

TO MEMBERS OF THE POLICY AND FINANCE COMMITTEE

Cllr. N. Harvey (Chairman), Cllr. J Anderson, Cllr. D. Blackwell, Cllr. M. Tucker, Cllr. C. Letchford, Cllr. P. May 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 22<sup>ND</sup> JUNE 2015** 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. De Can  
Town Clerk

16<sup>th</sup> June 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 To appoint a Vice Chairman to the committee for 2015/16
- 4 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
- 5 To confirm and sign as a true record the minutes of the committee meeting held on the 23<sup>rd</sup> February 2015
- 6 Matters of report from the ongoing projects and not on the agenda (Appendix A)
- 7 To consider and agree the costs submitted to provide annual maintenance of the air conditioning units
- 8 To note the Internal Auditors report completed on the 14<sup>th</sup> May 2015 with no issues found (Appendix B)
- 9 Policies:
  - i) To consider and agree the draft Reserves policy
  - ii) To note and agree the Publication Scheme
  - iii) To consider and agree the draft Tree policy
- 9 Finance :
  - i) To note the Council Finances as at 31<sup>st</sup> May 2015
  - ii) Grant Applications
    - to consider an application from Canvey Island Community First Responders (Appendix C)
  - iii) To confirm accounts for payment as previously agreed