

Canvey Island Town Council



TO MEMBERS OF THE POLICY AND FINANCE COMMITTEE

Cllr. A. Acott (Chairman), Cllr. D Anderson, Cllr. N. Harvey, Cllr P. May
and Cllr. B Palmer



Dear Councillors,

I hereby summon you to attend a meeting of the **POLICY AND FINANCE COMMITTEE** to be held in the **COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB** on **MONDAY 18TH JULY 2022** commencing at **7.30PM** for the transaction of business as set out below.

Any member who is unable to attend the meeting should send their apologies before the meeting.

Yours faithfully

Mrs E. De Can
Town Clerk

13th July 2022

The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing, or otherwise reporting of those participating in a meeting. Should any member of the public present and does not wish to participate but who objects to being filmed, recorded, photographed, or otherwise reported about please make yourself known to the Town Clerk.

A G E N D A

- 1 Apologies for absence
- 2 To receive declarations of interest in items on the agenda.
- 3 To appoint a Vice Chairman to the committee for 2022/23.
- 4 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.
- 5 To confirm and sign as a true record the minutes of the committee meeting held on the 9th May 2022.
- 6 To note the Clerks report from the ongoing projects and not on the agenda (Appendix A)
- 7 Risk Management
 - To review the Risk Management Assessment and Internal Controls (Appendix B)
- 8 Policies – to note the annual review of all policies is underway and consider and agree amendments to existing policies as per the below:
 - i) Planning Policy – reviewed and amended in line with current arrangements (Appendix C)
 - ii) Equal Opportunities Policy – updated to expand on the existing policy (Appendix D)
 - iii) Shared Parental Leave Procedure – reviewed and updated in line with statutory change to earnings bracket (Appendix E)
- 9 To note the Training Courses booked / attended since the last meeting:
 - i) Themed Summit – Standards and Wellbeing online at a cost of £30.00 (Town Clerk)
 - ii) Chairmanship Skills at a cost of £60.00 (Cllr S Sach)
 - iii) Finance Summit booked for September at a cost of £45.00 (Deputy Clerk)

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10 Finance:

- i) Grant Applications
 - a. To consider an application from The London Bus Company (Appendix F)
- ii) To note the renewal of the maintenance contract to the air conditioning equipment with the increase in cost to £202.00 p.a. from £196.00 p.a. (Appendix G)
- iii) To consider and agree the quotes provided for replacement CCTV (Appendix H)
- iv) To verify the Council Finances up to 30th June 2022.
- v) To confirm accounts for payment as previously agreed.