

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. 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 9<sup>th</sup> MAY 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

Mrs E Hunt  
Town Clerk

3<sup>rd</sup> May 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 22<sup>nd</sup> February December 2016
- 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) Local Council Police Conference at a cost of £20.00 (Cllr P May)
  - ii) Local Council Police Conference at a cost of £20.00 (Cllr T Belford)
  - iii) Playground Inspection course at a cost of £100.00 (Community Warden)
7. To note correspondence

8. Policies:

- i) To review and agree the new financial regulations (Appendix B)
- ii) To consider and agree the amendments of 26 Terms of Reference (4) & (5) of the Councils Standing Orders

9. Finance :

- i) To note the Council Finances as at 31<sup>st</sup> March 2016
- ii) To confirm accounts for payment as previously agreed

*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*

10. To consider and approve costs to supply and install new office computer.

11. To consider and approve costs to purchase ergonomic desk extension for use at meetings.