

**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 28<sup>TH</sup> SEPTEMBER 2015 AT 7.30PM**

**PRESENT:**

Councillors: Cllr D. Blackwell, Cllr C. Letchford, Cllr J. Blissett and Cllr T Belford

Non committee members: Cllr P. Greig, Cllr D. Anderson and Cllr B. Campagna

Also present: Mrs E. Hunt – Deputy Clerk  
4 members of the public

Cllr P Greig stood in as Chairman of the committee in the absence of Cllr Harvey (Chairman) and Cllr P May (Vice Chairman)

**P&F/011/15 - APOLOGIES FOR ABSENCE**

Cllr N. Harvey (Chairman) provided his apologies as he is on holiday. Cllr J. Anderson arrived at 7.40pm having attended an earlier meeting at Castle Point Borough Council and Cllr P May (Vice Chairman) arrived at 7.45pm due to an earlier commitment.

**P&F/012/15 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Cllr B Campagna declared an interest in item 10 (iv) on the agenda

**P&F/013/15 - 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**

No members of the public wished to speak.

**P&F/014/15 –TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 22<sup>ND</sup> JUNE 2015**

The minutes of the committee meeting held on the 22nd June 2015 were **CONFIRMED** and signed as a true record.

**P&F/015/15 - MATTERS OF REPORT FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA**

Members noted that all matters from the ongoing projects and not on the agenda had been completed.

**P&F/016/15 - TO REVIEW THE FOUR YEAR PLAN**

Members **RECOMMENDED** that due to the high level of reserves all members should consider further projects which could be submitted to the Council for approval in the 2016/17 budget discussions.

Cllr D Blackwell advised members that he had recently joined a litter picking event organised by McDonalds and asked members to consider partnership working with Castle Point Borough Council and Pinnacle to carry out litter pick events across Canvey Island.

Cllr J Blissett suggested that the Town Council organise a Clean Up Canvey Event whereby the residents of Canvey Island for one day only could arrange for any unwanted items to be removed by the Council free of to the local recycling centre to help alleviate instances of fly-tipping and littering. Cllr M Tucker **RECOMMENDED** that the Town Council contact Castle Point Borough to enquire whether this is something that they would be willing to work in partnership with the Town Council on.

Cllr J Blissett added that the Council should also get into contact with the local schools to see how it could work with them with litter picking events, explaining that this would also be a good educational programme to teach the children about the effects of litter on their environment.

**P&F/017/15 – TO NOTE THE TRAINING COURSES ATTENDED /BOOKED SINCE THE LAST MEETING**

**i) EMERGENCY FIRST AID LEVEL 2 AWARD AT A COST OF £80.00**

Members noted the Emergency First Aid Level 2 Award course attended by the Community and Events Officer at a cost of £80.00 on 21<sup>st</sup> July 2015.

**ii) RISK ASSESSMENT COURSE AT A COST OF £80.00**

Members noted the Risk Assessment course booked for the Community and Events Officer at a cost of £80.00 on 20<sup>th</sup> October 2015.

**iii) FIXED PENALTY NOTICE COURSE AT A COST OF £450.00**

Members noted the Fixed Penalty Notice course booked for the Community Warden at a cost of £450.00 on the 7<sup>th</sup> October 2015.

**iv) EXERCISE HYDRA WORKSHOP AT NO COST TO THE COUNCIL**

Members noted the Exercise Hydra Workshop booked for the Deputy Clerk at no cost to the Council on 29<sup>th</sup> September 2015.

**v) CHAIRMANS DAY 1 COURSE AT A COST OF £70.00**

Members noted the Chairman's Day 1 course attended by Cllr T Belford at a cost of £70.00 on 24<sup>th</sup> June 2015.

**vi) COUNCILLOR TRAINING DAY 1 COURSE AT A COST OF £70.00**

Members noted the Councillor Training Day 1 course attended by Cllr T Belford at a cost of £70.00 on 30<sup>th</sup> June 2015.

**vii) CHAIRMANS DAY 2 COURSE AT A COST OF £70.00**

Members noted the Chairman's Day 2 course attended by Cllr T Belford at a cost of £70.00 on 14<sup>th</sup> July 2015.

**viii) COUNCILLOR TRAINING DAY 2 COURSE AT A COST OF £70.00**

Members noted the Councillor Training Day 2 course attended by Cllr T Belford at a cost of £70.00 on 16<sup>th</sup> July 2015.

**ix) CHAIRMANS DAY 3 COURSE AT A COST OF £70.00**

Members noted the Chairman's Day 3 course attended by Cllr T Belford at a cost of £70.00 on 9<sup>th</sup> September 2015.

**x) CODE OF CONDUCT COURSE AT A COST OF £47.00**

Members noted the Code of Conduct course attended by Cllr T Belford at a cost of £47.00 on 11<sup>th</sup> June 2015.

**xi) COUNCILLOR TRAINING DAY 1 COURSE AT A COST OF £70.00**

Members noted the Councillor Training Day 1 course attended by Cllr J Blissett at a cost of £70.00 on 22<sup>nd</sup> July 2015.

**xii) COUNCILLOR TRAINING DAY 2 COURSE AT A COST OF £70.00**

Members noted the Councillor Training Day 2 course booked for Cllr J Blissett at a cost of £70.00 on 6<sup>th</sup> October 2015.

#### **P&F/018/15 – TO NOTE THE EXTERNAL FIRE RISK ASSESSMENT REPORT**

Cllr T Belford asked the Deputy Clerk to confirm how much the External Fire Risk Assessment had cost. The Deputy Clerk confirmed that the Fire Risk Assessment cost the Council £240.00 plus VAT.

Cllr M Tucker asked the Deputy Clerk how many fire exits there are in each unit. The Deputy Clerk confirmed that there is a fire exit at the front and rear of each unit.

Cllr P Greig asked the Deputy Clerk when the rear door to number 13 High Street will be replaced with a push bar opening. The Deputy Clerk confirmed that this item was still to be progressed.

Members noted the external Fire Risk Assessment Report and recommendations made.

#### **P&F/019/15 – POLICIES:**

##### **i) TO NOTE THE AMENDMENT OF THE FIRE EVACUATION PLAN**

Members noted the amendment of the Fire Evacuation Plan.

##### **ii) TO CONSIDER AND AGREE THE AMENDMENT OF 3Q OF THE COUNCILS STANDING ORDERS**

Members **RECOMMENDED** the Council adopt the amendment of 3q of the Councils Standing Orders.

##### **iii) TO NOTE THE REGULATION AMENDMENT TO THE COUNCILS STANDING ORDERS**

Members **RECOMMENDED** the Council adopt the amendment to the Councils Standing Orders No. 18c, 18d (iii) and 18f.

##### **iv) TO NOTE THE REGULATION AMENDMENT TO THE COUNCILS FINANCIAL REGULATIONS**

Members **RECOMMENDED** the Council adopt the amendment to the Councils Financial Regulations No.11.1c (i), 11.1c (ii), 11.1c (iii) ,11.1 i and 11.1 l.

#### **P&F/020/15 - FINANCE:**

##### **i) TO NOTE THE COMPLETION OF THE EXTERNAL AUDIT AND ANNUAL RETURN FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2015**

Members noted the completion of the External Audit and Annual Return for the year ending 31<sup>st</sup> March 2015 and the external auditors comments that it is their opinion that the information in the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Members noted that the notice of the completion of the audit has been advertised as per legislation and is also on the Councils website for the public to review.

##### **ii) TO NOTE THE COUNCIL FINANCES AS AT 31<sup>ST</sup> AUGUST 2015**

Members noted the Council Finances as at 31<sup>st</sup> May 2015 inclusive of the bank reconciliation, statements and cheques issued from June 2015 to 31<sup>st</sup> August 2015 and no questions were raised.

##### **iii) TO CONSIDER AND AGREE SPONSORING THE SANTA WALK ON 13<sup>TH</sup> DECEMBER 2015**

Members considered a request to sponsor the Santa Walk which is being held on 13<sup>th</sup> December 2015 and **RECOMMENDED** that the Council agree to sponsor £300.00 for the provision of food and refreshments.

**iv) GRANT APPLICATIONS**

**TO CONSIDER AN APPLICATION FROM CANVEY ISLAND FOOTBALL CLUB**

Members considered the grant application from Canvey Island Football Club for financial assistance to begin the planning process to replace their existing club house facility with a new community centre.

Members **RECOMMENDED** that the application be refused as whilst this was a great initiative, grants provided by the Town Council are restricted in the purpose to which they may be used and applications should only be made for capital expenditure.

Members **AGREED** that the Clerk write to Canvey Island Football Club advising that should they submit a further application for a capital expenditure project, this could be considered by the Committee.

**TO CONSIDER AN APPLICATION FROM CANVEY BAY WATCH**

Members considered the grant application from Canvey Bay Watch for financial assistance to purchase a noticeboard fixings and name plate and **RECOMMENDED** that a grant of £500.00 be provided.

**TO CONSIDER AN APPLICATION FROM CANVEY ISLAND SWIMMING CLUB**

Members considered the grant application from Canvey Island Swimming Club for financial assistance to purchase storage equipment, replacement coaching aids, swim hats and award certificates and **RECOMMENDED** that a grant of £500.00 be provided.

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

Accounts **APPROVED** for cheques 202290 to 202302 inclusive were signed for A/c No 1.

**P&F/020/15 - FINANCE:**

*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/020/15 – TO CONSIDER AND APPROVE COSTS TO REPLACE THE ROOF COVERING OF 13 HIGH STREET**

Members considered the quotations provided to replace the roof covering of 13 High Street and **RECOMMENDED** that the Clerk instruct LSC Roofing to carry out the roof replacement works at a total cost of **£5,865.00**.

The meeting closed at 9.00 pm.

CHAIRMAN

7<sup>TH</sup> December 2015