

9<sup>th</sup> February 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. David Blackwell*  
*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 16<sup>TH</sup> FEBRUARY 2008** 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 15<sup>th</sup> December 2008 and not on the agenda
- 5 Events and Publicity Officer

To consider and agree the following related to the 25 hour part-time post (Appendix A):

- i) Job description
  - ii) Person specification
  - iii) Salary
  - iv) Process and costs for advertising the vacancy
  - v) Appointment of Interview panel
  - vi) Interview Panel's power to appoint
  - vii) Interview date
- 6 Finance:
    - i) To note the closure of the external audit of the Council's 2007/08 Annual Return (Appendix B)

- ii) To appoint Mrs Louise Fuller as the Council's internal auditor at a cost of £250/day
- iii) To receive and note a report of the Council's finances at 31<sup>st</sup> December 2008 (Appendix C)
- iv) Grant Applications:
  - to consider an application from Canvey Island War Memorial Hall (Appendix D)
  - to consider an application from South Benfleet & Canvey Bowling Club (Appendix E)

7 To consider and agree the following Draft Council Policies:

- i) Casual Vacancy
- ii) Health and Safety
- iii) Complaints
- iv) Publication Scheme
- v) Equal Opportunities
- vi) Staff Recruitment Policy

8 Office Security

- i) Use of Council Office out of hours
  - a) to agree a protocol for advising the Clerk of office use;
  - b) to consider a process to ensure the Office is left secure after use
- ii) To consider the installation of sensor security lights in the Council Office at a cost of £140 + VAT