

9th April 2009

TO MEMBERS OF THE POLICY AND FINANCE COMMITTEE

Committee Membership:

Cllr. Philip Davies(Chairman)
Cllr. Rod. Bishop
Cllr. Barry Dixie
Cllr. Ray Howard
Cllr. Joan Liddiard
Cllr. Nick Harvey

Dear Sir/Madam

*I hereby summon you to attend a meeting of the **POLICY AND FINANCE COMMITTEE** to be held at **THE PADDOCKS, LONG ROAD, CANVEY ISLAND, SS8 0JA** on **MONDAY 20th APRIL 2009** commencing at **7.30PM** for the transaction of business as set out below.*

Yours faithfully



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 Matters arising from the minutes of the meeting held on 16th February 2009 and not on the agenda
- 5 Internal Audit – to report the cost of internal audit of £500 for two days
- 6 Training – ‘Council Finance’ (Appendix A)
- 7 To receive and note a report of the Council’s finances at 31st March 2009 (Appendix B)
- 8 To note the delegation of budgets to the Council’s committees in line with Financial Regulations (Appendix C)
- 9 To note the NALC staff pay award of 2.75% effective from 1st April 2008
- 10 To note the Council’s powers in respect of expenditure (Appendix D)
- 11 Grant Applications:
 - i) to consider an application from 4th Canvey Island Sea Scout Group (Appendix E)

ii) to consider an application from Carvey Island Spiritualist Church (Appendix F)

12 Office Equipment:

i) Phone Line -To consider the installation of a third phone line in the Council Office at an annual cost of £299.88 plus VAT plus line installation at £99

ii) Computer & Printer– To consider the purchase of a third computer and printer for the Council Office at a cost not exceeding £800

13 Risk Management – to consider a draft risk management schedule and any action to be taken in respect of this (Appendix G)