

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 12TH FEBRUARY 2024** 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

7th February 2024

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 questions from members of the community of Canvey Island of which notice has been received 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 13th November 2023.
5. To receive a verbal report from the Town Clerk of the ongoing projects and not on the agenda.
6. To consider and agree purchasing a new Gazebo frame at a cost of £279.53.
7. Policies – to note the annual review of all policies is underway. Note the amendments to the following policies:
 - i) Council as a Corporate Body (Appendix A)
- 8 Finance:
 - i) To consider and agree to the reinvestment of the 1-year fixed bond account with Hampshire Trust Bank at an AER of 4.25%.
 - ii) To consider and agree the appointment of Heelis & Lodge at a maximum cost of £500.00 to conduct the councils Internal Audit.
 - iii) To note the new water supply contract with Water Plus with effect from the 12th April 2024.
 - iv) To note the new mobile phone contract at a cheaper cost of £13.50 per sim.
 - v) To note the renewed 3-year contract with EDF Energy for No 11 & 13 High Street.
 - vi) To verify the Council Finances up to 31st December 2023.
 - vii) To confirm accounts for payment as previously agreed.

CANVEY ISLAND TOWN COUNCIL

COUNCIL AS A CORPORATE BODY

The Town Council is the first tier of local government and provides additional services on Canvey Island to those provided by Castle Point Borough Council and Essex County Council. It is an elected body corporate with perpetual succession made up of local people representing the interests of the community. The Town Council is often the first point of contact for residents, and it can signpost people to help and support, that it cannot provide.

The Town Council acts within the framework of legislation conferred on it by Parliament. The functions of the council are mainly discretionary, that is they amount to powers as opposed to duties. The Town Council has confirmed its eligibility for the use of the General Power of Competence and can delegate power to the Town Clerk or its committees but is not permitted to delegate power to an individual councillor or the Town Mayor.

Canvey Island Town Council consists of 11 Town Councillors, a Town Mayor, Deputy Town Mayor and 9 other councillors representing various wards which are East Ward, North Ward, South Ward, Central Ward, West Ward and Winter Gardens Ward. All 11 Town Councillors are elected every four years by the residents, with the last election being in May 2019 and the next due in May 2023. A new Town Mayor and Deputy Town Mayor are elected every year by the Full Council.

Commented [CC1]: Change to 2023

Commented [CC2]: Change to 2027

The Town Council is managed by the Town Clerk (Proper Officer and Responsible Financial Officer), Deputy Clerk and employs 2 other staff members a Community & Events Officer and Community Warden. All staff work on part time hours.

Commented [CC3]: Removed from Deputy Clerk description

Full Council meet once every six weeks on a Monday evening at the Council Offices in accordance with its Standing Orders and terms of reference with the following committees:

- Policy & Finance (no delegated powers)
- Planning
- Personnel
- Common Liaison Committee

Commented [CC4]: Remove

Some business is also considered through working parties. These groups work on one-off, short-term projects and make recommendations to Full Council.

Business Plan and Annual Action Plan

The Town Council has a 4-year Business Plan and Action Plan which is reviewed annually in line with the budget and precept requirements to identify activities for the current year. The action plan links into the objectives of the Council. The business and action plan are developed through discussion with councillor's aspirations and identified projects for the community.

There is an annual appraisal system for all staff which identifies training requirements and is linked to the Council's objectives and action plan. The Chairman of the Personnel Committee completes the Town Clerks appraisal, and the Town Clerk completes all officer appraisals which are reported to the Personnel Committee and reviewed as part of the annual pay scheme. Training and inductions are provided for all staff and councillors. There is a training policy in place and a training budget is set annually for both staff and councillors. There are numerous employment and corporate policies in place to ensure compliance and assist staff and councillors.

All staff are employed under the terms of the National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book"). The Town Clerk continually updates her training as required and maintains obtaining 12 CPD points a year in order to advise and guide the Council as required.

Commented [CC5]: Change to 18 as Principle Member of SLCC