

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
POLICY AND FINANCE COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL
HELD IN THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND ON
MONDAY 13TH DECEMBER 2021 AT 7.30PM**

PRESENT:

Councillors: Cllr N. Harvey, Cllr D. Anderson, Cllr A. Acott and Cllr B. Palmer.

Non committee members: Cllr J. Anderson

Also, present: Mrs J. Smith-Port – Deputy Clerk

P&F/011/21 - APOLOGIES FOR ABSENCE

Apologies were received from Cllr D. Blackwell.

P&F/012/21 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/013/21 - TO APPOINT A VICE CHAIRMAN TO THE COMMITTEE FOR 2021/22.

Cllr D. Anderson nominated Cllr Acott as Vice Chairman of the Committee. The nomination was seconded by Cllr N. Harvey. There were no other nominations, therefore, Cllr Acott was appointed as Vice Chairman of the Committee.

P&F/014/21 - 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

No members of the public were present.

P&F/015/21 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 26TH JULY 2021.

The minutes of the committee meeting held on the 26th July 2021 were **CONFIRMED** as a true record and signed by the chairman.

P&F/016/21 – TO NOTE THE CLERKS REPORT FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the Clerks report of completed projects.

P&F/017/21 – TO CONSIDER THE BUDGET AND PRECEPT REQUIREMENTS FOR 2022/23 AND AGREE RECOMMENDATIONS TO FULL COUNCIL.

Members received reports from the Responsible Financial Officer detailing the expected and anticipated expenditure for the year ending 31st March 2022, a draft budget including explanations for increases or decreases and a financial report providing details of the Councils accounts detailing the use of the budget and earmarked reserves and providing an anticipated figure for the General Reserves at the end of the financial year 2022/23 as well as forecasted figures for the next three years up to 2025/26.

The Responsible Financial Officer confirmed that the tax base calculation from Castle Point Borough Council is not yet known and may change the precept value slightly once confirmed.

Members discussed the proposed budget and **RECOMMENDED** that a budget of £329,343 is set for 2022/23 with a 3.8% increase in the precept based on the Band D equivalent.

P&F/018/21 - TO NOTE THE EXTERNAL FIRE RISK ASSESSMENT AND THE RECOMMENDATIONS MADE.

Members noted the External Fire Risk Assessment and the recommendations made. Members considered the action points and **NOTED** that these had been completed.

P&F/019/21 - POLICIES – TO CONSIDER AND AGREE NEW POLICIES OR CHANGES TO EXISTING AS PER THE BELOW:

Members reviewed and considered the amendments to the Community Engagement Policy in line with current policies and **RECOMMENDED** that this is approved by Full Council.

Members reviewed and considered the new Gifts and Hospitality Policy and **RECOMMENDED** that this is approved by Full Council.

P&F/020/21 – TO NOTE THE TRAINING COURSES BOOKED/ATTENDED SINCE THE LAST MEETING

i) FIRST AID TRAINING AT A COST OF £220.00

Members noted the First Aid Training attended by the Deputy Clerk and Community & Events Officer at a cost of £220.00.

ii) SLCC TRAINING SEMINAR AT A COST OF £45.00

Members noted the online SLCC Training Seminar attended by the Town Clerk at a cost of £45.00.

iii) MANAGING YOUR CYBER SECURITY AT A COST OF £30.00

Members noted the online Managing your Cyber Security Course attended by the Town Clerk at a cost of £30.00.

iv) EMERGENCY PLANNING COURSE AT A COST OF £35.00

Members noted the online Emergency Planning course attended by the Deputy Clerk at a cost of £35.00.

v) OPERATING EVENTS AND ACTIVITIES IN A COVID SECURE WAY AT A COST OF £70.00

Members noted the online Operating Events and activities in a Covid Secure Way course attended by the Community & Events Officer at a cost of £70.00.

vi) AN INTRODUCTION TO PLANNING OBLIGATIONS AT A COST OF £60.00

Members noted the online Introduction to Planning Obligations course attended by the Town Clerk and Community Warden at a cost of £60.00.

vii) GOVERNMENT REFORMS TO THE PLANNING SYSTEM AT A COST OF £35.00

Members noted the online Government Reforms to the Planning System course attended by the Community Warden at a cost of £35.00.

P&F/021/21 – FINANCE

i) GRANT APPLICATIONS:

a) TO CONSIDER AN APPLICATION FROM CANVEY COMMUNITY ARCHIVE

Members considered the grant application from the Canvey Community Archive group for financial assistance towards setting up a dedicated area at Castle Point Bus Museum and **RECOMMENDED** the award of a £436.94 grant.

b) TO CONSIDER AN APPLICATION FROM THE CASTLE POINT TRANSPORT MUSEUM SOCIETY

Members considered the grant application from the Castle Point Transport Museum Society for financial assistance towards tables for the new café area and **RECOMMENDED** the award of a £500.00 grant.

ii) TO CONSIDER AND AGREE TRANSFERING FULL IT SUPPORT TO THE HOMETECH CENTRE LTD AT A COST OF £1,500.00 PER ANNUM.

Members noted that Hometech Centre currently provide support for the council's email system and the report provided recommending the full IT support transfer to maintain better continuity and a central source for network or hardware solutions and **RECOMMENDED** the transfer to Hometech Centre Ltd at a cost of £125.00 per month.

iii) **TO VERIFY THE COUNCIL FINANCES AS OF 30TH NOVEMBER 2021**

Members **NOTED** the Council Finances as of 30th November 2021 inclusive of the bank reconciliation, statements and cheques issued from 1st July 2021 to 30th November 2021 and no questions were raised. Members confirmed that Cllr N. Harvey can sign the reconciliation documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2.

iv) **TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.**

13th December 2021 – No. 1 Account

Company	Reference	Amount	Description
The Royal British Legion Poppy	BACS293	£19.00	Remembrance Wreath 2021
AA Developments Ltd	BACS294	£1,074.00	AA Signs/Road Closure 27/11/21
Speedy Asset Services Ltd	BACS295	£489.60	Road Barriers
Mrs E. De Can	BACS296	£19.98	2x 100pk Disposable Face Masks
D Trower	BACS297	£20.00	Window Cleaning 16/11 & 07/12
Infinity Circus Limited	BACS298	£560.00	Stilt Walkers/Street Performers
The Canvey Supply Company Ltd	BACS299	£47.68	20x 10pk 3ply Face Masks
Design4Print	BACS300	£84.00	2no 2000x500 Banners for Tree
K. Reader - Dream Cleaner	BACS301	£35.00	Office Clean 08/12
Aspect Maintenance Ltd	BACS302	£4,757.49	Maintenance - November
Viking Office Supplies	BACS303	£47.03	Stationary
Stanley Marsh & Co. Ltd	BACS304	£2,500.00	No. 11 Rent 26/12 - 25/03/22
St John Ambulance	BACS305	£561.60	First Aid Provision 27/11/21
Petty Cash	Debit Card	£102.87	Petty Cash Top-up
Total Paid		£10,318.25	

The meeting closed at 8.05 pm.

CHAIRMAN

9th May 2022