

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
POLICY AND FINANCE COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL
HELD IN THE COUNCIL MEETING ROOM, PADDOCKS COMMUNITY CENTRE, LONG
ROAD, CANVEY ISLAND ON
MONDAY 28TH JULY 2025 AT 7.00PM**

PRESENT:

Councillors: Cllr A. Acott, Cllr. Cllr D. Anderson, Cllr S. Sach, and Cllr J. Anderson.

Non-committee members: Cllr R. Langley

Also, present: Mrs E De Can – Town Clerk

P&F/001/25 - APOLOGIES FOR ABSENCE

Verbal apologies received and reason given by Cllr P. May.

P&F/002/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/003/25 - TO APPOINT A VICE CHAIRMAN TO THE COMMITTEE FOR 2025/26

Cllr D. Anderson nominated Cllr J. Anderson as Vice Chairman of the Committee. The nomination was seconded by Cllr Acott. There were no other nominations therefore Cllr J. Anderson was appointed Vice Chairman of the Committee for 2025/26.

P&F/004/25 - PUBLIC FORUM – TO RECEIVE QUESTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND OF WHICH NOTICE HAS BEEN RECEIVED FOR A PERIOD NOT EXCEEDING TEN MINUTES.

No questions were received.

P&F/005/25 – TO NOTE THE COMMITTEE MEETING TO BE HELD ON THE 28TH APRIL 2025 WAS CANCELLED AND THE 10TH FEBRUARY 2025 WERE CONFIRMED AND SIGNED AT THE FULL COUNCIL MEETING HELD ON THE 28TH APRIL 2025.

Noted that the minutes of the committee meeting held on the 10th February 2025 were **CONFIRMED** as a true record and signed by the chairman on the 28th April 2025.

P&F/006/25 – TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the Clerks report of completed projects.

P&F/007/25 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES IS UNDERWAY AND TO CONSIDER AND AGREE AMENDMENTS TO THE FOLLOWING:

i) BAND STAND POLICY.

Members approved and **RECOMMENDED** the amendments to the policy by the Council.

ii) ALLOTMENT POLICY.

Members approved and **RECOMMENDED** the amendments to the policy by the Council.

iii) VEXATIOUS OR PERSISTENT COMPLAINANTS' POLICY.

Members approved and **RECOMMENDED** the amendments to the policy by the Council.

iv) ANNUAL LEAVE/EMERGENCY LEAVE POLICY.

Members approved and **RECOMMENDED** the amendments to the policy by the Council.

P&F/008/25 - TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST MEETING.

Members noted the courses of Chairs Leading with Confidence at a cost of £65.00 each for the Town Mayor and Deputy Town Mayor and Beyond the Precept at a cost of £35.00 each for the Town Clerk and Deputy Town Clerk.

P&F/009/24 – FINANCE

i) GRANT APPLICATIONS:

a) TO CONSIDER AN APPLICATION FROM KARIS HEELING HANDS CHARITY

Members considered the grant application from Karis Helping Hands towards the purchase of a new computer and printer and **RECOMMENDED** the award of a £500.00 grant.

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

Members considered the grant application from the Castle Point Transport Museum towards the purchase of a printer and **RECOMMENDED** the award of a £280.00 grant.

i) TO NOTE THE RENEWAL OF THE COUNCIL'S CYBER INSURANCE POLICY AT AN ANNUAL COST OF £410.25.

Members noted the cost.

ii) TO CONSIDER AND AGREE THE COUNCIL'S INSURANCE RENEWAL.

Members noted that the insurance policy renewal was due on the 16th August 2025 and that the Council approved a 3-year term which ends in August 2027. Members noted the insurance document and that minor amendments had been submitted and awaiting confirmation and **RESOLVED** to approve the renewal policy with Zurich Municipal at a cost of £2,248.04 for 2025/26 and delegated the power to the Town Clerk to approve additional costs if required within the approved budget allocation.

iii) TO VERIFY THE COUNCIL FINANCES AS OF 30TH JUNE 2025

Members **NOTED** the Council Finances as of 30th June 2025 inclusive of the bank reconciliation, statements and payments issued from 1st April 2025 to 30th June 2025 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.

iv) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.

28th July 2025 NO 1 ACCOUNT

Company	Reference	Amount	Description
Aspect Maintenance Ltd	BACS855	£13,126.17	May & June Maintenance – BACS850 VAT to pay
DP Media	BACS856	£796.40	Garden Trail Booklets / Indoor Banner Stand / CITC Notice Board / Algae Signs
Hook & Partners	BACS857	£4,116.60	Lease / Land Registry Fees
NALC	BACS858	£84.00	EDC/LG Beyond the Precept Course
Local Government East	BACS859	£5,209.82	Public Consultation – Phase 1
Amazon	BACS860	£28.38	Paper Cups / Biscuits – AFD
Top of the Mops	BACS861	£54.00	Office Cleaning – 23/6, 08/7 & 21/7
Mulberry Local Authority	BACS862	£156.00	Chairman Training – Cllr Brooke & Cllr Sayes
Kath4ID	BACS863	£12.90	ID Cards – Cllr Acott & Cllr Langley
Clear Insurance Management	BACS864	£410.25	Cyber Insurance 07/25-07/26
SLP Event Hire	BACS865	£420.00	Chair Hire x 200 – AFD
VIP Security Services	BACS866	£1557.60	Security - AFD
All Occasions Caterers	BACS867	£200.00	Refreshments - AFD

Gary Rogers Tree Surgery	BACS868	£350.00	Cutting back Willow Tree
CITC	Debit Card	£107.73	Petty Cash Top Up
TOTAL		£26,629.85	

The meeting closed at 8.00pm

CHAIRMAN

17th November 2025