

**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 13TH JULY 2009 AT 7.30PM**

**PRESENT:**

Councillors: D. Blackwell B. Dixie J. Liddiard R. Bishop N. Harvey

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

Also present: Four members of the public  
Mrs L. Lodge – Acting Town Clerk  
Mrs E. De Can – Assistant to the Clerk

**1. APOLOGIES FOR ABSENCE**

Cllr. P. Davies was not present, reason unknown and Cllr R. Howard sent his apologies due to work commitments.

**2. DECLARATIONS OF INTEREST**

Cllr Liddiard declared an interest in agenda item 10. (i & ii) and Cllr Bishop declared an interest in agenda item 10. (ii).

**3. PUBLIC FORUM**

The Manager of the Citizens Advice Bureau provided a brief overview of the work carried out by CAB for the residents of Canvey Island which forms 75% of their client base. A grant is required for a kiosk in the CAB office to enable residents to gain quick responses to queries instead of having to wait for an appointment. This kiosk will also be able to be moved off site.

A representative of the Canvey Community Archive provided a brief overview of their work and commitment to Canvey Island's history and advised that a grant is required to restore the tombstone of Ebenezer Mather who is buried in St Katherine's Church and who was the founder of the Seamans Mission.

**4. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 20<sup>TH</sup> APRIL 2009**

No items were discussed.

**5. STATIONERY AMENDMENTS**

The Assistant to the Clerk provided quotes for the amendment to existing stationery in order to remove the Clerks name from all items.

**RECOMMENDED** that the quote for Design 4 Print is accepted as detailed below;

- 2500 headed paper at a cost of £174
- Compliment slips are no longer required
- 500 digital business cards at a cost of £45
- The Events & Publicity Officer to have business cards printed

**6. SUSTAINABLE COMMUNITIES ACT**

The committee noted the report provided by the Clerk detailing the proposals made by Essex County Council.

**AGREED** that all Councillors monitor the PDS service through complaints and residents comments to ensure that this service is working adequately.

## **7. BANKING ARRANGEMENTS**

The committee received and noted a report from the Clerk detailing possible changes to the banking arrangements currently in place. The Clerk advised that internet banking had been cancelled until a permanent Clerk is in post and the cost of implementing a BACS system would be £30 per month or for a secure system £90 per month.

**RECOMMENDED** that staff wages should be paid by standing order and any adjustments to the normal wages will be paid by cheque.

## **8. SECURITY LIGHTING**

The committee noted the additional cost of £35 for the security lights fitted in the office.

**RECOMMENDED** to review the Standing Orders and Financial Regulations at the next Council meeting to enable officer delegation to implement necessary works within budget headings.

## **9. ACUMEN WAGES SERVICE**

The committee noted the increase in charges for the Acumen Wages Service with a fee of £17.50 per month for up to four employees.

## **10. GRANT APPLICATIONS**

### **i) Citizens Advice Bureau**

An application was considered from the Citizens Advice Bureau for the addition of a kiosk in the office to enable residents to obtain information quickly rather than waiting for an appointment:

**RECOMMENDED** that the Council grants a payment of £500 towards the kiosk.

### **ii) Canvey Community Archive**

An application was considered from the Canvey Community Archive for the restoration of Ebenezer Mather's tombstone who was the founder of the Canvey Fishermans mission:

**RECOMMENDED** that the Council grants a payment of £500 towards the restoration of Ebenezer Mather's tombstone.

### **iii) National Coast Watch Institution**

An application was considered from the National Coast Watch Institution to help build funding reserves to meet the costs of the new proposed station:

**RECOMMENDED** that this request be rejected as the Council granted £1000 last year for the new station which is yet to be built.

### **iv) Southend Mencap**

An application was considered from Southend Mencap to help with the funding for the Top Cats club held at Castle View School.

**RECOMMENDED** that;

- This request is rejected as it is not clear as to what the funding request is for.
- Write to Mencap to establish further information on the proposed project indicated on the grant form.

#### **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.

**RECOMMENDED** that;

- This request is rejected as the Council are unable to fund the rental of a hall.
- The Clerk to look into the legalities of this request and to review the grant process and the current grant application form.

#### **11. TERMS OF REFERENCE AMENDMENTS & COMMITTEE POWERS**

The committee noted a report detailing amendments to the Terms of Reference for each committee giving powers to make decisions.

**RECOMMENDED** that the amended Terms of Reference be considered at the next full Council meeting (attached).

#### **12. SCHOOL COMPETITION – ARMED FORCES DAY**

The committee were asked to consider a prize of £100 for the winner of the school art competition held on the Armed Forces Day.

**RECOMMENDED** that;

- A £100 prize be given to the winner of the art competition
- Bob Spink is asked to carry out the visit to the House of Commons as promised
- The library is asked to display the winning painting

#### **13. MOBILE PHONE**

The committee were asked to consider a mobile phone for the Events & Publicity Officer due to his out of hour's requirements and the use of his personal mobile.

**RECOMMENDED** the purchase of a mobile phone for the Events & Publicity Officer.

#### **14. OFFICE PICTURE BOARD**

The committee were asked to consider the addition of a picture board at a cost of £40 for the office foyer providing pictures of all councillors, the wards they cover and their details.

**RECOMMENDED** the purchase of a picture board at a cost of £40.

#### **15. TRAINING**

The committee noted the following training courses;

- Law & Procedure – 20<sup>th</sup> October 2009 for the Events & Publicity Officer
- Chairman's Day 1 – 9<sup>th</sup> September 2009 - £54
- First Aid Training, 4 Day Course - £225 – for the Events & Publicity Officer
- CILCA Qualification – for the Assistant to the Clerk

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

- Cllrs J Anderson and R Bishop attend Chairman's Day 1 on the 9<sup>th</sup> September
- Cllr J Liddiard and Cllr N Harvey attend Chairman's Day 2 and 3 depending on availability.

The meeting closed at 8.25pm.

CHAIRMAN

DATE