

# 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 20<sup>th</sup> FEBRUARY 2023** 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

15<sup>th</sup> February 2023

*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 21<sup>st</sup> November 2022.
- 5 To note the Clerks report from the ongoing projects and not on the agenda (Appendix A)
- 6 Policies – to consider and agree amendments to existing policies as per the below:
  - i) Biodiversity Statement – updated to include signing up to the Wilder Towns. Wilder Villages project (Appendix B)
- 7 To note the Training Courses booked / attended since the last meeting:
  - i) SLCC Online HR Summit at a cost of £60.00 (Town Clerk)
- 8 Finance:
  - i) To consider and agree the appointment of Heelis & Lodge at a cost of £430.00 to conduct the councils Internal Audit.
  - ii) To consider and agree the costs for renewing the annual CCTV and Alarm Maintenance contract for a period of 3 years to obtain a fixed price of £720.00 per annum.

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- iii) To consider and agree the costs obtained for the MOT inclusive of replacing the water pump and cambelt for the Caddy Van (Appendix C).
- iv) To consider and agree the costs to replace the fire alarm electric cables following the recommendations made in the External Fire Risk Assessment (Appendix D).
- v) To note the purchase of 4 new office chairs following the completion of staff display screen/desk self-assessment forms at a cost of £536.00.
- vi) To consider and agree the amendments to the Bank Signatories.
- vii) To verify the Council Finances up to 31<sup>st</sup> December 2022.
- viii) To confirm accounts for payment as previously agreed.