

**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 12TH FEBRUARY 2024 AT 7.30PM**

PRESENT:

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

Also, present: Mrs E De Can – Town Clerk

P&F/019/23 - APOLOGIES FOR ABSENCE

Apologies were provided and accepted by Cllr J. Anderson and Cllr D. Anderson.

P&F/020/23 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/021/23 - 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/022/23 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 13TH NOVEMBER 2023.

The minutes of the committee meeting held on the 13th November 2023 were **CONFIRMED** as a true record and signed by the chairman.

P&F/023/23 – 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/024/23 – TO CONSIDER AND AGREE PURCHASING A NEW GAZEBO FRAME AT A COST OF £279.53.

Members considered the purchase of a new gazebo frame to replace the existing broken frame and that budget was made available for this purchase within the events equipment budget and **RECOMMENDED** that a new frame is purchased from The Gazebo Shop at a cost of £279.53.

P&F/025/23 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES IS UNDERWAY. NOTE THE AMENDMENTS TO THE FOLLOWING POLICIES:

i) COUNCIL AS A CORPORATE BODY.

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

P&F/026/23 – 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%.

Members considered the re-investment of the 1-year fixed bond and **RECOMMENDED** the reinvestment of £85,000 with Hampshire Trust Bank with 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.

Members considered the appointment of Heelis & Lodge to conduct the Internal Audit for 2024 and **RECOMMENDED** the appointment at a maximum cost of £500.00.

iii) TO NOTE THE NEW WATER SUPPLY CONTRACT WITH WATER PLUS WITH EFFECT FROM THE 12TH APRIL 2024.

Members noted the new water supply contract with Water Plus.

iv) TO NOTE THE NEW MOBILE PHONE CONTRACT AT A CHEAPER COST OF £13.50 PER SIM.

Members noted the new mobile phone contract with O2 at a reduced cost of £13.50 per sim per month.

v) TO NOTE THE RENEWED 3-YEAR CONTRACT WITH EDF ENERGY FOR NO 11 & 13 HIGH STREET.

Members noted the renewed 3-year contract with EDF for No 11 High Street and the confirmed fixed costs for No 13 High Street contract which comes to an end in April 2024.

vi) TO VERIFY THE COUNCIL FINANCES AS OF 31ST DECEMBER 2023

Members **NOTED** the Council Finances as of 31st December 2023 inclusive of the bank reconciliation, statements and payments issued from 1st October 2023 to 31st December 2023 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.

vii) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.

12th February 2024 NO 1 ACCOUNT

Company	Reference	Amount	Description
Office Needs	BACS640	£64.78	Stationery / Copier Paper
Top of the Mops	BACS641	£32.00	Office Cleaning 25/01
Aspect Maintenance Ltd	BACS642	£4,757.49	Open Spaces Maintenance – Jan
CB Landscapes	BACS643	£1,450.00	Covid Garden Maintenance
Stanley Marsh & Co Ltd	BACS644	£262.95	No 11 Building Insurance 2024/25
DVLA	DEBIT CARD	£320.00	Vehicle Tax
CITC	DEBIT CARD	£104.11	Petty Cash Top Up
TOTAL		£7,023.33	

The meeting closed at 8.10pm

CHAIRMAN

22nd April 2024