

# Canvey Island Town Council



## TO MEMBERS OF THE POLICY AND FINANCE COMMITTEE

Cllr. A. Acott (Chairman), Cllr. D Anderson, Cllr. N. Harvey, Cllr P. May 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 21<sup>st</sup> NOVEMBER 2022** 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

16<sup>th</sup> November 2022

*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 18<sup>th</sup> July 2022.
- 5 To note the Clerks report from the ongoing projects and not on the agenda (Appendix A)
- 6 To consider the budget and precept requirements for 2023/24 and agree recommendations to Full Council (Appendix B)
- 7 To note the External Fire Risk Assessment and the recommendations made (Appendix c).
- 8 Policies – to consider and agree amendments to existing policies as per the below:
  - i) Casual Vacancy/Co-Option Policy – updated to include sexual offences acts and additional information on the co-option process (Appendix D)
  - ii) Biodiversity Statement – updated to include Community Garden and additional information regarding partnership working (Appendix E)
  - iii) Crime and Disorder Policy - updated information regarding Community Special Constable budget and our partnership working with Essex Police (Appendix F).
- 9 To note the Training Courses booked / attended since the last meeting:
  - i) Emergency First Aid at Work at a cost of £165.00 each (Town Clerk and Community Warden)

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## 10 Finance:



- i) To consider and agree the costs for the extension of the Safe Store contract for 48 months and to agree the payment of £4,356.48 up front to secure the discounted rate
- ii) To verify the Council Finances up to 30<sup>th</sup> September 2022.
- iii) To confirm accounts for payment as previously agreed.