

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)

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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.