

7th July 2009

TO MEMBERS OF THE POLICY AND FINANCE COMMITTEE

Cllr. Dave Blackwell (Chairman)
Cllr. Philip Davies
Cllr. Rod. Bishop
Cllr. Ray Howard
Cllr. Barry Dixie
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 13th JULY 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 20th April 2009 and not on the agenda
- 5 To consider the purchase of amended headed stationery for the Council Office (Appendix A)
- 6 To consider a response to Essex CC proposals for the Sustainable Communities Act (Appendix B)
- 7 Banking Arrangements (Appendix C)
- 8 Security lighting for the Office – additional expenditure
- 9 Acumen Wages Services – to consider the increase charges (Appendix D)
- 10 To consider grant applications received:
 - i) Citizens Advice Bureau (Appendix E)
 - ii) Canvey Community Archive (Appendix F)
 - iii) National Coastwatch Institution (Appendix G)

- iv) Southend Mencap (Appendix H)
 - v) Castle Point Sports Club for the Disabled (Appendix I)
- 11 To consider amendments to the Terms of Reference and powers to each committee (Appendix J)
- 12 School Competition – to consider a £100 prize for the winner of the Armed Forces Day competition.
- 13 To consider a mobile phone for the Events & Publicity Officer
- 14 Office Picture Board – to consider the addition of a councillor picture board in the office at a cost of £40.
- 15 Training;
- Law & Procedure - 20th October 2009 for the Events & Publicity Officer.
 - Chairman Day 1 – 9th September 2009, £54.
 - First Aid Training, 4 Day Course - £225 – for the Events & Publicity Officer.