

**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 9<sup>TH</sup> FEBRUARY 2026 AT 7.00PM**

**PRESENT:**

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

Also, present: Mrs E De Can – Town Clerk  
Mrs L Gould – Deputy Clerk

**P&F/020/25 - APOLOGIES FOR ABSENCE**

All members were present.

**P&F/021/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**P&F/022/25 - 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/023/25 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 17<sup>TH</sup> NOVEMBER 2025.**

The minutes of the committee meeting held on the 17<sup>th</sup> November 2025 were **CONFIRMED** as a true record and signed by the chair.

**P&F/024/25 – 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 and that the approved ILCA and FILCA training qualification has now increased from £120.00 to £140.00.

**P&F/025/25 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES AND TO CONSIDER AND AGREE AMENDMENTS TO THE:**

**i) IT POLICY.**

Members noted the amendments made taken from the NALC model policy and **RECOMMENDED** the amendments are adopted by the Council and all staff and councillors should be asked to re-sign the amended policy.

**ii) ALLOTMENT POLICY.**

Members approved and **RECOMMENDED** that the amendments are adopted by the Council.

**iii) BANDSTAND POLICY.**

Members approved and **RECOMMENDED** that the amendments are adopted by the Council.

**P&F/026/25 - TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST MEETING.**

Members noted the courses booked or attended which are Assertion 10 Made Simple webinar at no cost for the Town Clerk, Demonstrating your Value at no cost for the Town Clerk and Deputy Clerk, Emergency First Aid at Work at a cost of £100 each for the Town Clerk and Community Officer and The Clerk as an Employee & HR Adviser at a cost of £60.00 for the Town Clerk.

**P&F/027/25 – FINANCE**

**i) GRANT APPLICATIONS**

**a) TO CONSIDER AN APPLICATION FROM ESSEX & HERTS AIR AMBULANCE**

Members considered the grant application from Essex Herts Air Ambulance towards the installation of a Defibrillator on the new shop in the town centre and although this is a county charity it was recognised that this will solely benefit the residents of Canvey Island and **RECOMMENDED** the award of a £500.00 grant.

**ii) TO CONSIDER AND AGREE THE 1-YEAR FIXED BOND ACCOUNTS AND THE REINVESTMENT OF £88,622.89.**

Members considered the costs obtained and **RECOMMENDED** the reinvestment of £88,622.89 inclusive of interest with the Hampshire Trust Bank with a 1 year business loyalty bond account at an AER of 4.00%.

**iii) TO CONSIDER AND AGREE THE 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 exceed the remaining budget as this is still the most cost-effective quote and delegated the power to the Town Clerk to approve the expenditure.

**iv) TO CONSIDER AND AGREE THE COSTS OBTAINED FOR THE RENEWAL OF THE COUNCILS MOBILE PHONE CONTRACT.**

Members considered the costs obtained and **RECOMMENDED** the renewal of a Samsung A36 at a cost of £40.00 per month for two phones with Aerial Direct on a 36 month contract.

**v) TO VERIFY THE COUNCIL FINANCES AS OF 31<sup>ST</sup> DECEMBER 2025**

Members **NOTED** the Council Finances as of 31<sup>st</sup> December 2025 inclusive of the bank reconciliation, statements and payments issued from 1<sup>st</sup> October 2025 to 31<sup>st</sup> December 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.

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

**9<sup>th</sup> February 2026 NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
Top of the Mops	BACS940	£36.00	Cleaning 20/01 & 03/02.
Aspect Maintenance Ltd	BACS941	£6,335.09	January Maintenance
Viking Office UK	BACS942	£78.94	Stationery
Bond Fire	BACS943	£135.00	Fire Extinguisher Service
SFB Solutions	BACS944	£528.00	Annual CCTV/Alarm Maintenance
CPBC	BACS945	£174.60	Hall Hire – AFD 2026
Design 4 Print	BACS946	£42.00	A4 Slippery Surface Signs
EALC	BACS947	£102.00	Data Protection Training – all staff
SLCC Enterprises	BACS948	£168.00	FILCA Qualification – Town Clerk
ATH Training South Essex Ltd	BACS949	£240.00	First Aid Training – EDC & AW
<b>TOTAL</b>		<b>£7,839.63</b>	

The meeting closed at 7.40pm

CHAIRMAN

27<sup>th</sup> April 2026