

TO MEMBERS OF THE POLICY AND FINANCE COMMITTEE

Cllr. N. Harvey (Chairman), Cllr. P. May (Vice Chairman), Cllr. J Anderson, Cllr. D. Blackwell, Cllr. M. Tucker, Cllr. C. Letchford, Cllr. T.Belford and Cllr. J. Blissett

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** on **MONDAY 22nd FEBRUARY 2016** 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



Mr M Letch
Acting Town Clerk

15th February 2016

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 confirm and sign as a true record the minutes of the committee meeting held on the 21st December 2015
- 5 Matters of report from the ongoing projects and not on the agenda (Appendix A)
- 6 To note the Training Courses attended/booked since the last meeting:
 - i) Effective People Management course at a cost of £47.00 (Deputy Clerk)
 - ii) End of Year Accounting / Getting Through the Audit Requirements course at a cost of £80.00 (Deputy Clerk)
 - iii) Safety for Lone Workers course at a cost of £75.00 (Community Warden)
 - iv) Minutes and Agendas Workshop course at a cost of £35.00 (Community and Events Officer)
 - v) Minutes and Agendas Workshop course at a cost of £35.00 (Community and Events Officer)
 - vi) First Aid Level 2 Award course at a cost of £85.00 (Community Warden)
 - vii) Customer Service Level 2 course at a cost of £85.00 (Community Warden)

- viii) Law and Procedures course at a cost of £75.00 (Community and Events Officer)
 - ix) Law and Procedures course at a cost of £75.00 (Community Warden)
 - x) Chairmans Day 1 course at a cost of £70.00 (Cllr Jay Blissett)
 - xi) Chairmans Day 2 course at a cost of £70.00 (Cllr Jay Blissett)
 - xii) Chairmans Day 3 course at a cost of £70.00 (Cllr Jay Blissett)
 - xiii) Law and Procedures course at a cost of £75.00 (Cllr Jay Blissett)
 - xiv) Local Council Police Conference at a cost of £20.00 (Cllr Jay Blissett)
 - xv) Local Council Police Conference at a cost of £20.00 (Deputy Clerk)
 - xvi) Local Council Police Conference at a cost of £20.00 (Community Warden)
 - xvii) SLCC Essex Branch Training Day and AGM at a cost of £12.00 (Deputy Clerk)
- 7 To consider the hire of the Town Councils meeting space to groups and individuals of the community of Canvey Island for the purpose of holding meetings, activities and events (Appendix B)
- 8 To consider and agree costs to replace the rear door of No. 13 High Street with a Push Bar Fire Door.
- 9 To consider and agree costs of adjustments to Push Bar Fire Door to No. 11 High Street.
- 10 To consider and agree costs to appoint a new cleaner for No. 11 and No. 13 High Street.
- 11 Finance :
- i) To note the Council Finances as at 31st December 2015
 - ii) Grant Applications
 - i) To consider an application from Friends of St Katherines Church (Appendix C)
 - iii) To note correspondence received in recognition of grants received:
 - i) Canvey Community Archive
8. Policies:
- i) To consider adopting a Budget Virement Policy
 - ii) To consider adopting a Community Engagement Policy
 - iii) To consider adopting a Council Meeting Space Hire Policy
 - iv) To consider adopting a Non-Smoking & Non-Vaping Policy
 - v) To consider and agree the amendments of 26 Terms of Reference – Responsibilities common to all committees item (5) of the Councils Standing Orders
 - vi) To consider and agree the addition of – 26 Terms of Reference – Community Relations Committee items (1-5)
- 9 To confirm accounts for payment as previously agreed