

**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 27TH JULY 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

P&F/001/26 - APOLOGIES FOR ABSENCE

All members were present.

P&F/002/26 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/003/26 - TO APPOINT A VICE CHAIRMAN TO THE COMMITTEE FOR 2026/27

Cllr D. Anderson nominated Cllr J. Anderson as Vice Chairman of the Committee. The nomination was seconded by Cllr P. May. Cllr S. Sach nominated himself, however, there was no seconder, therefore Cllr J. Anderson was appointed Vice Chairman of the Committee for 2026/27.

P&F/004/26 - 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/005/26 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 27TH APRIL 2026.

The minutes of the committee meeting held on the 27th April 2026 were **CONFIRMED** as a true record and signed by the chair.

P&F/006/26 – TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the Clerks report.

P&F/007/26 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES AND TO CONSIDER AND AGREE AMENDMENTS TO THE:

i) COMMUNITY ENGAGEMENT POLICY.

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

ii) DRIVING TO WORK POLICY.

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

iii) STAFF RECRUITMENT POLICY.

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

iv) TREE POLICY.

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

v) MEMBERS REMUNERATION POLICY.

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

vi) EXPENSES POLICY.

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

vii) HERITAGE PLAQUE POLICY.

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

P&F/008/26 - TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST MEETING.

Members noted the courses booked or attended, which are Stand Up to Harassment – Free online for the Town Clerk, Community Officer, Deputy Clerk & Cllr S Sach, Data Protection Conference - Free online with the ICO for the Town Clerk, Navigating the Planning System at a cost of £108.00 each for the Community Officer and Cllr B Botham, Introduction to the Planning System online at a cost of £50.00 each for Cllr S. Sach and Cllr S. Brooke, Appraisals, Performance Management, and motivation of staff for Clerks at a cost of £50.00 for the Town Clerk, Appraisals, Performance Management, and motivation of your Clerk for Councillors at a cost of £50.00 for Cllr S. Sach, and Interviewing and how to get the right person at a cost of £50.00 each for the Town Clerk and Cllr B. Botham.

P&F/009/26 – FINANCE

i) TO NOTE THE RENEWAL OF THE COUNCIL'S CYBER INSURANCE POLICY AT AN ANNUAL COST OF £282.12 WITH COALITION.

Members noted the insurance renewal.

ii) TO NOTE THE COUNCIL'S ANNUAL INSURANCE RENEWAL AT A COST OF £2,084.32 WITH ZURICH MUNICIPAL.

Members noted the insurance renewal.

iii) TO VERIFY THE COUNCIL FINANCES UP TO 30TH JUNE 2026

Members **NOTED** the Council Finances as of 30th June 2026 inclusive of the bank reconciliation, statements and payments issued from 1st April 2026 to 30th June 2026 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.

iv) TO CONFIRM ACCOUNTS FOR PAYMENT AS PREVIOUSLY AGREED

27th July 2026 NO 1 ACCOUNT

Company	Reference	Amount	Description
Aspect Maintenance Ltd	BACS1000	£6,581.09	June Maintenance
All Occasions Caterers	BACS1001	£300.00	AFD Catering
Amec Plumbing & Heating Ltd	BACS1002	£272.50	Repair water leak at Smallgains
James Hallam Ltd	BACS1003	£282.12	Cyber Insurance
St Johns Ambulance	BACS1004	£174.00	First Aid - AFD
East of England LGA	BACS1005	£6,225.73	Consultancy Fee
CI Wildlife Conservation Group	BACS1006	£1,000.00	Donation Fee – 2025 & 2026
VIP Security Services	BACS1008	£2,079.00	Security - AFD
Hook & Partners	BACS1009	£1,349.00	Solicitor Fee's
Zurich Municipal	BACS1010	£2,084.32	Council Insurance
Mountain Events & Maintenance Ltd	BACS1011	£690.00	Barriers/Chair Hire
Office Needs	BACS1012	£93.57	Copier Paper
Alex Wright – German Swing Grill	BACS1013	£60.00	Refund of stall booking
Tracey Wakeling	BACS1014	£150.00	Chalk artist
TOTAL		£21,341.33	

The meeting closed at 7.25 pm

CHAIRMAN

16th November 2026