

**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 22<sup>ND</sup> APRIL 2024 AT 7.30PM**

**PRESENT:**

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

Also, present: Mrs E De Can – Town Clerk

**P&F/027/23 - APOLOGIES FOR ABSENCE**

Apologies were provided and accepted for Cllr S. Sach.

**P&F/028/23 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**P&F/029/23 - 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/030/23 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 12<sup>TH</sup> FEBRUARY 2024.**

The minutes of the committee meeting held on the 12<sup>th</sup> February 2024 were **CONFIRMED** as a true record and signed by the chairman.

**P&F/031/23 – 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/032/23 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES IS UNDERWAY. NOTE THE AMENDMENTS TO THE FOLLOWING POLICIES:**

**i) REMOVALABLE MEDIA POLICY.**

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

**ii) PUBLICATION SCHEME.**

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

**iii) FLEXIBLE WORKING REQUEST PROCEDURE.**

Members noted the government regulation changes with effect from the 1<sup>st</sup> April 2024 and approved and **RECOMMENDED** the amendments to the policy by the Council.

**P&F/033/23 – FINANCE**

**i) GRANT APPLICATION:**

**a) TO CONSIDER AN APPLICATION FROM THE ROYAL BRITISH LEGION**

Members noted an accounting error made in 2023/24 where the grant awarded to the RBL Canvey Branch was made to the RBL Poppy Appeal in error. Following numerous requests during the year and a formal complaint the Poppy Appeal charity have not returned the funds to the Town Council or transferred it to the correct RBL account. Members approved the re-consideration of this grant application from the Royal British Legion for the purchase of a PA System for use on Remembrance Sunday and **RECOMMENDED** an award of a £485.39 grant.

**b) TO CONSIDER AN APPLICATION FROM THE ST VINCENT DE PAUL SOCIETY**

Members considered the grant application from the St Vincent De Paul Society for the financial assistance to help run the vehicles for the distribution of food around Canvey

Island and although it is not usually the Councils policy to provide grants for revenue projects it can consider a one off project and due to the valued work that the St Vincent De Paul society provide to the community of Canvey Island the committee **RECOMMENDED** an award of a £500.00 grant on this occasion.

**i) TO NOTE THE COST OF THE INTERNAL AUDIT OF £430.00.**

Members noted the cost was within the £500.00 maximum allowance previously agreed.

**ii) TO NOTE THE CONTINUATION OF THE ANNUAL CONTRACT FOR FEMININE HYGIENE BINS WITH INITIAL RENTOKIL AT A COST OF £76.80 PER ANNUM.**

Members noted the costs.

**iii) TO NOTE THE CONTINUATION OF THE VEHICLE INSURANCE WITH JAMES HALLAM AT A COST OF £628.60 FOR 2024/25.**

Members noted the costs.

**iv) TO VERIFY THE COUNCIL FINANCES AS OF 31<sup>ST</sup> MARCH 2024**

Members **NOTED** the Council Finances as of 31<sup>st</sup> March 2024 inclusive of the bank reconciliation, statements and payments issued from 1<sup>st</sup> January 2024 to 31<sup>st</sup> March 2024 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.

**v) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.**

**22<sup>nd</sup> April 2024 NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
Top of the Mops	BACS661	£98.00	Office Cleaning 21/03, 06/04 & 18/04.
Aspect Maintenance Ltd	BACS662	£6,469.89	Open Spaces Maintenance – Mar, Jetty Repairs, tree limb removal & bee posts.
Concord Rangers Football Club	BACS663	£60.00	Hall Hire - ATM
D Trower	BACS664	£20.00	Window Cleaning 27/2 & 19/3
Trophy Store	BACS665	£137.96	Round Glass Plaques x 4
C B Landscapes	BACS666	£150.00	Weeding & Inspections Nov23-Apr24
CPBC	BACS667	£173.68	Bin Hire & Collection Apr24-Mar25
SLCC	BACS668	£438.00	KB Training Courses
Jim Dellow	BACS669	£157.51	No 13 Building Insurance
Trophies Plus Medals Ltd	BACS670	£26.75	Jase Glass Awards x 2
Rialtas Business Solutions Ltd	BACS671	£666.00	Omega Annual Support & Licence
Glanville Services Limited	BACS672	£300.00	Electrical Testing Survey
Start Traffic Ltd	BACS673	£86.78	Event sign frames x 4
Office Needs Group	BACS674	£72.64	Stationery
Amec Plumbing & Heating Ltd	BACS676	£65.00	Water leak repairs at Waterside Allotments
<b>TOTAL</b>		<b>£8,922.21</b>	

The meeting closed at 8.15pm

CHAIRMAN

15<sup>th</sup> July 2024