

Canvey Island Town Council



TO MEMBERS OF THE POLICY AND FINANCE COMMITTEE

Cllr. N. Harvey (Chairman), Cllr. D Anderson, Cllr. D. Blackwell, Cllr A. Acott and Cllr. B Palmer



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 DECEMBER 2021** 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

PP 

Mrs E. De Can
Town Clerk

8th December 2021

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 To appoint a Vice Chairman to the committee for 2021/22.
- 4 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.
- 5 To confirm and sign as a true record the minutes of the online committee meeting held on the 26th July 2021.
- 6 To note the Clerks report from the ongoing projects and not on the agenda (Appendix A)
- 7 To consider the budget and precept requirements for 2022/23 and agree recommendations to Full Council.
- 8 To note the External Fire Risk Assessment and the recommendations made (Appendix B).
- 9 Policies – to consider and agree new policies or changes to existing as per the below:
 - i) Community Engagement – reviewed and amended in line with current policies (Appendix C)
 - ii) Gifts and Hospitality Policy (Appendix D)
- 10 To note the Training Courses booked / attended since the last meeting:
 - i) First Aid Training at a cost of £220.00 (Deputy Clerk and Community & Events Officer)
 - ii) SLCC Training Seminar at a cost of £45.00 (Town Clerk)
 - iii) Managing your Cyber Security at a cost of £30.00 (Town Clerk)
 - iv) Emergency Planning at a cost of £35.00 (Deputy Clerk)

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- v) Operating Events and activities in a Covid Secure Way at a cost of £70.00 (Community & Events Officer)
- vi) An Introduction to Planning Obligations at a cost of £60.00 (Town Clerk and Community Warden)
- vii) Government Reforms to the Planning System at a cost of £35.00 (Community Warden)

11 Finance:

- i) Grant Applications
 - a. To consider an application from the Canvey Community Archive (Appendix E)
 - b. To consider an application from the Castle Point Transport Museum Society (Appendix F)
- ii) To consider and agree transferring full IT support to the Hometech Centre Ltd at a cost of £1,500 per annum.
- iii) To verify the Council Finances up to 30th November 2021.
- iv) To confirm accounts for payment as previously agreed.