

**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 22ND FEBRUARY 2016 AT 7.30PM**

PRESENT:

Councillors: Cllr N. Harvey, Cllr P. May, Cllr D. Blackwell, Cllr M. Tucker, Cllr J. Anderson, 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
6 members of the public

P&F/033/15 - APOLOGIES FOR ABSENCE

There were none.

P&F/034/15 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Cllr T Belford, Cllr P May and Cllr B Campagna declared an interest in Item 7 of the agenda as members of groups who wish to utilise the facility. Cllr D Blackwell and Cllr J Blissett declared an interest in Item 11 ii) of the Agenda as members of the Friends of St Katherines.

P&F/035/15 - 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 wished to speak.

P&F/036/15 –TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 21ST DECEMBER 2015

The minutes of the committee meeting held on the 21st December 2015 were **CONFIRMED** and signed as a true record.

P&F/037/15 - MATTERS OF REPORT FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA

The Deputy Clerk updated members of the matters arising from the ongoing projects and not on the agenda.

P&F/038/15 – TO NOTE THE TRAINING COURSES ATTENDED /BOOKED SINCE THE LAST MEETING

i) EFFECTIVE PEOPLE MANAGEMENT COURSE AT A COST OF £47.00

Members noted the Effective People Management course attended by the Deputy Clerk at a cost of £47.00 on 28th January 2016.

ii) END OF YEAR ACCOUNTING / GETTING THROUGH THE AUDIT REQUIREMENTS COURSE AT A COST OF £80.00

Members noted the End of Year Accounting / Getting through the Audit Requirements course booked for the Deputy Clerk at a cost of £80.00 on 25th February 2016.

iii) SAFETY FOR LONE WORKERS COURSE AT A COST OF £75.00

Members noted the Safety for Lone Workers course booked for the Community Warden at a cost of £75.00 on the 23rd February 2016.

iv) MINUTES AND AGENDAS WORKSHOP COURSE AT A COST OF £35.00

Members noted the Minutes and Agendas course booked for the Community and Events Officer at a cost of £35.00 on the 11th May 2016.

- v) MINUTES AND AGENDAS WORKSHOP COURSE AT A COST OF £35.00**
Members noted the Minutes and Agendas course booked for the Community Warden at a cost of £35.00 on the 11th May 2016.
- vi) FIRST AID LEVEL 2 AWARD COURSE AT A COST OF £85.00**
Members noted the First Aid Level 2 course booked for the Community Warden at a cost of £85.00 on the 6th July 2016.
- vii) CUSTOMER SERVICE LEVEL 2 COURSE AT A COST OF £85.00**
Members noted the Minutes and Agendas course booked for the Community Warden at a cost of £85.00 on the 24th May 2016.
- viii) LAW AND PROCEDURES COURSE AT A COST OF £75.00**
Members noted the Minutes and Agendas course booked for the Community and Events Officer at a cost of £75.00 on the 13th September 2016.
- ix) LAW AND PROCEDURES COURSE AT A COST OF £75.00**
Members noted the Law and Procedures course booked for the Community Warden at a cost of £75.00 on the 13th September 2016.
- x) CHAIRMANS DAY 1 COURSE AT A COST OF £70.00**
Members noted the Chairmans Day 1 course booked for Cllr Jay Blissett at a cost of £70.00 on the 23rd March 2016.
- xi) CHAIRMANS DAY 2 COURSE AT A COST OF £75.00**
Members noted the Chairmans Day 2 course booked for Cllr Jay Blissett at a cost of £70.00 on the 19th April 2016.
- xii) CHAIRMANS DAY 3 COURSE AT A COST OF £75.00**
Members noted the Chairmans Day 3 course booked for Cllr Jay Blissett at a cost of £70.00 on the 28th April 2016.
- xiii) LAW AND PROCEDURES COURSE AT A COST OF £75.00**
Members noted the Chairmans Day 1 course booked for Cllr Jay Blissett at a cost of £70.00 on the 13th September 2016.
- xiv) LOCAL COUNCIL POLICE CONFERENCE AT A COST OF £20.00**
Members noted the Local Council Police Conference booked for Cllr Jay Blissett at a cost of £20.00 on the 15th March 2016.
- xv) LOCAL COUNCIL POLICE CONFERENCE AT A COST OF £20.00**
Members noted the Local Council Police Conference booked for the Deputy Clerk at a cost of £20.00 on the 15th March 2016.
- xvi) LOCAL COUNCIL POLICE CONFERENCE AT A COST OF £20.00**
Members noted the Local Council Police Conference booked for the Community Warden at a cost of £20.00 on the 15th March 2016.
- xvii) SLCC ESSEX BRANCH TRAINING DAY AND AGM 2016 AT A COST OF £12.00**
Members noted the SLCC Branch Training Day and AGM 2016 at a cost of £12.00 on the 17th March 2016.

P&F/040/15 – TO CONSIDER THE HIRE OF THE TOWN COUNCILS MEETING SPACE TO GROUPS AND INDIVIDUALS OF THE COMMUNITY OF CANVEY ISLAND FOR THE PURPOSE OF HOLDING MEETINGS, ACTIVITIES AND EVENTS.

Members considered the hire of the Town Councils Meeting Space and **RECOMMENDED** that the item be deferred until further investigations had been completed.

P&F/041/15 – TO CONSIDER AND AGREE COSTS TO REPLACE THE REAR DOOR OF NO.13 HIGH STREET WITH A PUSH BAR FIRE DOOR

The members discussed and considered the costs provided to replace the rear door of No. 13 High Street with a push bar fire door and **RECOMMENDED** that the council appoint Door Depot to supply and install an external hardwood fire exit door, hardwood frame kit and fittings with panic latch at a total cost of £841.45 exc VAT.

P&F/042/15 – TO CONSIDER AND AGREE COSTS OF ADJUSTMENTS TO PUSH BAR DOOR TO NO. 11 HIGH STREET.

The members discussed and considered the costs provided to make adjustments to push bar door to no. 11 High and **RECOMMENDED** that the council appoint Door Depot to carry out necessary adjustments, to supply and fit new plastic coated letter cage and necessary fire signage at a cost of £120.00 exc VAT.

P&F/043/15 – TO CONSIDER AND AGREE COSTS TO APPOINT A NEW CLEANER FOR NO.11 & 13 HIGH STREET

The members discussed and considered the costs provided appoint a new cleaner and **RECOMMENDED** that the council appoint Primrose Cleaning at a cost of £37.00 exc VAT per visit.

P&F/044/15 - FINANCE:

i) TO NOTE THE COUNCIL FINANCES AS AT 31ST DECEMBER 2016

Members noted the Council Finances as at 31st December 2016 inclusive of the bank reconciliation, statements and cheques issued from 31st November 2015 to 31st December 2016 and no questions were raised.

ii) GRANT APPLICATIONS

i) TO CONSIDER AN APPLICATION FROM FRIENDS OF ST KATHERINES CHURCHCEMETERY

Members considered the grant application from Friends of St Katherine's for financial assistance in maintaining the grounds of the Church.

Members **RECOMMENDED** that a grant of £500.00 to be provided.

iii) TO NOTE CORRESPONDENCE RECEIVED IN RECOGNITION OF GRANTS RECEIVED:

i) CANVEY COMMUNITY ARCHIVE

Members noted the correspondence received from Canvey Community Archive in recognition of the grant they received.

P&F/045/15 – POLICIES:

i) TO CONSIDER ADOPTING A BUDGET VIREMENT POLICY

Members considered adopting a Budget Virement policy and **RECOMMENDED** that the Council adopt the policy.

ii) TO CONSIDER ADOPTING A COMMUNITY ENGAGEMENT POLICY

Members considered adopting a Community Engagement policy and **RECOMMENDED** that the Council adopt the policy.

iii) TO CONSIDER ADOPTING A COUNCIL MEETING SPACE HIRE POLICY

Members **RECOMMENDED** that this item be deferred until further investigations had been completed.

iv) TO CONSIDER ADOPTING A NON-SMOKING & NON-VAPING POLICY

Members considered adopting a Non-Smoking and Non-Vaping policy and **RECOMMENDED** that the council adopt the policy.

v) TO CONSIDER AND AGREE THE AMENDMENTS OF 26 TERMS OF REFERENCE – RESPONSIBILITIES COMMON TO ALL COMMITTEES ITEM (5) OF THE COUNCILS STANDING ORDERS

Members considered the amendment of Standing Order 26 Terms of Reference – Responsibilities Common to All Committees, item (5) and **RECOMMENDED** that the Council agree the amendment.

vi) TO CONSIDER AND AGREEMENT ADDITION OF – 26 TERMS OF REFERENCE – COMMUNITY RELATIONS COMMITTEE ITEMS (1 – 5)

Members considered the amendment of Standing Order 26 Terms of Reference – Community Relations Committee, items (1-5) and **RECOMMENDED** that the Council agree the Terms of Reference for the Community Relation Committee.

P&F/046/15 - TO CONFIRM ACCOUNTS FOR PAYMENT AS PREVIOUSLY AGREED

Accounts **APPROVED** for cheques 202420 to 202435 inclusive were signed for A/c No 1.

The meeting closed at 8.40 pm.

CHAIRMAN
09th May 2016