

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 an **ONLINE MEETING** of the **POLICY AND FINANCE COMMITTEE** to be held on **MONDAY 19TH APRIL 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

Mrs E. De Can
Town Clerk

14th April 2021

LOGIN DETAILS – Please follow these instructions:

Join Zoom Meeting

<https://us02web.zoom.us/j/82507215215?pwd=RGVSQmNURVBob0p3OGZ4TUVHcHZRZz09>

Meeting ID: 825 0721 5215

Passcode: 527665

Please call the Town Clerk on 07985 485328 if you are experiencing any problems logging in.

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 1st February 2021.
- 5 To note the Clerks report from the ongoing projects and not on the agenda (Appendix A)
- 6 To note the Training Courses booked / attended since the last meeting:
 - i) Financial Regulations at a cost of £70.00 (Deputy Clerk)
 - ii) Minutes & Agendas at a cost of £70.00 (Deputy Clerk)
 - iii) Health & Safety at a cost of £42.00 (Town Clerk, Community Warden & Community & Events Officer)
 - iv) New Clerks Day at a cost of £70.00 (Deputy Clerk)
 - v) Co-option & Elections at a cost of £70.00 (Town Clerk)
 - vi) Youth Engagement Conference at a cost of £50.00 (Community & Events Officer)
- 7 To note the annual review of policies and the amendments to the following policies:
 - i) Grants (Appendix B)
 - ii) Allotments (Appendix C)
 - iii) Flexible Working Request Procedure (Appendix D)
 - iv) Publication Scheme (Appendix E)
 - v) Financial Regulations (Appendix F)



8 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.
- 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.
- iii) To note the VW Caddy Insurance renewal with ERS via WPS Hallam at a cost of £489.80 per annum.
- 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
- v) To verify the Council Finances as of 31st March 2021.
- vi) To note the accounts payments previously agreed under delegated powers.

**MINUTES OF THE PROCEEDINGS AT THE ONLINE MEETING OF THE
POLICY AND FINANCE COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL
ON MONDAY 1ST FEBRUARY 2021 AT 7.30PM**

PRESENT:

Councillors: Cllr N. Harvey, Cllr D. Anderson (arrived at 7.45pm), Cllr B. Palmer and Cllr A. Acott

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

P&F/010/20 - APOLOGIES FOR ABSENCE

Cllr Blackwell was not present.

P&F/011/20 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

**P&F/012/20 - 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/013/20 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE
MEETING HELD ON THE 28TH SEPTEMBER 2020.**

The minutes of the committee meeting held on the 28th September 2020 were **CONFIRMED** as a true record and the committee agreed that the chairman would sign the minutes at the next available opportunity.

**P&F/014/20 – TO NOTE THE CLERKS REPORT FROM THE ONGOING PROJECTS AND NOT ON
THE AGENDA**

Members noted the Clerks report of completed projects.

**P&F/015/20 – TO NOTE THE TRAINING COURSES BOOKED/ATTENDED SINCE THE LAST
MEETING**

i) COUNCILLOR TRAINING DAY 1 & 2 AT A COST OF £180.00

Members noted the online Councillor Training days attended by Cllr S. Sach at a cost of £180.00.

ii) ALLOTMENT WEBINARS AT A COST OF £60.00

Members noted the online allotment courses attended by the Deputy Clerk at a cost of £60.00.

iii) HEALTH AND WELLBEING CONFERENCE AT A COST OF £30.00

Members noted the online Health and Wellbeing Conference attended by the Deputy Clerk at a cost of £30.00.

iv) INTRODUCTION TO PLANNING AT A COST OF £75.00

Members noted the online Introduction to Planning course booked for Cllr S. Sach at a cost of £75.00.

P&F/016/20 – FINANCE

**i) TO NOTE THE CHANGE IN ELECTRICITY PROVIDER TO EDF ON A 3YEAR FIXED TERM
CONTRACT AT A STANDING CHARGE OF 25P AND A UNIT RATE OF 16.3P PER KWH FOR NO
11 HIGH STREET.**

Members noted the change in Electricity provider to EDF.

**ii) TO CONSIDER AND AGREE TAKING OUT CYBER INSURANCE AT A MAXIMUM COST OF £300
PER ANNUM.**

Members were unsure of the full extent of the cover provided by Cyber Insurance and requested more information before a decision could be made.

iii) TO CONSIDER AND AGREE RE-INVESTING FUNDS WITH THE HAMPSHIRE TRUST BANK AT A RATE OF 0.75%.

Members considered and **RECOMMENDED** the re-investment of the Business Bond with the Hampshire Trust Bank for a further 1year at a rate of 0.75%.

iv) TO NOTE AND AGREE THE INCREASE IN PRICE OF THE CURRENT OFFSITE STORAGE FACILITY TO £178.49 PER MONTH.

Members considered the quotes and options provided and **RECOMMENDED** the increase to £178.49pm with the current offsite storage provider Safe Store. Members reviewed the options available and **AGREED** that outside or tanker type facilities would not be appropriate for the Town Council due to the level of documentation stored and the risks of damp.

v) TO VERIFY THE COUNCIL FINANCES AS OF 31ST DECEMBER 2020

Members **NOTED** the Council Finances as of 31st December 2020 inclusive of the bank reconciliation, statements and cheques issued from 1st September 2020 to 31st December 2020 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

14th January 2021 — NO 1 ACCOUNT

Company	Reference	Transaction	Amount	Description
J&M Payroll Services	BACS143	3086898	£9,597.46	Payroll Transfer
TOTAL			£9,597.46	

20th January 2021 — NO 1 ACCOUNT

Company	Reference	Transaction	Amount	Description
Speedy Asset Services Ltd	BACS144	3158063	£114.48	Barrier hire 01/12 to 07/01/2021
Aspect Maintenance	BACS145	3158187	£4711.50	Maintenance - December
J & M Payroll Services	BACS146	3158223	£36.00	Payroll processing - December
Underhill Tree Consultancy	BACS147	3158283	£715.00	Tree Audit 2021
Office Needs	BACS148	3158335	£130.88	Stationary & stamps
TOTAL			£5,707.86	

The meeting closed at 8.00pm.

CHAIRMAN

19th April 2021