

**MINUTES OF THE PROCEEDINGS AT THE ONLINE MEETING OF THE
POLICY AND FINANCE COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL
ON MONDAY 19TH APRIL 2021 AT 7.30PM**

PRESENT:

Councillors: Cllr N. Harvey, Cllr D. Anderson, Cllr D. Blackwell, and Cllr B. Palmer.

Non committee members: Cllr J. Anderson

Also, present: Mrs E. De Can – Town Clerk
Miss J Smith-Port – Deputy Clerk

P&F/017/20 - APOLOGIES FOR ABSENCE

Members approved the apologies provided by Cllr Acott of which a reason was provided.

P&F/018/20 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

**P&F/019/20 - 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 attended.

**P&F/020/20 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE
MEETING HELD ON THE 1ST FEBRUARY 2021.**

The minutes of the committee meeting held on the 1st February 2021 were **CONFIRMED** as a true record and the committee agreed that the chairman would sign the minutes at the next available opportunity.

**P&F/021/20 – TO NOTE THE CLERKS REPORT FROM THE ONGOING PROJECTS AND NOT ON
THE AGENDA**

Members noted the Clerks report of completed projects.

**P&F/022/20 – TO NOTE THE TRAINING COURSES BOOKED/ATTENDED SINCE THE LAST
MEETING**

i) FINANCIAL REGULATIONS AT A COST OF £70.00

Members noted the online Financial Regulations course attended by the Deputy Clerk at a cost of £70.00.

ii) MINUTES AND AGENDAS AT A COST OF £70.00

Members noted the online Minutes and Agendas course attended by the Deputy Clerk at a cost of £70.00.

iii) HEALTH AND SAFETY AT A COST OF £42.00

Members noted the online Health and Safety courses attended by the Town Clerk, Community Warden and Community and Events Officer at a cost of £42.00.

iv) NEW CLERKS DAY AT A COST OF £70.00

Members noted the online New Clerks Day course attended by the Deputy Clerk at a cost of £70.00.

v) CO-OPTION AND ELECTIONS AT A COST OF £70.00

Members noted the online Co-option and Elections course attended by the Town Clerk at a cost of £70.00.

vi) YOUTH ENGAGEMENT CONFERENCE AT A COST OF £50.00

Members noted the online Youth Engagement Conference booked for the Community & Events Officer at a cost of £50.00.

P&F/023/20 – TO NOTE THE ANNUAL REVIEW OF POLICIES AND THE AMENDMENTS TO THE FOLLOWING POLICIES.

Members noted the policies that had been reviewed so far for the year 2021 and the minor amendments to the following policies:

- i) Grant Policy
- ii) Allotments Policy – members **RECOMMENDED** that the policy wording in the allotment rules under item 4 is changed to remove the word ‘commercially’ and replace this with ‘retail’.
- iii) Flexible Working Request Procedure
- iv) Publication Scheme
- v) Financial Regulations

The Town Clerk confirmed that the remaining policies will be reviewed, and potential amendments will be submitted to the next available meeting.

P&F/024/20 – FINANCE

- i) **TO CONSIDER CHANGING THE CURRENT PAYROLL PROVIDER AND AGREE FOR THE TOWN CLERK TO INVESTIGATE OPTIONS TO APPOINT A NEW PROVIDER AT AN AGREED MAXIMUM MONTHLY VALUE.**

Members considered the options provided and **RECOMMENDED** that the Town Clerk investigate new payroll providers and delegated the power to the Town Clerk to appoint a suitable provider at a maximum cost of £50.00 per month.

- ii) **TO NOTE THE EXTENDED CONTRACT WITH INITIAL SERVICES FOR FEMININE HYGIENE SERVICES FOR A PERIOD OF 3 YEARS AT A COST OF £70.20 PER ANNUM.**

Members noted the extended contract with Initial Services at a cost of £70.20 per annum.

- iii) **TO NOTE THE VW CADDY INSURANCE RENEWAL WITH ERS VIA WPS HALLAM AT A COST OF £489.80 PER ANNUM.**

Members noted the insurance renewal for the VW Caddy.

- iv) **TO NOTE THE CHANGE IN ELECTRICITY PROVIDER TO EDF ON A 3YEAR FIXED TERM CONTRACT AT A STANDING CHARGE OF 23P AND UNIT RATE OF 15.3P PER KWH. FOR NO 13 HIGH STREET.**

Members noted the change in Electricity supplier to EDF for No 13 High Street.

- v) **TO VERIFY THE COUNCIL FINANCES AS OF 31ST MARCH 2021**

Members **NOTED** the Council Finances as of 31st March 2021 inclusive of the bank reconciliation, statements and cheques issued from 1st January 2021 to 31st March 2021 and no questions were raised. Members confirmed that Cllr N. Harvey can sign the reconciliation documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2 at the next available opportunity.

- vi) **TO NOTE THE ACCOUNTS PAYMENTS PREVIOUSLY AGREED UNDER DELEGATED POWERS**

No payments have been made.

The meeting closed at 8.00pm.

CHAIRMAN