

**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 7TH SEPTEMBER 2009 AT 7.30PM**

**PRESENT:**

Councillors: J. Liddiard R. Bishop N. Harvey R. Howard

Non- Committee Members: J. Anderson

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

**1. APOLOGIES FOR ABSENCE**

Cllr Blackwell and Dixie sent their apologies due to holiday commitments, Cllr Grieg and Davies were not present, reason unknown.

**2. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**3. PUBLIC FORUM**

A representative from the Canvey Island Air Training Corp provided a brief overview of the 2187 squadron band and advised that they are only 1 of 2 bands in the Essex squadron. It was confirmed that the bands instruments are very old and battered and they do not have enough for all existing members and unfortunately receive no funding from the RAF. The Air Training Corp is trying to encourage more children to join the band as they were very proud to be part of the Armed Forces Day event.

**4. MATTERS ARISING FROM THE MEETING HELD ON THE 13<sup>TH</sup> JULY 2009 AND NOT ON THE AGENDA**

No items were discussed.

**5. RENTAL OF PARKING AREA BEHIND THE TOWN COUNCIL OFFICE**

The committee noted a letter from Hair & Sons regarding the rental of the parking spaces at the rear of the Town Council office. Hairs & Sons are offering the Town Council the rental of these spaces at a cost of £200 per annum for each space.

**RECOMMENDED** that the Clerk establish whether the spaces are for sale, if not the price should be negotiated. If a negotiation is not accepted it is recommended that £200 per annum for each space is acceptable.

**6. EALC ANNUAL GENERAL MEETING – 23<sup>RD</sup> SEPTEMBER 2009**

The committee noted the EALC Annual General Meeting to be held on the 23<sup>rd</sup> September 2009.

**RECOMMENDED** that Cllr Liddiard and Cllr Bishop attend this meeting.

**7. CRB CHECKS**

The committee received and noted a report from the Clerk regarding the need for CRB checks for all staff with a recommendation that this was not required and no further actions was needed.

**RECOMMENDED** that no further action is required and CRB checks are not needed.

## **8. AMENDMENTS TO STANDING ORDERS AND FINANCIAL REGULATIONS**

The committee received and noted a report from the Clerk detailing suggested changes to the current standing orders and financial regulations.

**RECOMMENDED** that F.Reg 6.6a is changed to £200 and the direct debit scheme should be used for items deemed appropriate by the Clerk. The remaining points should be deferred until the next Policy & Finance meeting in order for the Clerk to provide more information.

## **9. ALLOTMENTS**

The committee were asked to consider the rental of a skip for the allotment holders at each site following a request from Peter Harding. Cllr Liddiard advised that the public are unable to enter the tip at Waterside unless in a vehicle which many allotment holders cycle or walk to their plots. Members were concerned that a skip would be used for fly tipping or other items not associated with the allotments. Cllr Anderson advised that complaints had been received from residents around the smallgains site regarding allotment holders planting against the fences and causing damage to the fences around the site.

**RECOMMENDED** that;

- The allotment agreement is reviewed to ensure that a perimeter is left between the allotments and the fences; if this is not the case then letters will need to be sent to all tenants.
- The clerk investigates who owns the fences, whether it is the Council or the residents.
- Invite Peter Harding to the next Environment & Open Spaces committee meeting to provide further details for the requirement of a skip.
- Arrange a site visit for the committee to review the fences.

## **10. GRANT POLICY AND APPLICATION FORM**

The committee received and noted a draft Grant Application Policy and an amended Grant Application Form.

**RECOMMENDED** that;

- No 3 states the following 'Grants are restricted in the purpose to which they may be put and applications can only be made for capital expenditure'.
- No. 6 (Optional) is removed. This was regarding grants being paid on receipt of an invoice.
- The amended Grant Application form is accepted.

## **11. GRANT APPLICATIONS**

### **i) 2187 Canvey Island Air Training Corp**

An application was considered from the 2187 (Canvey Island) Air Training Corps for the replacement of old band equipment:

**RECOMMENDED** that the Council grants a payment of £500 towards the replacement of the old band equipment.

### **ii) BOPH**

An application was considered from the Business Opportunities for Physically Handicapped to help with the funding for a new heating/air conditioning system with the workshop:

**RECOMMENDED** that further information be sought and explanation of VAT requirement.

**iii) Legacy XS**

An application was considered from Legacy XS for the purchase of an MPLC Umbrella Licence to enable the Teen Cafe at Waterside Farm to show movies free of charge and play music.

**RECOMMENDED** that Legacy XS are invited to the next Policy & Finance meeting to provide further information regarding this request.

**iv) Southend Mencap**

An application was considered from Southend Mencap at the last Policy & Finance meeting held on the 13<sup>th</sup> July 2009; however, more information was required. The committee noted that the funding requested is for the shortfall required for the running costs of the Top Cats club in relation to staffing costs to ensure the future of the club.

**RECOMMENDED** that the Council reject this request as it is not Council policy to provide a grant for revenue purposes, however, they should be directed to CAVS or the Viola Trust.

**v) Castle Point Sports Club for the Disabled**

An application was considered from Castle Point Sports Club for the Disabled to help with the cost of the Winter Gardens school hall which is used for the Friday sports club. At the last Policy & Finance meeting held on the 13<sup>th</sup> July 2009 the committee requested that the Clerk advise the legalities of this request to enable a decision to be made. The committee noted the Clerk's comments on Appendix A.

**RECOMMENDED** that the Council reject this request as it is not Council policy to provide a grant for revenue purposes

**12. TRAINING**

The committee noted the following training courses;

- Chairman's Day 3 – 25<sup>th</sup> November 2009 - £54
- Risk Management – 1<sup>st</sup> December 2009 - £54

**RECOMMENDED** attendance at training courses stated above and including;

- Cllr J Anderson attend Chairman's Day 3 on the 25<sup>th</sup> November
- Jeff Rickards to attend the Risk Management Course on 1<sup>st</sup> December
- Members requested that a course be sought for Councillors to attend interview training.

The meeting closed at 8.45pm.

CHAIRMAN

DATE