

Canvey Island Town Council



TO MEMBERS OF THE POLICY AND FINANCE COMMITTEE



Cllr. A. Acott (Chairman), Cllr. D Anderson, Cllr. S. Sach, Cllr P. May and Cllr. J. Anderson

Dear Councillors,

I hereby summon you to attend a meeting of the **POLICY AND FINANCE COMMITTEE** to be held in the **COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB** on **MONDAY 13TH NOVEMBER 2023** commencing at **7.30PM** for the transaction of business as set out below.

Any member who is unable to attend the meeting should send their apologies before the meeting.

Yours faithfully

Mrs E. De Can
Town Clerk

8th November 2023

The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing, or otherwise reporting of those participating in a meeting. Should any member of the public present and does not wish to participate but who objects to being filmed, recorded, photographed, or otherwise reported about please make yourself known to the Town Clerk.

A G E N D A

- 1 Apologies for absence
- 2 To receive declarations of interest in items on the agenda.
- 3 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.
- 4 To confirm and sign as a true record the minutes of the committee meeting held on the 17th July 2023.
- 5 To receive a verbal report from the Town Clerk from the ongoing projects and not on the agenda.
- 6 To consider the draft budget and precept requirements for 2024/25 and agree recommendations to Full Council (Appendix A)
- 7 To note the External Fire Risk Assessment and the recommendations made (Appendix B).
- 8 To note the Training Courses booked / attended since the last meeting:
 - i) Keeping on Top of Website Accessibility Webinar at a cost of £45.00 each (Town Clerk and Deputy Clerk)
 - ii) How to use Canva Webinar at a cost of £45.00 (Town Clerk)
 - iii) Rights of Way Webinar at a cost of £45.00 each (Town Clerk and Community Warden)
 - iv) Roles, Responsibilities & Working Partnerships at a cost of £65.00 each (Cllr Botham, Cllr Sayes & Cllr Brooke)
 - v) Policies, Powers & Duties at a cost of £65.00 each (Cllr Botham, Cllr Sayes & Cllr Brooke)
 - vi) Meetings, Agendas & Minutes at a cost of £65.00 each (Cllr Botham, Cllr Sayes & Cllr Brooke)
 - vii) Chair Training at a cost of £65.00 (Cllr Harvey)

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10 Finance:

- i) Grant Applications
 - a. To consider an application from the 1st Canvey Island Scouts (Appendix C)
 - b. To consider an application from the 3rd Canvey Island Scouts (Appendix D)
- ii) To verify the Council Finances up to 30th September 2023.
- iii) To confirm accounts for payment as previously agreed.