

8<sup>th</sup> December 2008

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 15<sup>TH</sup> DECEMBER 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 13<sup>th</sup> October 2008 and not on the agenda
- 5 Staffing Issues – to receive a report from the Town Clerk (attached)
- 6 To consider employing an Events and Publicity Officer (See attached report)
- 7 To consider the draft budget for 2009-2010 and recommend the level of precept to be set for the forthcoming financial year (See attached report and appendices)