

TO MEMBERS OF THE POLICY AND FINANCE COMMITTEE

Cllr. N. Harvey (Chairman), Cllr. P. May, Cllr. J Anderson, Cllr. D. Blackwell, Cllr. M. Tucker and Cllr. T. Belford

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 27<sup>th</sup> JUNE 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

13<sup>th</sup> June 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 To appoint a Vice Chairman of the Committee for 2016-2017
- 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 9<sup>th</sup> May 2016
- 6 Matters of report from the ongoing projects and not on the agenda (Appendix A)
- 7 To note the Internal Auditors report completed on the 12<sup>th</sup> April 2016 and recommendations made (Appendix B)
- 8 To note the Training Courses booked / attended / cancelled since the last meeting:
  - i) Transparency Code Briefing (Responsible Financial Officer) – Cancelled
  - ii) Code of Conduct at a cost of £50.00 (Community and Events Officer)
  - iii) Code of Conduct at a cost of £50.00 (Community Warden)

iv) Lone Working / Performance Appraisal at a cost of £50.00 (Community Warden)

8. Policies:

- i) To consider and agree the amendments made to the Accident /Incident Reporting Procedure.
- ii) To consider and agree the amendments made to the CCTV Policy.
- iii) To consider and agree the amendments made to the Civic Invitation Policy.
- iv) To consider and agree the amendments made to the Complaints Procedure.
- v) To consider and agree the amendments made to the Computer and Information Security Policy.
- vi) To consider and agree the amendments made to the Disciplinary Procedure.
- vii) To consider and agree the amendments made to the Flexible Working Request Procedure.
- viii) To consider and agree the amendments made to the Health and Safety Policy.
- ix) To consider and agree the amendments made to the Lone Working Policy.
- x) To consider and agree the amendments made to the new Financial Regulations 2016.
- xi) To consider and agree the amendments made to the Councils Standing Orders.
- xii) To consider and agree the amendments made to the Publicity Policy.
- xiii) To consider and agree the amendments made to the Reserves Policy.
- xiv) To consider and agree the amendments made to the Staff Recruitment Policy.

9. To consider and agree costs to install a fire alarm system

10. Finance :

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