

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE  
POLICY AND FINANCE COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL  
HELD IN THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND ON  
MONDAY 27<sup>TH</sup> JUNE 2016 AT 7.30PM**

**PRESENT:**

Councillors: Cllr N. Harvey, Cllr P. May, Cllr J. Anderson, Cllr M. Tucker and Cllr T. Belford

Non committee members: Cllr D. Anderson

Also present: Mrs E. Hunt – Town Clerk  
Mrs E De Can – Responsible Financial Officer  
4 members of the public

**P&F/001/16 - APOLOGIES FOR ABSENCE**

Cllr N. Harvey provided Cllr D. Blackwell's apologies due to holiday commitments.

**P&F/002/16 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Cllr T. Belford declared an interest in item 10 of the agenda explaining that he currently utilises the services of one of the contractors quoting for the works.

**P&F/003/16 - TO APPOINT A VICE CHAIRMAN OF THE COMMITTEE FOR 2016 - 2017**

Cllr J. Anderson nominated Cllr P. May as Vice Chairman of the Committee for 2016/17. The nomination was seconded by Cllr M. Tucker. There were no other nominations therefore Cllr P. May was elected as Vice Chairman of the Committee for 2016/17.

**P&F/004/16 - 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/005/16 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 9<sup>TH</sup> MAY 2016**

The minutes of the committee meeting held on the 9<sup>th</sup> May 2016 were **CONFIRMED** and signed as a true record.

**P&F/006/16 - MATTERS OF REPORT FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA**

Cllr J. Anderson requested an update from the Town Clerk on the investigations into the hire of the Town Council's meeting space. The Town Clerk advised that investigations were still in progress and that it was hoped that these investigations would be completed for consideration at the next full council meeting.

The Town Clerk advised members that the installation of a new office computer and purchase of an ergonomic desk extension for use in meetings were now completed.

**P&F/007/16 – TO NOTE THE INTERNAL AUDITORS REPORT COMPLETED ON THE 12<sup>TH</sup> APRIL 2016 AND RECOMMENDATIONS MADE (APPENDIX B)**

Members were provided with a report by the Responsible Financial Officer detailing the recommendations made following the internal audit on 12<sup>th</sup> April 2016.

**Recommendations:**

To carry out an annual review of the Risk Assessment and Internal Controls and to ensure that the review is minuted.

The Responsible Financial Officer confirmed that the review took place in May 2016 and this was considered by the Council and minuted on the 23<sup>rd</sup> May 2016.

To produce an income and expenditure account including a balance sheet from the Accounting System.

The Responsible Financial Officer confirmed that the Council does prepare its year end data on an income and expenditure basis due to its level on income, and that these accounts have been produced and a balance sheet provided. She explained that this had not been completed at the time of the audit and therefore was not available to the internal auditor.

To explain why the general reserves exceed the precept by £154,073 (total general reserves £385,565)

The Responsible Financial Officer confirmed that the balance sheet for the year ending 2015/16 showed General Reserves of £273,659 and Earmarked Reserves of £111,906. She explained that the internal auditor had confirmed that without the balance sheet available showing the earmarked reserves there was only the yearend balance to work with. This information has now been provided to the Auditor and having seen the balance sheet they have confirmed that the level of general reserves stands at £273,659 reducing the difference between the level of general reserves and the precept to £42,167. She added that a report has been provided to the External Auditor clarifying this query.

The Responsible Financial Officer advised members that the Reserves Policy required amendment for consideration under item 9 to make clearer in the wording of the policy, the Councils position on earmarked reserves.

Members noted the Internal Auditors report and actions already taken by the Responsible Financial Officer with no further actions required.

#### **P&F/008/16 – TO NOTE THE TRAINING COURSES BOOKED / ATTENDED / CANCELLED SINCE THE LAST MEETING**

**i) TRANSPARENCY CODE BRIEFING COURSE (RESPONSIBLE FINANCIAL OFFICER) – CANCELLED**

Members noted the Transparency Code Briefing Course booked for the Responsible Financial Officer at a cost of £15.00 had been cancelled.

**ii) CODE OF CONDUCT COURSE (COMMUNITY AND EVENTS OFFICER) AT A COST OF £50.00**

Members noted the Code of Conduct Course booked for the Community and Events Officer at a cost of £50.00.

**iii) CODE OF CONDUCT (COMMUNITY WARDEN) AT A COST OF £50.00**

Members noted the Code of Conduct Course booked for the Community Warden at a cost of £50.00.

**iv) LONE WORKING / PERFORMANCE APPRAISAL COURSE AT A COST OF £50.00**

Members noted the Lone Working /Performance Appraisal Course booked for the Community Warden at a cost of £50.00.

#### **P&F/009/16 – POLICIES**

**i) TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE ACCIDENT/INCIDENT REPORTING PROCEDURE.**

Members reviewed the amendments made to the Accident/Incident Reporting Procedure and **RECOMMENDED** that the council approve and adopt the amendments made.

- ii) **TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE CCTV POLICY.**  
Members reviewed the amendments made to the CCTV Policy and **RECOMMENDED** that the council approve and adopt the amendments made.
- iii) **TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE CIVIC INVITATION POLICY.**  
Members reviewed the amendments made to the Civic Invitation Policy and **RECOMMENDED** that the council approve and adopt the amendments made.
- iv) **TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE COMPLAINTS PROCEDURE.**  
Members reviewed the amendments made to the Complaints Procedure and **RECOMMENDED** that the council approve and adopt the amendments made.
- v) **TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE COMPUTER AND INFORMATION SECURITY POLICY.**  
Members reviewed the amendments made to the Computer and Information Security Policy and **RECOMMENDED** that the council approve and adopt the amendments made.
- vi) **TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE DISCIPLINARY PROCEDURE.**  
Members reviewed the amendments made to the Disciplinary Procedure and **RECOMMENDED** that the council approve and adopt the amendments made.
- vii) **TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE FLEXIBLE WORKING REQUEST PROCEDURE.**  
Members reviewed the amendments made to the Flexible Working Request Procedure and **RECOMMENDED** that the council approve and adopt the amendments made.
- viii) **TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE HEALTH AND SAFETY POLICY.**  
Members reviewed the amendments made to the Health and Safety Policy and **RECOMMENDED** that the council approve and adopt the amendments made.
- ix) **TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE LONE WORKING POLICY.**  
Members reviewed the amendments made to the Lone Working Policy and **RECOMMENDED** that the council approve and adopt the amendments made.
- x) **TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE NEW FINANCIAL REGULATIONS 2016.**  
Members reviewed the amendments made to the new Financial Regulations 2016. Cllr N. Harvey asked members to consider and agree an additional amendment to be made to item 4.1 of the Financial Regulations which refers to the Budgetary Control and Authority to Spend. Members discussed and considered the amendment and **RECOMMENDED** that the council approve and adopt the amendments made and the additional amendment referring to Budgetary Control and Authority to Spend.
- xi) **TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE COUNCILS STANDING ORDERS.**  
Members reviewed the amendments made to the Councils Standing Orders and **RECOMMENDED** that the council approve and adopt the amendments made.
- xii) **TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE PUBLICITY POLICY.**  
Members reviewed the amendments made to the Publicity Policy and **RECOMMENDED** that the council approve and adopt the amendments made.

**xiii) TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE RESERVES POLICY.**

Members reviewed the amendments made to the Reserves Policy and **RECOMMENDED** that the council approve and adopt the amendments made.

**xiv) TO CONSIDER AND AGREE THE AMENDMENTS MADE TO THE STAFF RECRUITMENT POLICY.**

Members reviewed the amendments made to the Staff Recruitment Policy and **RECOMMENDED** that the council approve and adopt the amendments made.

**P&F/010/16 – TO CONSIDER AND AGREE COSTS TO INSTALL A FIRE ALARM SYSTEM**

Members discussed and considered the cost provided and **RESOLVED** to appoint Alert Alarms to supply and install a fire alarm system inclusive of an annual inspection at a total cost of £1,000.00 excluding VAT.

**P&F/011/16 - FINANCE:**

**i) TO NOTE THE COUNCIL FINANCES AS AT 31<sup>ST</sup> MAY 2016**

Members noted the Council Finances as at 31<sup>st</sup> May 2016 inclusive of the bank reconciliation, statements and cheques issued from 31st March 2016 to 31<sup>st</sup> May 2016 and no questions were raised.

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

Accounts **APPROVED** for cheques 202604 to 202624 inclusive were signed for A/c No 1.

The meeting closed at 8.10pm.

CHAIRMAN  
26<sup>th</sup> September 2016