

# Canvey Island Town Council



## TO MEMBERS OF THE POLICY AND FINANCE COMMITTEE

Cllr. A. Acott (Chairman), Cllr. D Anderson, Cllr. S. Sach, Cllr P. May and Cllr. J. Anderson

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 17<sup>TH</sup> JULY 2023** 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

12<sup>th</sup> July 2023

*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 2023/24.
- 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 24<sup>th</sup> April 2023.
- 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. Consider and agree the following new/ amended policies:
  - i) Vexatious or Persistent Complainants Policy (Appendix C)
  - ii) Complaints Procedure – minor amendment (Appendix D)
  - iii) Statement of Internal Control – no amendments (Appendix E)
- 9 Finance:
  - i) To consider and agree the renewal of the Councils insurance policy (Appendix F)
  - ii) To verify the Council Finances up to 30<sup>th</sup> June 2023.
  - iii) To confirm accounts for payment as previously agreed.