

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 28TH SEPTEMBER 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

Mr M Letch
Acting Town Clerk

22nd September 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 22nd June 2015
- 5 Matters of report from the ongoing projects and not on the agenda (Appendix A)
- 6 To review the Four Year Plan
- 7 To note the Training Courses attended/booked since the last meeting:
 - i) Emergency First Aid Level 2 Award at a cost of £80.00 (Community and Events Officer)
 - ii) Risk Assessment at a cost of £80.00 (Community and Events Officer)
 - iii) Fixed Penalty Notice at a cost of £450.00 (Community Warden)
 - iv) Exercise Hydra at no cost (Deputy Clerk)
 - v) Chairman's Day 1 at a cost of £70.00 (Cllr T Belford)
 - vi) Councillor Training Day 1 at a cost of £70.00 (Cllr T Belford)

- vii) Chairman's Day 2 at a cost of £70.00 (Cllr T Belford)
- viii) Councillor Training Day 2 at a cost of £70.00 (Cllr T Belford)
- ix) Chairman's Day 3 at a cost of £70.00 (Cllr T Belford)
- x) Code of Conduct at a cost of £47.00 (Cllr T Belford)
- xi) Councillor Training Day 1 at a cost of £70.00 (Cllr J Blissett)
- xii) Councillor Training Day 2 at a cost of £70.00 (Cllr J Blissett)

8 To note the External Fire Risk Assessment report.

9 Policies:

- i) To note the amendment of the Fire Evacuation Plan
- ii) To consider and agree the amendment of 3 q of the Councils Standing Orders
- iii) To note the regulation amendment to the Councils Standing Orders
- iv) To note the regulation amendment to the Councils Financial Regulations

10 Finance :

- i) To note the completion of the External Audit and Annual Return for the year ending 31st March 2015
- ii) To note the Council Finances as at 31st August 2015
- iii) To consider and agree sponsoring the Santa Walk on the 18th December 2015
- iv) Grant Applications
 - to consider an application from Canvey Island Football Club (Appendix B)
 - to consider an application from Canvey Bay Watch (Appendix C)
 - to consider an application from Canvey Island Swimming Club (Appendix D)
 - to consider and agree to sponsor the Santa Walk for this year
- v) To confirm accounts for payment as previously agreed

*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*

10. To consider and approve costs to replace the roof covering of 13 High Street.