

**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 JUNE 2015 AT 7.30PM**

PRESENT:

Councillors: Cllr N. Harvey (Chairman), Cllr J. Anderson, Cllr D. Blackwell, Cllr C. Letchford,
Cllr P. May and Cllr J. Blissett

Non committee members: Cllr T. Belford, Cllr D. Anderson, Cllr B. Campagna and Cllr P. Greig

Also present: Mrs E. De Can – Town Clerk
Mrs E. Hunt – Deputy Clerk
4 members of the public

P&F/001/15 - APOLOGIES FOR ABSENCE

Cllr Tucker provided his apologies due to a holiday commitment.

P&F/002/15 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Cllr Letchford declared an interest as Chairman of Friends of Concord Beach.

P&F/003/15 – TO APPOINT A VICE CHAIRMAN TO THE COMMITTEE FOR 2015/16

Cllr Blackwell nominated Cllr May as Vice Chairman and the nomination was seconded by Cllr J. Anderson. There were no other nominations, therefore, Cllr May was elected as Vice-Chairman of the committee for 2015/16.

P&F/004/15 - 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 of the public wished to speak.

P&F/005/15 –TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 23RD FEBRUARY 2015

The minutes of the committee meeting held on the 23rd February 2015 were **CONFIRMED** and signed as a true record.

P&F/006/15 - MATTERS OF REPORT FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA

No matters were discussed.

P&F/007/15 - TO CONSIDER AND AGREE THE COSTS SUBMITTED TO PROVIDE ANNUAL MAINTENANCE OF THE AIR CONDITIONING UNITS

Members were asked to consider the costs submitted to provide annual maintenance of the air conditioning units. The Clerk advised that as part of the refurbishment of No 11 & 13 High Street, the Council approved the installation of air conditioning units within the office's and meeting area due to the expense of the electric heaters during the winter, the heat in the office during the summer months and the lack of ventilation and windows to open which was raised as part of the office risk assessment and a requirement to investigate.

The Clerk confirmed that following the installation of the air conditioning units a proposal has been received by Christy Cooling Services to provide an annual maintenance package to ensure the longevity of the units. The units are covered under warranty for 12 months, however, can be extended to 24 months as part of the annual maintenance contract. Christy Cooling Services have recommended 2 visits per year at a cost of £314.00 with normal call out charges at a cost of £37.00 per hour.

Members reviewed the costs provided and **RECOMMENDED** that the Council consider only 1 visit per year in the short term at the cost of £165.00 per annum which could be assessed at a later date should finances allow.

P&F/008/15 – TO NOTE THE INTERNAL AUDITORS REPORT COMPLETED ON THE 14TH MAY 2015 WITH NO ISSUES FOUND

Members noted the Internal Auditors reports with no actions required.

P&F/009/15 – POLICIES:

i) TO CONSIDER AND AGREE THE DRAFT RESERVES POLICY

Members were advised that during the internal audit in 2013/14 it was recommended that the Council adopt of Reserves policy due to its high reserves. Members **RECOMMENDED** that the Council approve and adopt the reserves policy.

ii) TO NOTE AND AGREE THE PUBLICATION SCHEME

Members noted that all policies are reviewed annually and amended following legislation changes or general updates required. The Publication Scheme details the information in the public domain and how the Council publicise this information. Members reviewed the policy and **RECOMMENDED** that the Council approve and adopt the amendments made.

iii) TO CONSIDER AND AGREE THE DRAFT TREE POLICY

Members noted that following requests from various residents around the Canvey Lake open space it was agreed by the Common Liaison committee that a policy was required in order to have a uniform approach to complaints received in relation to tree's and residential properties. This has now been drafted to cover all of the Councils open spaces and submitted for approval. Members reviewed the policy and **RECOMMENDED** that the Council approve and adopt the tree policy with the amendment under 3.11 to state that the type of tree planted should be suitable for the area under consideration.

P&F/010/15 - FINANCE:

i) TO NOTE THE COUNCIL FINANCES AS AT 31ST MAY 2015

Members noted the Council Finances as at 31st May 2015 inclusive of the bank reconciliation, statements and cheques issued from January 2015 to 31st May 2015.

Members **RECOMMENDED** that due to the high level of reserves all members should consider further projects which could be submitted to the Council for approval in the 2016/17 budget discussions.

**ii) GRANT APPLICATIONS
TO CONSIDER AN APPLICATION FROM CANVEY ISLAND COMMUNITY FIRST RESPONDERS**

Members considered the grant application from Canvey Island Community First Responders for financial assistance to purchase uniforms and equipment and **RECOMMENDED** that a grant of £500.00 be provided.

iii) TO CONFIRM ACCOUNTS FOR PAYMENT AS PREVIOUSLY AGREED

Accounts **APPROVED** for cheques 202209 to 202217 inclusive were signed for A/c No 1.

The meeting closed at 8.15 pm.

CHAIRMAN

28th September 2015