

# 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 28<sup>TH</sup> SEPTEMBER 2020** 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

23<sup>rd</sup> September 2020

### **LOGIN DETAILS – Please follow these instructions:**

Join Zoom Meeting

<https://us02web.zoom.us/j/86856216709?pwd=ejZVa1hwd3BqZjFYRE5QbEtEOTV1dz09>

Meeting ID: 868 5621 6709

Passcode: 610915

**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 note the minutes of the committee meeting held on the 4<sup>th</sup> November 2019.
- 5 To note the Clerks report from the ongoing projects and not on the agenda (Appendix A)
- 6 Risk Management
  - To review the Risk Management Assessment and Internal Controls
- 7 Policies:
  - i) To note the amendments to the Maternity Leave Policy (Appendix B)
  - ii) To note the amendments to the Paternity Leave Policy (Appendix C)
  - iii) To note the amendments to the Adoption, Leave Policy (Appendix D)
  - iv) To note the amendments to the Parental Leave Policy (Appendix E)
  - v) To consider and agree the Shared Parental Leave Policy (Appendix F)
  - vi) To consider and agree the Parental Bereavement Policy (Appendix G)
- 8 To note the Training Courses booked / attended since the last meeting:
  - i) Health & Wellbeing Conference at a cost of £25.00 – cancelled and to be re-booked (Deputy Clerk)



- ii) Health & Safety (Online) a cost of £14.00 (Deputy Clerk)
  - iii) Risk Assessment at a cost of £130.00 – cancelled and to be re-booked (Deputy Clerk)
  - iv) Minutes & Agenda's at a cost of £70.00 – cancelled and to be re-booked (Deputy Clerk)
  - v) Routine Playground Inspections at a cost of £170.00 - cancelled and to be re-booked (Community Warden)
  - vi) Accessibility Requirements (Online) £130.00 (Community & Events Officer)
  - vii) Health & Wellbeing Forum (Online) – Free (Town Clerk & Deputy Clerk)
  - viii) J9 Domestic Abuse (Online) – Free (All staff)
  - ix) Mental Health (Online) – Free (Deputy Clerk)
  - x) Creating Accessible Excel Documents (Online) – SLCC - £65.00 (Town Clerk & Community & Events Officer)
- 13 Finance:
- i) To consider and agree the purchase of an annual licence for Any Desk remote access at a cost of £41.99 per month.
  - ii) To note the change in mobile phone provider and upgrade following the end of contract in March 2020 to Bionic at a cost of £1,518.24 for 2 handsets for a 24-month contract.
  - iii) To note the re-newal of council insurance with Zurich Municipal for a further 3-year term at a cost of £1,737.82 agreed under delegated powers.
  - iv) To verify the Council Finances as of 31<sup>st</sup> August 2020.
  - v) To note the accounts payments previously agreed under delegated powers.