

**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 11<sup>TH</sup> NOVEMBER 2024 AT 7.00PM**

**PRESENT:**

Councillors: Cllr A. Acott, Cllr. P May, Cllr D. Anderson, Cllr S. Sach, and Cllr J. Anderson.

Also, present: Mrs E De Can – Town Clerk

**P&F/010/24 - APOLOGIES FOR ABSENCE**

No apologies were required.

**P&F/011/24 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Cllr J. Anderson and Cllr D. Anderson declared a non-pecuniary interest in item 10(i) on the agenda as they are members of the Canvey Community Choir. Cllr May declared a non-pecuniary interest in item 10(i) of the agenda as a director of Yellow Door, Town Council representative of Wyvern Community Transport and a trustee of the Canvey Community Choir and Cllr Acott declared a non-pecuniary interest in item 10(i) of the agenda as he was a mentor to the manager of Yellow Door.

**P&F/012/24 - 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.**

No questions were received.

**P&F/013/24 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 15<sup>TH</sup> JULY 2024.**

The minutes of the committee meeting held on the 15<sup>th</sup> July 2024 were **CONFIRMED** as a true record and signed by the chairman.

**P&F/014/24 – TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA**

Members noted the Clerks report of completed projects.

**P&F/015/24 - TO CONSIDER THE DRAFT BUDGET AND PRECEPT REQUIREMENTS FOR 2025/26 AND AGREE RECOMMENDATIONS TO FULL COUNCIL**

Members received reports detailing the expected and anticipated expenditure for the year ending 31<sup>st</sup> March 2025, a draft budget including explanations for increases or decreases and a financial report providing details of the Councils accounts detailing the use of the budget and earmarked reserves and providing an anticipated figure for the General Reserves at the end of the financial year 2025/26 as well as forecasted figures for the year 2026/27.

The Town Clerk confirmed that the tax base calculation from Castle Point Borough Council is not yet known and may change the precept value slightly once confirmed.

Members discussed the proposed budget and **RECOMMENDED** that a budget of £445,894 is set for 2025/26 with a 4.17% increase in the precept based on the Band D equivalent equating to a 99p increase in the annual taxpayer cost.

**P&F/016/24 – TO NOTE THE EXTERNAL FIRE RISK ASSESSMENT AND THE RECOMMENDATIONS MADE.**

Members noted the report, and the recommendations made for electrical testing, fire training which was scheduled for early 2025 and the need for fire drills when members are present.

**P&F/017/24 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES IS UNDERWAY. NOTE THE AMENDMENTS TO THE FOLLOWING POLICIES:**

**i) OUT OF HOURS POLICY.**

Members approved and **RECOMMENDED** the amendments to the policy by the Council.

**ii) DIGNITY AT WORK/BULLY & HARRASSMENT POLICY.**

Members approved and **RECOMMENDED** the amendments to the policy which includes the updated legislation relating to sexual harassment.

**iii) PARENTAL LEAVE PROCEDURE.**

Members noted the government regulation changes with effect from April 2024 and approved and **RECOMMENDED** the amendments to the policy by the Council.

**iv) PATERNITY LEAVE PROCEDURE.**

Members noted the government regulation changes with effect from April 2024 and approved and **RECOMMENDED** the amendments to the policy by the Council.

**v) CARERS LEAVE POLICY.**

Members noted the government regulation changes with effect from April 2024 and approved and **RECOMMENDED** the implementation of the new Carers Policy.

**P&F/018/24 – TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST MEETING.**

Members noted the courses of Freedom of Information Request webinar at a cost of £50.00 for the Deputy Clerk, Communicating with your Community – Part 1 & 2 at a cost of £100.00 for the Deputy Clerk, Module 1 – The Employment Framework at a cost of £80.00 for the Town Clerk, Martyn's Law webinar – free of charge for the Deputy Clerk, Budget & Precept Webinar at a cost of £80.00 for the Deputy Clerk, Handling online abuse Webinar – free of charge for the Town Clerk, Deputy Clerk & Community Warden and Pension Webinar x 2 – Free of charge for the Town Clerk.

**P&F/019/24 – FINANCE**

**i) GRANT APPLICATIONS:**

**a) TO CONSIDER AN APPLICATION FROM THE YELLOW DOOR**

Members considered the grant application from Yellow Door towards the purchase of storage equipment and **RECOMMENDED** the award of a £500.00 grant with the condition that the storage boxes are located to the rear of the property and out of site to prevent vandalism.

**b) TO CONSIDER AN APPLICATION FROM THE CANVEY COMMUNITY CHOIR**

Members considered the grant application from the Canvey Community Choir towards the purchase of music folders and **RECOMMENDED** the award of a £500.00 grant.

**c) TO CONSIDER AN APPLICATION FROM WYVERN COMMUNITY TRANSPORT**

Members considered the grant application from Wyvern Community Transport towards the purchase of leaflets and promotional materials and **RECOMMENDED** the award of a £500.00 grant.

**i) TO CONSIDER AND AGREE COSTS FOR TEMPORARY OFFSITE STORAGE.**

Members considered the quotes obtained and **RECOMMENDED** temporary storage at Southern Property Services Containers at a cost of £160.00 per month.

**ii) TO CONSIDER AND AGREE COSTS FOR LEGAL REPRESENTATION.**

Members considered the quotes obtained and **RECOMMENDED** appointing Hook & Partners to negotiate the Councils office lease requirements at a cost between £2,300 - £2,900.

**iii) TO VERIFY THE COUNCIL FINANCES AS OF 30<sup>TH</sup> SEPTEMBER 2024**

Members **NOTED** the Council Finances as of 30<sup>th</sup> September 2024 inclusive of the bank reconciliation, statements and payments issued from 1<sup>st</sup> July 2024 to 30<sup>th</sup> September 2024 and no questions were raised. Members confirmed that Cllr Acott can sign the reconciliation

documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2.

**iv) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.**

**11<sup>th</sup> November 2024 NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
Aspect Maintenance Ltd	BACS745	£6,695.08	Maintenance – Oct – Gunny grass cutting – Oct x 1 cuts
The Bungalow Nursery Ltd	BACS746	£209.40	Covid Garden Plants
EALC	BACS747	£96.00	Staff Training – LG Budget & Precept
Top of the Mops	BACS748	£33.00	Cleaning 17/10
Amazon	BACS749	£79.99	Body Camera
DP Media	BACS750	£50.40	Christmas Signage x 4
E. De Can	BACS751	£33.00	Travel & Parking Expenses
C B Landscapes	BACS752	£620.00	Wildflower Meadow tree maintenance and grass cutting
MB Fire Risk Limited	BACS753	£195.00	External Fire Risk Assessment
BB Grout Ltd	BACS754	£120.00	Gingerbread Men
Phuse Media	BACS755	£384.00	Update of Website Accessibility 2AA
<b>TOTAL</b>		<b>£8,515.87</b>	

The meeting closed at 8.30pm

CHAIRMAN

10<sup>th</sup> February 2025