

**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 24TH APRIL 2023 AT 7.30PM**

PRESENT:

Councillors: Cllr A. Acott, Cllr P May, Cllr N. Harvey, and Cllr B. Palmer.

Also, present: Mrs E De Can – Town Clerk

P&F/029/22 - APOLOGIES FOR ABSENCE

Cllr D. Anderson was not present.

P&F/030/22 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/031/22 - 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/032/22 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 20TH FEBRUARY 2023.

The minutes of the committee meeting held on the 20th February 2023 were **CONFIRMED** as a true record and signed by the chairman.

P&F/033/22 – TO NOTE THE CLERKS REPORT FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the Clerks report of completed projects.

P&F/034/22 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES IS UNDERWAY AND CONSIDER AND AGREE AMENDMENTS TO EXISTING POLICIES AS PER THE BELOW:

i) SOCIAL MEDIA POLICY – WORDING AMENDMENT TO CONFIRM COMMENTS DISABLED ON FACEBOOK POSTS.

Members noted and approved the amendments.

ii) MINOR WORDING AMENDMENTS HAVE BEEN MADE TO THE GRANT APPLICATION POLICY, FIRE SAFETY POLICY AND EXPENSES POLICY.

Members noted and approved the amendments.

P&F/035/22 – FINANCE

i) GRANT APPLICATION:

TO CONSIDER AN APPLICATION FROM THE CANVEY ISLAND ROYAL BRITISH LEGION

Members considered the grant application from the Royal British Legion towards the purchase of a PA System and **RECOMMENDED** the award of a £475.00 grant.

ii) TO CONSIDER AND AGREE COSTS FOR CYBER INSURANCE.

Members considered the quotes for Cyber Insurance and **RECOMMENDED** the policy with BHIB at a cost of £345.25 per annum. Members **RECOMMENDED** the virement of the funds from the office equipment budget.

iii) TO CONSIDER AND AGREE COSTS FOR AN EXTERNAL FIRE RISK ASSESSOR.

Members considered the quotes obtained for an External Fire Risk Assessor and **RECOMMENDED** the appointment of TerraFirma 360 at a cost of £200.00.

iv) **TO NOTE THE CONTINUATION OF INSURANCE WITH ERS FOR THE COUNCIL'S VEHICLE AT A COST OF £529.00 PER ANNUM.**

Members noted the insurance.

v) **TO VERIFY THE COUNCIL FINANCES AS OF 31ST MARCH 2023**

Members **NOTED** the Council Finances as of 31st March 2023 inclusive of the bank reconciliation, statements and payments issued from 1st January 2023 to 31st March 2023 and no questions were raised. Members confirmed that Cllr A. Acott can sign the reconciliation documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2.

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

24th April 2023 — NO 1 ACCOUNT

Company	Reference	Amount	Description
Count Up	BACS514	£10.74	Deputy Clerk Badge
Mr J Dellow	BACS515	£110.86	No 13 Building Insurance
Top of the Mops Essex Ltd	BACS516	£32.00	Cleaning 06/04
Design 4 Print	BACS517	£154.80	A4 Enquiry Forms
Office Needs	BACS518	£25.20	Confidential Waste Removal
Thomas Fattorini Ltd	BACS519	£156.89	Coronation Pins/Medals
Aspect Maintenance Ltd	BACS520	£4,757.49	Open Spaces Maintenance - Mar
Trophy Store	BACS521	£178.00	ATM Awards
Essex County Council	BACS522	£200.00	Seasonal Decoration Application
Green&Blue	BACS523	£2,520.00	Bee Posts x 4
N Power	BACS524	£244.22	Electric Supply/Festive Lighting 2021 & 2022
TOTAL		£8,390.20	

The meeting closed at 8.05pm

CHAIRMAN

17th July 2023