

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
POLICY AND FINANCE COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL
HELD IN THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND ON
MONDAY 9TH MAY 2022 AT 7.30PM**

PRESENT:

Councillors: Cllr N. Harvey, Cllr D. Anderson, Cllr A. Acott and Cllr B. Palmer.

Non committee members: Cllr J. Anderson

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

P&F/022/21 - APOLOGIES FOR ABSENCE

Cllr D. Blackwell was not present.

P&F/023/21 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

**P&F/024/21 - 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 were present.

**P&F/025/21 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE
MEETING HELD ON THE 13TH DECEMBER 2021.**

The minutes of the committee meeting held on the 13th December 2021 were **CONFIRMED** as a true record and signed by the chairman.

**P&F/026/21 – TO NOTE THE CLERKS REPORT FROM THE ONGOING PROJECTS AND NOT ON
THE AGENDA**

Members noted the Clerks report of completed projects.

**P&F/027/21 – TO NOTE THE TRAINING COURSES BOOKED/ATTENDED SINCE THE LAST
MEETING**

i) COMMUNITY ENGAGEMENT SUBMIT AT A COST OF £90.00

Members noted the Community Engagement Submit attended by the Community & Events Officer at a cost of £90.00.

ii) FIGHTING CLIMATE CHANGE AT A COST OF £32.44

Members noted the online NALC Fighting Climate Change course booked for the Town Clerk at a cost of £32.44.

P&F/028/21 – FINANCE

**i) TO CONSIDER AND AGREE THE APPOINTMENT OF HEELIS AND LODGE AT A COST OF
£410.00 TO CONDUCT THE COUNCILS INTERNAL AUDIT.**

Members **RECOMMENDED** the appointment of Heelis and Lodge at a cost of £410.00.

**ii) TO NOTE THE RE-INVESTMENT OF £89,603.16 WITH THE HAMPSHIRE TRUST BANK ON A 1-
YEAR BUSINESS BOND ACCOUNT AT 1.21%.**

Members noted the re-investment of the 1-year business bond.

**iii) TO NOTE THE CONTINUATION OF THE MOBILE PHONE CONTRACT WITH DAISY SIM AT A
COST OF £27.00 PER MONTH FOR 2 PHONES FOR A 2-YEAR CONTRACT.**

Members noted the continuation of the mobile phone contract.

iv) TO NOTE THE RENEWAL OF THE ANNUAL ZOOM SUBSCRIPTION AT A COST OF £119.90.

Members noted the renewal of the zoom subscription.

v) TO VERIFY THE COUNCIL FINANCES AS OF 31ST MARCH 2022

Members **NOTED** the Council Finances as of 31st March 2022 inclusive of the bank reconciliation, statements and cheques issued from 1st December 2021 to 31st March 2022 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.

vi) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.

9th May 2022 — NO 1 ACCOUNT

Company	Reference	Amount	Description
D. Trower	BACS362	£20.00	Window Cleaning - 05/04 & 19/04
K. Reader – Dream Clean	BACS363	£70.00	Office Cleaning – 30/03 & 13/04
Hometech Centre	BACS364	£104.99	ADSL Router & Call Out
Viking Payments	BACS365	£47.88	A4 Copier Paper
Mr J Dellow	BACS366	£74.14	Insurance No 13 – 01/04 to 31/03/23
Police & Crime Commissioner for Essex	BACS367	£54.08	Contribution towards CSC 01/01 to 31/03/22
Canvey Island Horticultural Society	BACS368	£412.00	Repair to standpipe at Smallgains allotment site / Management Fee 2022 / Replacement faucet
Design4Print	BACS369	£78.00	9ft x 3ft Queens Jubilee Banner
Aspect Maintenance Ltd	BACS370	£4,757.49	Maintenance – April
Amazon Payments UK Limited	BACS371	£540.16	Union Jack Handwaving Flags / 8ft x 5ft Platinum Jubilee Flags x 5 / Samsung Tablet Case / 4x Laptop Bags
Mr R. Dolphin	BACS372	£798.00	Rental of Car Park 01/06 to 30/11/2022
SLCC Enterprises Ltd	BACS373	£30.00	Summit – Standards & Wellbeing (EDC)
The Bungalow Nursery	BACS374	£341.28	Plants for Covid Memorial Planters
TOTAL		£7,328.02	

The meeting closed at 7.45 pm.

CHAIRMAN

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