

CANVEY ISLAND TOWN COUNCIL

TO MEMBERS OF THE POLICY AND FINANCE COMMITTEE

11th August 2008

Committee Membership:

Cllr. Philip Davies(Chairman)

Cllr. Rod. Bishop

Cllr. Ray Howard

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 METHODIST CHURCH, WAARDEN ROAD, CANVEY ISLAND** on **MONDAY 18TH AUGUST 2008** commencing at **7.30PM** for the transaction of business as set out below.

Yours faithfully



Town Clerk

AGENDA

- 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 public for a period not exceeding ten minutes
- 4 To consider and adopt the revised Standing Orders and Financial Regulations (Appendix a)
- 5 Grants
 - i) To consider a process for the grant applications made to the Council
 - ii) To consider grant applications from:
 - Canvey Island Wildlife Conservation Group (Appendix b)
 - Castle Point Challenge (Appendix c)
 - Disability Essex (Appendix c1)
- 6 Financial report
 - i) To receive a report on the recent Council accounts programme installation by RBS
 - ii) To receive a report of the Council's finances (Appendix d)
- 7 Change of signatories – to consider adding two further signatories to the Council's bank mandate
- 8 Chairman's Chain of Office – to receive quotations and design ideas (Appendix e)
- 9 Council Policies
- 10 To receive residents suggestions as follows:
 - i) To make Canvey a 'Fair Trade Town'
 - ii) To permit the Canvey Flower Arranging Society to site displays in the Council Office
 - iii) To invite groups to advertise events at the Council Office

Mrs Julie Abel - Town Clerk

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In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act, 1960, the public and press will be excluded from the remainder of this meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

- 11 Councillor Training
- 12 Development Officer – to receive a letter and information from the EALC and outstanding invoices totalling £5679.76 (Appendix f)

- 13 To agree the confirmation in post of Mrs E. De Can, Assistant to the Clerk
 - i) To consider awarding an incremental pay increase to Mrs De Can
 - ii) To consider Mrs De Can's request to join the Local Government Pension Scheme

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