

**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 21st NOVEMBER 2022 AT 7.30PM**

PRESENT:

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

Non committee members: Cllr J. Anderson

Also, present: Mrs E De Can – Town Clerk, Mrs J Smith-Port – Deputy Clerk

P&F/011/22 - APOLOGIES FOR ABSENCE

Apologies were received from Cllr N Harvey.

P&F/012/22 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

A declaration of interest was received from Cllr A. Acott regarding Canvey Island Wildlife and Conservation Group which is mentioned in the Town Councils' Biodiversity Statement as he is Secretary/Treasurer for the organisation.

P&F/013/22 - 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 were present.

P&F/014/22 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 18th JULY 2022

The minutes of the committee meeting held on the 18th July 2022 were **CONFIRMED** as a true record and signed by the chairman.

P&F/015/22 – TO NOTE THE CLERKS REPORT FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the Clerks report of completed projects.

P&F/016/22 - TO CONSIDER THE BUDGET AND PRECEPT REQUIREMENTS FOR 2023/24 AND AGREE RECOMMENDATIONS TO FULL COUNCIL.

Members received reports from the Responsible Financial Officer detailing the expected and anticipated expenditure for the year ending 31st March 2023, 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 2023/24 as well as forecasted figures for the next three years up to 2026/27.

The Responsible Financial Officer 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 £376,707 is set for 2023/24 with a 4% increase in the precept based on the Band D equivalent.

P&F/017/22 –TO NOTE THE EXTERNAL FIRE RISK ASSESSMENT AND THE RECOMMENDATIONS MADE.

Members noted the External Fire Risk Assessment and the recommendations made. Members considered the advisory note regarding the installation of a fire door hold open device and **NOTED** staff already ensure this action would be un-necessary. Members **RECOMMENDED** staff investigate alternative External Fire Risk Assessors as best practice to ensure objectivity.

P&F/018/22 – POLICIES - TO CONSIDER AND AGREE CHANGES TO EXISTING AS PER THE BELOW:

- i) TO NOTE THE AMENDMENTS TO THE CASUAL VACANCY/CO-OPTION POLICY**
Members noted amendments and **RECOMMENDED** that the proposed amendments be approved and adopted by the Council.
- ii) TO NOTE THE AMENDMENTS TO THE BIODIVERSITY STATEMENT**
Members noted the amendments and **RECOMMENDED** that the proposed amendments be approved.
- iii) TO NOTE THE AMENDMENTS TO THE CRIME AND DISORDER POLICY**
Members noted amendments and **RECOMMENDED** that the proposed amendments be approved and adopted by the Council.

P&F/019/22 – TO NOTE THE TRAINING COURSES BOOKED/ATTENDED SINCE THE LAST MEETING

- i) EMERGENCY FIRST AID AT WORK AT A COST OF £165.00 EACH**
Members noted the Emergency First Aid Training course to be attended by the Town Clerk and Community Warden at the cost of £165 each.

P&F/020/22 – FINANCE

- i) TO CONSIDER AND AGREE THE COSTS FOR THE EXTENSION OF THE SAFE STORE CONTRACT FOR 48 MONTHS AND TO AGREE THE PAYMENT OF £4,356.48 UP FRONT TO SECURE THE DISCOUNTED RATE.**
Members considered the quotation for a 48-month contract with the existing off-site storage provider and the saving of £1,740.96 and **RECOMMENDED** to agree the upfront payment to secure the discounted rate.
- ii) TO VERIFY THE COUNCIL FINANCES AS OF 30TH SEPTEMBER 2022**
Members **NOTED** the Council Finances as of 30th September 2022 inclusive of the bank reconciliation, statements and payments issued from 1st July 2022 to 30th September 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.
- iii) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.**

24th October 2022 – No 1 ACCOUNT

Company	Reference	Amount	Description
The Bungalow Nursery	BACS437	£233.16	Winter Plants for Covid Memorial Planters
TOTAL		£233.16	

21st November 2022 — NO 1 ACCOUNT

Company	Reference	Amount	Description
D Trower	BACS439	£20.00	Window Cleaning x 2
Phuse Media	BACS440	£204.00	Website Hosting & SSL Certificate Sept 22 to Sept 23
Aylesford Electrical Contractors Ltd	BACS441	£6,537.60	Christmas Lighting 2022 – 75% payment
CB Landscapes	BACS442	£620.00	WFM - Annual tree maintenance and Grass cutting around trees x 6
Dream Clean	BACS443	£105.00	Office Cleaning x 3
Aspect Maintenance	BACS444	£4,757.49	Maintenance - October
Mr R Dolphin	BACS445	£798.00	Car Park Rental – 1/12 to 31/05

Design4Print	BACS446	£157.00	Christmas Event – 500x A5 Leaflets / 1no. 12' x 3' Banner
Aspect Maintenance	BACS447	£859.20	Tidal Pool – Corner Infill Protectors
Trinity Construction	BACS448	£420.00	The Gunny Project – Consultation fee
CITC – Petty Cash	DEBIT CARD	£145.18	Petty Cash Top-Up
TOTAL		£8,889.27	

The meeting closed at 8:32pm

CHAIRMAN

20th February 2023