

**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 10TH FEBRUARY 2025 AT 7.00PM**

PRESENT:

Councillors: Cllr. P May, Cllr D. Anderson, Cllr S. Sach, and Cllr J. Anderson.

Also, present: Mrs E. De Can – Town Clerk

P&F/020/24 - APOLOGIES FOR ABSENCE

Written apologies received and reason given by Cllr D. Blackwell for Cllr Acott.

P&F/021/24 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/022/24 - 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/023/24 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 11TH NOVEMBER 2024.

The minutes of the committee meeting held on the 11th November were **CONFIRMED** as a true record and signed by the chairman.

P&F/024/24 – 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/025/24 - TO CONSIDER AND AGREE TO RE-APPLYING FOR THE GOLD STATUS AWARD AT A COST OF £300.00.

Members considered re-applying for the award and **RECOMMENDED** this proceed at a cost of £300.00.

P&F/026/24 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES IS UNDERWAY. NOTE THE AMENDMENTS TO THE FOLLOWING POLICIES:

i) SOCIAL MEDIA POLICY.

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

ii) CIVIC REGALIA POLICY.

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

P&F/027/24 – TO CONSIDER AND AGREE THE COSTS FOR THE FOLLOWING QUALIFICATIONS AND TRAINING COURSES

i) ILCA AT A COST OF £120.00.

Members approved and **RECOMMENDED** the Deputy Clerk undertake the ILCA qualification at a cost of £120.00.

ii) FILCA AT A COST OF £120.00.

Members approved and **RECOMMENDED** the Town Clerk undertake the FILCA qualification at a cost of £120.00.

iii) FIRE SAFETY TRAINING FOR ALL STAFF AT A COST OF £330.00.

Members approved and **RECOMMENDED** the fire safety training for all staff at a cost of £330.00 with MB Fire Training.

iv) FIRST AID TRAINING FOR THE DEPUTY CLERK AND COMMUNITY & EVENTS OFFICER AT A COST OF £200.00.

Members approved and **RECOMMENDED** first aid training at a cost of £200.00 with ATH Training, subject to investigations with Canvey Island First Responders to see if they are able to provide the same service at a cheaper price.

P&F/028/24 – FINANCE

i) TO CONSIDER AND AGREE THE 1 YEAR FIXED BOND ACCOUNT AND THE REINVESTMENT OF £85,000.

Members considered the costs obtained and **RECOMMENDED** the reinvestment of the £85,000 inclusive of interest received in 2024 with the Hampshire Trust Bank with a 1 year business loyalty bond account at an AER of 4.55%.

ii) TO CONSIDER AND AGREE QUOTES OBTAINED FOR THE APPOINTMENT OF THE COUNCILS INTERNAL AUDITOR.

Members considered the review undertaken of local internal auditors and the quotes obtained and **RECOMMENDED** appointing Heelis & Lodge at a cost of £430.00 to conduct the annual audit and to continue to use them until 2028.

iii) TO CONSIDER AND AGREE QUOTES OBTAINED FOR THE COUNCILS VEHICLE INSURANCE.

Members considered the quotes obtained and noted that the current provider would not provide a cost until 30 days before expiry and **RECOMMENDED** continuing with James Hallam on the condition that the insurance does not increase by more than last year's percentage rate as this is still the most cost-effective quote and delegated the power to the Town Clerk to approve the expenditure.

iv) TO VERIFY THE COUNCIL FINANCES AS OF 31ST DECEMBER 2024

Members **NOTED** the Council Finances as of 31st December 2024 inclusive of the bank reconciliation, statements and payments issued from 1st October 2024 to 31st December 2024 and no questions were raised. Members confirmed that Cllr J. Anderson can sign the reconciliation documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2.

v) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.

10th February 2025 NO 1 ACCOUNT

Company	Reference	Amount	Description
Aspect Maintenance Ltd	BACS789	£6,335.08	Maintenance – Jan
Top of the Mops	BACS790	£66.00	Cleaner 23/01 & 06/2
SFB Solutions	BACS791	£698.49	Annual Alarm/CCTV Maintenance
Bond Fire Service	BACS792	£263.40	Fire Extinguisher Service/ Replacement Water & Co2
D4Media	BACS793	£278.82	Allotment Number Signs
JAF Graphics Ltd	BACS794	£444.20	Wildlife Crossing Signs
TOTAL		£8,085.99	

The meeting closed at 7.35pm

CHAIRMAN

28th April 2025