

# POLICY & FINANCE COMMITTEE MEETING – PROGRESS REPORT

Appendix A

Item	Action Agreed at Committee	Action Taken	Responsibility	Time Schedule
<b>OFFICE</b>	<p><b>TO CONSIDER AND AGREE TAKING OUT CYBER INSURANCE AT A MAXIMUM COST OF £300 PER ANNUM.</b> Members were unsure of the full extent of the cover provided by Cyber Insurance and requested more information before a decision could be made.</p>	<p>Course attended 06.10.21 Managing cyber security – confirmed insurance would be best practice. New costs to be reviewed.</p>	EDC	In Progress
	<p><b>TO CONSIDER AND AGREE THE RENT INCREASE OF £145.20 ANNUALLY TO £1,597.20 FOR THE PARKING SPACES AT THE REAR OF THE COUNCIL OFFICE.</b> Members considered the proposed rent increase and <b>RECOMMENDED</b> the approval of the increase to £1,597.20 per annum.</p>		JSP	Complete
<b>POLICIES</b>	<p>Members reviewed and considered the Tree Policy and <b>RECOMMENDED</b> that this be changed to include a paragraph under section 3 to confirm that the council will consider replacing any tree's that have had to be removed.</p>	<p>Policy updated.</p>	EDC	Complete
	<p>Members reviewed and considered the Out of Hours Call Out Policy and <b>RECOMMENDED</b> that this be changed to include the Policy &amp; Finance chairman as an initial contact along with the Leader of the Council.</p>	<p>Policy updated</p>	EDC	Complete
<b>GRANTS</b>	<p><b>TO CONSIDER AN APPLICATION FROM THE FRIENDS OF ST KATHERINES</b> Members considered the grant application from the Friends of St Katherines for financial assistance towards new tools and gardening supplies and <b>RECOMMENDED</b> the award of a £500.00 grant and requested that a recommendation is made that these supplies should be sourced locally and preferably from a Canvey business to continue to support the town.</p>	<p>Presentation completed 20.08.21</p>	JSP	Complete