

**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 13TH NOVEMBER 2023 AT 7.30PM**

PRESENT:

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

Also, present: Mrs E De Can – Town Clerk

P&F/010/23 - APOLOGIES FOR ABSENCE

No apologies were required.

P&F/011/23 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/012/23 - 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

No members of the public were present.

P&F/013/23 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 17TH JULY 2023.

The minutes of the committee meeting held on the 17th July 2023 were **CONFIRMED** as a true record and signed by the chairman.

P&F/014/23 – 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/015/23 – TO CONSIDER THE DRAFT BUDGET AND PRECEPT REQUIREMENTS FOR 2024/25 AND AGREE RECOMMENDATIONS TO FULL COUNCIL

Members received reports detailing the expected and anticipated expenditure for the year ending 31st March 2024, 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 2024/25 as well as forecasted figures for the year 2025/26.

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 £370,676 is set for 2024/25 with a 4.2% increase in the precept based on the Band D equivalent.

P&F/016/23 – TO NOTE THE EXTERNAL FIRE RISK ASSESSMENT AND THE RECOMMENDATIONS MADE.

Members noted the report and that it had indicated that there are no records that the emergency lighting is maintained, however, the Town Clerk confirmed that this is performed as part of the CCTV/Alarm maintenance program and there is a record of monthly testing and members **RECOMMENDED** that the interior fire door is kept closed at all times.

P&F/017/23 – TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST MEETING.

Members noted the courses of Keeping on Top of Website Accessibility Webinar at a cost of £45.00 each for the Town Clerk and Deputy Clerk, How to use Canva Webinar at a cost of £45.00 for the Town Clerk, Rights of Way Webinar at a cost of £45.00 each for the Town Clerk and Community

Warden, Roles, Responsibilities & Working Partnerships at a cost of £65.00 each for Cllr Botham, Cllr Sayes & Cllr Brooke, Policies, Powers & Duties at a cost of £65.00 each for Cllr Botham, Cllr Sayes & Cllr Brooke, Meetings, Agendas & Minutes at a cost of £65.00 each for Cllr Botham, Cllr Sayes & Cllr Brooke, and Chair Training at a cost of £65.00 for the Town Mayor.

P&F/018/23 – FINANCE

i) GRANT APPLICATION:

a) TO CONSIDER AN APPLICATION FROM THE 1ST CANVEY ISLAND SEA SCOUTS

Members considered the grant application from the 1st Canvey Island Sea Scouts towards the replacement of cladding to a storage building and **RECOMMENDED** the award of a £500.00 grant.

b) TO CONSIDER AN APPLICATION FROM THE 3RD CANVEY ISLAND SCOUTS

Members considered the grant application from the 3rd Canvey Island Scouts towards the purchase of new hiking tents and **RECOMMENDED** the award of a £500.00 grant.

ii) TO VERIFY THE COUNCIL FINANCES AS OF 30TH SEPTEMBER 2023

Members **NOTED** the Council Finances as of 30th September 2023 inclusive of the bank reconciliation, statements and payments issued from 1st July 2023 to 30th September 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.

iii) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.

13th November 2023 — NO 1 ACCOUNT

Company	Reference	Amount	Description
Alfresco Hire Ltd	BACS600	£96.00	Tables & Chairs – Christmas Event
Top of the Mops Essex Ltd	BACS601	£32.00	Cleaning 02/11
Aspect Maintenance Ltd	BACS602	£7,493.49	Open Spaces Maintenance – Oct & Maintenance of 50 trees @ Canvey Lake
SLCC	BACS603	£108.00	Rights of Way Webinar (EDC & AW)
EMG Landscape and Driveways	BACS604	£750.00	Installation of Ducting for lake electric.
Aylesford Electrical Contractors Ltd	BACS605	£6,537.60	Installation of Christmas Lights
D4p Media	BACS606	£56.18	2 No Fly Tipping Signs - allotments
CPBC	BACS608	£1,014.94	Drafting Gunny Lease
TOTAL		£16,088.21	

The meeting closed at 8.20pm

CHAIRMAN

12th February 2023