

**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 17<sup>TH</sup> NOVEMBER 2025 AT 7.00PM**

**PRESENT:**

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

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

**P&F/010/25 - APOLOGIES FOR ABSENCE**

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

**P&F/011/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**P&F/012/25 - 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/013/25 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 28<sup>TH</sup> JULY 2025.**

The minutes of the committee meeting held on the 28<sup>th</sup> July 2025 were **CONFIRMED** as a true record and signed by the chair.

**P&F/014/25 – 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/015/25 – TO CONSIDER THE DRAFT BUDGET AND PRECEPT REQUIREMENTS FOR 2026/27 AND AGREE RECOMMENDATIONS TO FULL COUNCIL.**

Members received reports detailing the expected and anticipated expenditure for the year ending 31<sup>st</sup> March 2026, a draft budget including explanations for increases or decreases and a financial report providing details of the Councils accounts detailing the use of the budget and earmarked reserves and providing an anticipated figure for the General Reserves at the end of the financial year for 2026/27.

The Town Clerk confirmed that the tax base calculation from Castle Point Borough Council is not yet known and may change the precept value slightly once confirmed.

The Council is still producing a tight budget for the year 2026/27 ensuring it is offering best value to its residents for their precept; however, contingencies have been made to ensure the Council maintains its responsibilities. Should these responsibilities change in 2026/27 the additional budget will be spent on projects or services highlighted in the Councils recent public consultation.

Members discussed the proposed budget and **RECOMMENDED** that a budget of £488,518 is set for 2026/27 raising the precept based on a Band D equivalent to £29.70 which equates to a £4.95 increase in the annual cost to the taxpayer.

As a decision is unlikely to be made by the Borough Council until February 2026 in relation to the Councils request for an early surrender of the Canvey Lake lease, members **RECOMMENDED** that the final budget is reviewed at the meeting on the 19<sup>th</sup> January 2026 to allow the Council to seek further costing information following the work being undertaken by Borough Officers to provide

sufficient information to enable Full Council to consider these recommendations and make an informed decision on its 2026/27 budget. This will also allow the Council an opportunity to sufficiently review the responses to its consultation.

**P&F/016/25 – TO NOTE THE EXTERNAL FIRE RISK ASSESSMENT AND THE RECOMMENDATIONS MADE.**

Members noted the report and the recommendations made as well as the responsibilities of the landlord.

**P&F/017/25 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES IS COMPLETE AND TO CONSIDER AND AGREE AMENDMENTS TO THE:**

**i) STATEMENT OF INTERNAL CONTROL.**

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

**ii) LIST OF DOCUMENTS FOR RETENTION OR DISPOSAL.**

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

**P&F/018/25 - TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST MEETING.**

Members noted the courses booked or attended which are Martyn's Law Webinar at no cost for the Town Clerk and Deputy Clerk, Forecast, Budget & Precept Setting at no cost for the Deputy Clerk, Data Protection Essentials at a cost of £17.00 each for all staff and Standards of Life at a cost of £17.00 for Cllr B. Botham.

**P&F/019/24 – FINANCE**

**i) TO VERIFY THE COUNCIL FINANCES AS OF 30<sup>TH</sup> SEPTEMBER 2025**

Members **NOTED** the Council Finances as of 30<sup>th</sup> September 2025 inclusive of the bank reconciliation, statements and payments issued from 1<sup>st</sup> July 2025 to 30<sup>th</sup> September 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.

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

**28<sup>th</sup> October 2025 - NO 1 ACCOUNT**

Company	Reference	Amount	Description
Hometech Centre	BACS896	£2,926.92	New Computer Equipment / Windows 11 installation.
The Bungalow Nursery Limited	BACS897	£234.42	Covid Garden winter plants.
<b>TOTAL</b>		<b>£3,161.34</b>	

**17<sup>th</sup> November 2025 - NO 1 ACCOUNT**

Company	Reference	Amount	Description
MB Fire Risk Limited	BACS898	£230.00	External Fire Risk Assessment
Top of the Mops	BACS899	£54.00	Cleaning 14/10, 28/10 & 11/11.
Amazon Business	BACS900	£201.43	Lumbar Support / Christmas Supplies
RBL Poppy Appeal	BACS901	£25.00	Poppy Wreath
Office Needs Group	BACS902	£52.45	Stationery
Local Government East	BACS903	£10,938.73	Engagement & Community Support/ Travel Expenses
CB Landscapes	BACS904	£2,222.00	Covid Garden / Gunny Grass Cutting / Wildflower Meadow Tree
Aspect Maintenance Ltd	BACS905	£7,679.08	Oct Maintenance / Installation of Bins

David Sales Ltd	BACS906	£255.60	Grotto Gifts
Design 4 Print	BACS907	£288.00	Xmas Banners x 5
<b>TOTAL</b>		<b>£21,946.29</b>	

The meeting closed at 7.55pm

CHAIRMAN

9<sup>th</sup> February 2025

DRAFT