

**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 20TH FEBRUARY 2023 AT 7.30PM**

PRESENT:

Councillors: Cllr A. Acott, Cllr P May, Cllr N. Harvey, and Cllr B. Palmer.

Also, present: Mrs E De Can – Town Clerk
1 member of the public.

P&F/021/22 - APOLOGIES FOR ABSENCE

Cllr D. Anderson provided apologies.

P&F/022/22 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/023/22 - 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 wished to speak.

P&F/024/22 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 21ST NOVEMBER 2022

The minutes of the committee meeting held on the 21st November 2022 were **CONFIRMED** as a true record and signed by the chairman.

P&F/025/22 – TO NOTE THE CLERKS REPORT FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the Clerks report of completed projects.

P&F/026/22 – POLICIES - TO CONSIDER AND AGREE CHANGES TO EXISTING AS PER THE BELOW:

- i) **BIO-DIVERSITY STATEMENT – UPDATED TO INCLUDE SIGNING UP TO THE WILDER TOWNS, WILDER VILLAGES PROJECT**
Members noted the update.

P&F/027/22 – TO NOTE THE TRAINING COURSES BOOKED/ATTENDED SINCE THE LAST MEETING

- i) **SLCC ONLINE HR SUMMIT AT A COST OF £60.00**
Members noted the SLCC Online HR Summit to be attended by the Town Clerk at the cost of £60.00.

P&F/028/22 – FINANCE

- i) **TO CONSIDER AND AGREE THE APPOINTMENT OF HEELIS & LODGE AT A COST OF £430.00 TO CONDUCT THE COUNCILS INTERNAL AUDIT**
Members considered the appointment of Heelis & Lodge to conduct the Internal Audit for 2023 and **RECOMMENDED** the appointment at a cost of £430.00.
- ii) **TO CONSIDER AND AGREE THE COSTS FOR RENEWING THE ANNUAL CCTV AND ALARM MAINTENANCE CONTRACT FOR A PERIOD OF 3 YEARS TO OBTAIN A FIXED PRICE OF £720.00 PER ANNUM.**
Members considered the costs to extend the current CCTV and Alarm Maintenance Contract for a period of 3 years and **RECOMMENDED** the renewal with SFB Solutions to retain the fixed price of £720.00 per annum.

iii) TO CONSIDER AND AGREE THE COSTS OBTAINED FOR THE MOT INCLUSIVE OF REPLACING THE WATER PUMP AND CAMELTA FOR THE CADDY VAN.

Members considered the quotes obtained and **RECOMMENDED** the appointment of AJN Mechanic's to conduct the MOT and replace the water pump and cambelt on the Caddy Van at a cost of £615.74.

iv) TO CONSIDER AND AGREE THE COSTS TO REPLACE THE FIRE ALARM ELECTRIC CABLES FOLLOWING THE RECOMMENDATIONS MADE IN THE EXTERNAL FIRE RISK ASSESSMENT.

Members considered the quotes obtained and **RECOMMENDED** the appointment of SFB Solutions to replace the fire alarm electric cables at a cost of £640.00.

v) TO NOTE THE PURCHASE OF 4 NEW OFFICE CHAIRS FOLLOWING THE COMPLETION OF STAFF DISPLAY SCREEN/DESK SELF-ASSESSMENT FORMS AT A COST OF £536.00.

Members noted the purchase and cost of 4 new office chairs.

vi) TO CONSIDER AND AGREE THE AMENDMENTS TO THE BANK SIGNATORIES.

Members reviewed the amendments to the bank signatories and **RECOMMENDED** the removal of Mrs J Smith-Port, Cllr N. Harvey, and Cllr Palmer with the replacement of Mrs L. Gould and Cllr E. Harvey.

vii) TO VERIFY THE COUNCIL FINANCES AS OF 31ST DECEMBER 2022

Members **NOTED** the Council Finances as of 31st December 2022 inclusive of the bank reconciliation, statements and payments issued from 1st October 2022 to 31st December 2022 and no questions were raised. Members confirmed that Cllr A. Acott can sign the reconciliation documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2.

viii) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.

20th February 2023 — NO 1 ACCOUNT

Company	Reference	Amount	Description
Everflow Limited	DD	£59.12	Water Charges 12/3-11/4
SLCC Enterprises Ltd	BACS484	£72.00	EDC – SLCC HR Summit
Office Needs	BACS485	£107.14	Stationery
Aspect Maintenance Ltd	BACS486	£4,757.49	Open Spaces Maintenance
SFB Solutions	BACS487	£77.77	Battery - Emergency Light
SGW Payroll Ltd	BACS488	£27.60	Payroll – Mth10
Stanley Marsh & Co Ltd	BACS489	£241.55	Building Insurance, No 11 2023/24
Top of the Mops Essex Ltd	BACS490	£30.00	Cleaning – 09/02
Ice Queen	BACS491	£912.00	Ice Rink Deposit 2023/24
Underhill Tree Consultancy Ltd	BACS492	£858.00	Tree Audit
Essex County Council	BACS493	£200.00	Seasonal Decoration App.
TOTAL		£7,342.67	

The meeting closed at 8.00pm

CHAIRMAN

24th April 2023