

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 21ST DECEMBER 2015** commencing at **7.45PM** 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 December 2015

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 28th September 2015
- 5 Matters of report from the ongoing projects and not on the agenda (Appendix A)
- 6 To consider the budget and precept requirements for 2015/16 and agree recommendations to Full Council
- 7 To review the Four Year Plan
- 8 To consider and agree new NALC Audit Requirements
- 9 To note the Training Courses attended/booked since the last meeting:
 - i) FOI / Data Protection course at a cost of £47.00 (Community Warden)
 - ii) FOI / Data Protection course at a cost of £47.00 (Community and Events Officer)
 - iii) Risk Assessment Level 2 Course at a cost of £80.00 (Community Warden)
 - iv) Fire Safety Level 2 Course at a cost of £80.00 (Community and Events Officer)
 - v) Fire Safety Level 2 Course at a cost of £80.00 (Community Warden)

vi) Health and Safety Level 2 Course at a cost of £80.00 (Community Warden)

vii) Health and Safety Level 2 Course at a cost of £80.00 (Community and Events Officer)

10 Finance :

i) To note the Council Finances as at 31st November 2015

ii) Grant Applications

- to consider an application from Canvey Community Archive (Appendix B)

- to consider an application from Friends of St Katherines (Appendix C)

10. To note correspondence received in recognition of grants received:

i) Canvey Bay Watch

ii) Canvey Island Swimming Club

11. To confirm accounts for payment as previously agreed