

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
POLICY AND FINANCE COMMITTEE
OF THE CANVEY ISLAND TOWN COUNCIL
HELD AT THE PADDOCKS, LONG ROAD, CANVEY ISLAND ON
MONDAY 16TH FEBRUARY 2009 AT 7.30PM**

PRESENT:

Councillors: P. Davies (Chairman) D. Blackwell B. Dixie N. Harvey
R. Howard J. Liddiard R. Bishop

Non- Committee Members: D. Anderson, J. Anderson, N. Pontius, P. Grieg

Also present: Three members of the public
Mrs E. De Can – Assistant to the Clerk

1. APOLOGIES FOR ABSENCE

All members of the committee were present.

2. DECLARATIONS OF INTEREST

None were received.

3. PUBLIC FORUM

Cllr N Pontius was welcomed by the Chairman. There were no representations received from members of the public present.

4. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 15TH DECEMBER 2008

No items were discussed.

5. RECRUITMENT- EVENTS AND PUBLICITY OFFICER

The committee considered a proposal prepared by the Clerk of the following:

i) & ii) Job Description and Person Specification

Members were provided with a draft job description and person specification. Further documents were provided by Cllr R Bishop and Cllr B Dixie detailing points to be considered when sourcing a suitable candidate.

RECOMMEND that the 'Canvey's Got Talent' is taken out of the job description and the following be carried out:

- CRB Check
- Ensure that the successful candidate has experience in Event organisation and law or suitable training is provided.

iii) Salary

Members were provided with the standard salary scales as issued by NALC in October 2008.

RECOMMEND that the salary scale advertised be between Point 15 to 25 (£15,849 - £21,244) depending on experience.

iv) Process and Cost of Advertising

Members were provided with a draft job advert and three quotes detailing the cost and coverage of this advert.

RECOMMEND that the advert is accepted with the addition of the agreed salary and the following actions be taken:

- The Echo is provided with a story to confirm that the post has now been agreed for advertising.
- The post is to be advertised in the Yellow Advertiser and is to be posted week ending the 7th March for a 2 week period.
- The job centre is contacted and requested that the post be advertised on their database.

v) & vi) Appointment of an interview panel and Powers to Appoint

The committee considered the interview panel and proposed the following:

RECOMMEND that the Clerk, Cllr P Davies and Cllr D Blackwell be appointed to the interview panel and the panel is given the power to appoint.

vii) Interview Date

The committee deferred that this decision be made by the interviewing panel once the advert had been posted.

RECOMMEND that this be decided at a later date by the interviewing panel.

6. FINANCE

- i) The committee noted the closure of the external audit of the Council's 2007/08 Annual Return. The Clerk has noted the comments made by the auditor and is in the process of rectifying these points.
- ii) The committee considered the appointment of Mrs Louise Fuller as the Council's internal auditor at a cost of £250/day. The Assistant to the Clerk advised that Mrs Fuller is on the Essex Association's List of approved auditors and is also a Financial Trainer.

RECOMMEND that Mrs Louise Fuller be appointed for this year's audit, however, local auditors are sought for future audits.

- iii) The committee noted a report provided of the Council's finances at 31st December 2008, however, felt that this report should have been deferred until the Clerk was available to discuss any queries.

RECOMMEND that this report be deferred to the Full Council meeting on the 2nd March 2009.

iv) Grant Applications

The Committee considered the current process for the submission of grant applications and the process for consideration of submitted applications.

RECOMMEND that the current grant process continues and a policy is adopted which details a maximum amount of £500 per grant

Applications were considered from the following organisations:

a) Canvey Island War Memorial Hall

RECOMMEND that the Council grants a payment of £500 to help with the decoration of the premises.

b) South Benfleet and Canvey Bowling Club

RECOMMEND that the Council grants a payment of £250 to help with the improvement to the club house and community centre as 40% of the members are Canvey Island residents.

7. DRAFT COUNCIL POLICIES

Members were provided with the following draft Council policies:

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

RECOMMEND that all policies are adopted.

8. OFFICE SECURITY

The committee considered and discussed the issue of office security. It was advised that complaints had been received as some residents felt that the office does not have a friendly look due to the closed wooden door. The following points were proposed:

RECOMMEND the following points:

- The office should not be used for any business other than Town Council business and if out of hours meetings are held the Clerk should be advised either by telephone or email to inform that a meeting will be taking place.
- The keypad on the front office door should be replaced with a key lock for future ease.
- Replace the front wooden door with glass – this is to be deferred to the Personnel Committee.
- Replace the back door with a suitable fire door.
- The Council appoints Guardtec to install two internal security lights with motion detectors at a cost of £140 + VAT.

The meeting closed at 9.05pm.

CHAIRMAN

DATE

