESENT:**

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

Non- Committee Members: L. Swann and P. May

Also present: 3 members of the public  
Mrs E. De Can – Town Clerk

**P&F/018/11 - APOLOGIES FOR ABSENCE**

Cllr J. Anderson sent his apologies due to holiday commitments.

**P&F/019/11 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Cllr J. Liddiard declared an interest in item 7(ii) on the agenda and Cllr P. May declared an interest as a director of BOPH in item 7(ii)

**P&F/020/11 - 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**

Cllr L. Barrett advised that he thinks it is a good idea to try to move offices to the old Urban District Council building in Long Road but it would appear from the progress report that CPBC are making the request for a tour difficult. Cllr R. Howard advised that he had spoken to CPBC and has been advised that a tour will be arranged after Christmas.

**P&F/021/11 - TO SIGN THE MINUTES OF THE MEETING OF 3<sup>rd</sup> OCTOBER 2011 AS A TRUE RECORD**

The minutes of the committee meeting held on the 3<sup>rd</sup> October 2011 were **CONFIRMED** and signed as a true record.

**P&F/022/11 - MATTERS OF REPORT FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA**

Statement of Common Purpose – Cllr Liddiard asked whether this item had been progressed. The Clerk advised that due to other projects still not resolved this item is yet to be completed.

**P&F/023/11 - TRAINING:**

**TO NOTE THE TRAINING COURSES BOOKED:**

Members noted the Essex Equals Course for the Assistant to the Clerk at a cost of £385, the Law & Procedures course for Cllr P. Greig at a cost of £60 and the Funding Day for the Assistant to the Clerk and the Community & Events Officer at a cost of £80.

**TO CONSIDER THE PLANNING DAY TRAINING FOR THE 29<sup>TH</sup> FEBRUARY 2012 AND SUBMIT NAMES OF ATTENDEES**

Members noted appendix B detailing the Planning Day training on the 29<sup>th</sup> February 2012 and the following members confirmed that they would like to attend:

L. Swann, J. Liddiard, R. Howard and N. Harvey

It was agreed that this would be put to full council should any other members want to attend.

**P&F/024/11 FINANCE:**

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

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

**ii) GRANT APPLICATIONS:**

**TO CONSIDER AN APPLICATION FROM BEATRICE LITTLEWOOD HOUSE**

Members considered the grant application from Beatrice Littlewood House for the purchase of a television for their communal area and **RECOMMENDED** that a grant of up to £500 be awarded, however, the organisation is to liaise with the Clerk regarding the purchase and the invoice should be sent to the Town Council for payment.

**TO CONSIDER AN APPLICATION FROM CASTLE POINT CAB**

Members considered the grant application from Castle Point CAB to assist with the purchase of new computer equipment and **RECOMMENDED** that a grant of £500 be awarded for this project.

**TO CONSIDER AN APPLICATION FROM BOPH**

Members considered the grant application from BOPH for the provision of a television to enable the group to provide life skill training and **RECOMMENDED** that a grant of up to £500 be awarded, however, the organisation is to liaise with the Clerk regarding the purchase and the invoice should be sent to the Town Council for payment.

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

**AGREED** that cheques 201163 to 201178 presented for payments on No 1 A/c previously agreed were paid.

*In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the Council **RESOLVED** that the public and press be excluded from the remainder of this meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted*

**P&F/025/11 - TO DISCUSS AND CONSIDER BUDGET REQUIREMENTS FOR POLICY AND FINANCE**

Members reviewed the draft budget submitted by the Clerk in consultation with the Chairman of the Policy & Finance committee and **RECOMMENDED** to submit the following changes from 2011/12 to Full Council:

- Central Costs decreased from £50,113 to 45,943 to incorporate no decrease in other committee and increase in Community Relations for the Community Warden
- Staff Expenses – increase due to 4<sup>th</sup> member of staff
- Premises – decreased by £2,000 in line with the current expenditure
- Telephone – increased due to Community Warden using mobile phone
- Stationery/Postage – increased due to increased use of postage and charges
- Advert/Publicity/Newsletter – decreased by ££2,000 due to the cost saving of the newsletter.
- Parish Plan – new budget heading approx costs £2,000
- General Expenses – increased by £900 and rounded up due to possible charge for Remuneration Panel.
- Election – budget removed – no budget to allow for possible East Ward by election. 8,000 to remain in EMR for possible extra costs not accounted for.
- Members Expenses – removed and added to Travel & Subsistence budget.
- Travel & Subsistence – increased by £1,000 taken from members expenses

- Allowances - £5,500 removed as no allowances claimed
- Chairman's Allowance – reduced to £250
- Room Hire – reduced by £750 in line with current expenditure
- Regalia – reduced to £500 as Chairman chain & Vice chairman chain now purchased
- Election EMR - £8,000 to remain in EMR for possible extra costs not accounted for, for possible bi election in the East Ward.

Members **RECOMMENDED** that the Members Remuneration Policy adopted on the 4<sup>th</sup> July 2011 in line with the Local Authorities (Members Allowances) Regulations 2003 be amended to remove the subsistence allowance and that only travel expenses are to be claimed outside of the Castle Point district.

**P&F/026/11 – TO DISCUSS AND CONSIDER THE COMPLETE BUDGET REQUIREMENTS FOR 2012/13 AND AGREE RECOMMENDATIONS TO FULL COUNCIL**

Members reviewed the draft full budget submitted by the Clerk in light of the changes made in item P&F/025/11 and **RECOMMENDED** that the Council raises a precept of £265,890 in the 2012/13 financial year. This equates to a Band D equivalent of £20.61 per annum, which represents a 0% increase to the local taxpayer on the current year. It was agreed that the recommended budget would be considered by full council in January at the next available meeting in order to formalise the precept requirement and allow for a formal vote on councilors allowances.

The meeting closed at 9.45pm.

CHAIRMAN

20<sup>th</sup> February 2012