

**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 17<sup>TH</sup> JULY 2023 AT 7.30PM**

**PRESENT:**

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

Non-Committee Members: Cllr S. Sayes and Cllr S. Brooke.

Also, present: Mrs E De Can – Town Clerk

**P&F/001/23 - APOLOGIES FOR ABSENCE**

Apologies were accepted from Cllr S. Sach.

**P&F/002/23 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**P&F/003/23 - TO APPOINT A VICE CHAIRMAN TO THE COMMITTEE FOR 2023/24**

Cllr May nominated Cllr J. Anderson as Vice Chairman of the Committee. The nomination was seconded by Cllr D. Anderson. There were no other nominations therefore Cllr J. Anderson was appointed Vice Chairman of the Committee for 2023/24.

**P&F/004/23 - 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/005/23 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 24<sup>TH</sup> APRIL 2023.**

The minutes of the committee meeting held on the 24<sup>th</sup> April 2023 were **CONFIRMED** as a true record and signed by the chairman.

**P&F/006/23 – TO NOTE THE CLERKS REPORT FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA**

Members noted the Clerks report of completed projects.

**P&F/007/23 - RISK MANAGEMENT  
TO REVIEW THE RISK MANAGEMENT ASSESSMENT AND INTERNAL CONTROLS**

The Town Clerk advised that the Council has several documents and controls in place as part of its strategy of internal control and risk management. However, an annual review must be undertaken to ensure that these procedures continue to be relevant and effective. Members noted the documents provided by the Town Clerk and confirmed that during the year the council has carried out various assessments of the risks facing it and taken appropriate steps to manage those risks.

**P&F/008/23 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES IS UNDERWAY. CONSIDER AND AGREE THE FOLLOWING NEW/AMENDED POLICIES:**

- i) **VEXATIOUS OR PERSISTENT COMPLAINANTS' POLICY.**  
Members approved and **RECOMMENDED** the adoption of the policy by the Council.
- ii) **COMPLAINTS PROCEDURE – MINOR AMENDMENT.**  
Members noted and approved the amendments.
- iii) **STATEMENT OF INTERNAL CONTROL.**  
Members noted the review with no amendments required.

