# 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 17<sup>TH</sup> JULY 2023 AT 7.30PM

#### **PRESENT:**

Councillors: Cllr A. Acott, Cllr D. Anderson, Cllr. P May and Cllr J. Anderson.

Non-Committee Members: Cllr S. Sayes and Cllr S. Brooke.

Also, present: Mrs E De Can – Town Clerk

#### P&F/001/23 - APOLOGIES FOR ABSENCE

Apologies were accepted from Cllr S. Sach.

### P&F/002/23 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA No declarations of interest were received.

#### P&F/003/23 - TO APPOINT A VICE CHAIRMAN TO THE COMMITTEE FOR 2023/24

Cllr May nominated Cllr J. Anderson as Vice Chairman of the Committee. The nomination was seconded by Cllr D. Anderson. There were no other nominations therefore Cllr J. Anderson was appointed Vice Chairman of the Committee for 2023/24.

## P&F/004/23 - 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/005/23 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE $24^{TH}$ APRIL 2023.

The minutes of the committee meeting held on the 24<sup>th</sup> April 2023 were **CONFIRMED** as a true record and signed by the chairman.

## P&F/006/23 – TO NOTE THE CLERKS REPORT FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the Clerks report of completed projects.

#### P&F/007/23 - RISK MANAGEMENT

#### TO REVIEW THE RISK MANAGEMENT ASSESSMENT AND INTERNAL CONTROLS

The Town Clerk advised that the Council has several documents and controls in place as part of its strategy of internal control and risk management. However, an annual review must be undertaken to ensure that these procedures continue to be relevant and effective. Members noted the documents provided by the Town Clerk and confirmed that during the year the council has carried out various assessments of the risks facing it and taken appropriate steps to manage those risks.

## P&F/008/23 - 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.

Members approved and **RECOMMENDED** the adoption of the policy by the Council.

#### ii) COMPLAINTS PROCEDURE - MINOR AMENDMENT.

Members noted and approved the amendments.

#### iii) STATEMENT OF INTERNAL CONTROL.

Members noted the review with no amendments required.

#### **P&F/009/23 - FINANCE**

#### i) TO CONSIDER AND AGREE THE RENEWAL OF THE COUNCIL'S INSURANCE POLICY.

Members considered the quotes for the Councils insurance policy, noted and reviewed the full policy and the items covered and **RECOMMENDED** the continuation of the policy with Zurich Municipal at a total cost of £2,038.41 which is £1,958.68 for 2023/24 with an additional £79.73 for additions made to the policy. Members **RECOMMENDED** the approval to sign up to a further 3 years in 2024 with a 10% discount applied each year.

#### ii) TO VERIFY THE COUNCIL FINANCES AS OF 30<sup>TH</sup> JUNE 2023

Members **NOTED** the Council Finances as of 30<sup>th</sup> June 2023 inclusive of the bank reconciliation, statements and payments issued from 1<sup>st</sup> April 2023 to 30<sup>th</sup> June 2023 and no questions were raised. Members confirmed that Cllr Acott can sign the reconciliation documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2.

#### iii) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.

17th July 2023 — NO 1 ACCOUNT

Company Deference Amount Description			
Company	Reference	Amount	Description
D Trower	BACS557	£20.00	Window Cleaner
Top of the Mops Essex Ltd	BACS558	£32.00	Cleaning 13/7
Canvey Supply Company Ltd	BACS559	£24.00	Cable Ties x 500
St John Ambulance	BACS560	£190.08	First Aid – 2023 AFD
Blue Cube	BACS561	£582.00	Toilet Hire – 2023 AFD
Amazon	BACS562	£24.86	Clear Bags/Bumblebee Stickers
Aspect Maintenance Ltd	BACS563	£5,033.49	Maintenance – June/Tidal Pool Joint Repairs
Design4Print	BACS564	£185.00	Garden Trail Brochures
Zurich Municipal	BACS565	£2,038.41	Council Insurance 2023/24
Canvey Castles	BACS566	£400.00	Table/Chair Hire – 2023 AFD
TOTAL		£8,529.84	

The meeting closed at 8.40pm

**CHAIRMAN** 

13th November 2023