

**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 26TH JULY 2021 AT 7.30PM**

PRESENT:

Councillors: Cllr N. Harvey, Cllr D. Anderson, Cllr A. Acott and Cllr B. Palmer.

Non committee members: Cllr J. Anderson

Also, present: Mrs E. De Can – Town Clerk

P&F/001/21 - APOLOGIES FOR ABSENCE

Apologies were accepted for Cllr Blackwell.

P&F/002/21 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/003/21 - 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/004/21 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE ONLINE COMMITTEE MEETING HELD ON THE 19TH APRIL 2021.

The minutes of the online committee meeting held on the 19th April 2021 were **CONFIRMED** as a true record and signed by the chairman.

P&F/005/21 – TO NOTE THE CLERKS REPORT FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the Clerks report of completed projects.

P&F/006/21 – TO CONSIDER AND AGREE THE RENT INCREASE OF £145.20 ANNUALLY TO £1,597.20 FOR THE PARKING SPACES AT THE REAR OF THE COUNCIL OFFICE.

Members considered the proposed rent increase and **RECOMMENDED** the approval of the increase to £1,597.20 per annum.

**P&F/007/21 - 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/008/21 – POLICIES - TO NOTE THE COMPLETION OF THE ANNUAL REVIEW AND AMENDMENTS TO THE FOLLOWING:

Members noted the completion of the annual review of all policies and the amendments made to the Annual Leave Procedure, the Staff Recruitment policy, and the CCTV Policy.

Members reviewed and considered the Tree Policy and **RECOMMENDED** that this be changed to include a paragraph under section 3 to confirm that the council will consider replacing any tree's that have had to be removed.

Members reviewed and considered the Out of Hours Call Out Policy and **RECOMMENDED** that this be changed to include the Policy & Finance chairman as an initial contact along with the Leader of the Council.

P&F/009/21 – TO NOTE THE TRAINING COURSES BOOKED/ATTENDED SINCE THE LAST MEETING

i) ONLINE SLCC REGIONAL TRAINING SEMINAR AT A COST OF £90.00

Members noted the online SLCC Regional Training Seminar attended by the Town Clerk and Deputy Clerk at a cost of £90.00.

ii) ONLINE WEB ACCESSIBILITY MINI SUMMIT AT NO COST

Members noted the online Web Accessibility Mini Summit attended by the Community & Events Officer at no cost.

P&F/010/21 – FINANCE

i) GRANT APPLICATIONS:

TO CONSIDER AN APPLICATION FROM THE FRIENDS OF ST KATHERINES

Members considered the grant application from the Friends of St Katherines for financial assistance towards new tools and gardening supplies and **RECOMMENDED** the award of a £500.00 grant and requested that a recommendation is made that these supplies should be sourced locally and preferably from a Canvey business to continue to support the town.

ii) TO NOTE THE TRANSFER OF PAYROLL COMPANY WITH EFFECT FROM THE 1ST JULY 2021 TO SGW PAYROLL AT A LOWER MONTHLY COST OF £23.00.

Members noted the transfer of payroll company.

iii) TO NOTE THE CHANGE OF CCTV PROVIDER TO SFB SOLUTIONS AT A LOWER ANNUAL COST OF £620.00 WITH A ONE-OFF CHARGE OF £99.00 FOR THE URN APPLICATION.

Members noted the change of CCTV provider.

iv) TO VERIFY THE COUNCIL FINANCES AS OF 30TH JUNE 2021

Members **NOTED** the Council Finances as of 30th June 2021 inclusive of the bank reconciliation, statements and cheques issued from 1st April 2021 to 30th June 2021 and no questions were raised. Members confirmed that Cllr N. Harvey 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.

28th July 2021 — NO 1 ACCOUNT

Company	Reference	Amount	Description
Design4Print	BACS214	£60.00	AFD banner - Installation
D. Trower	BACS215	£20.00	Window Cleaning- 15/06 & 29/06
Wave (Anglian Water)	BACS216	£398.50	Final water bill up to 11/04
Aspect Maintenance Ltd	BACS217	£4,877.49	June Maintenance / Jetty repair
Tindle Newspapers Essex & Kent	BACS218	£54.00	Garden Trail Advert 06/07/2021
UK Archive Ltd	BACS219	£25.20	6x confidential shredding sack
CI Horticultural Society	BACS220	£100.00	Clear ground at WS allotments
CB Landscapes	BACS221	£575.00	6x 8ft Fishing prevention post
J & M Payroll Services Limited	BACS222	£36.00	Payroll admin- Jun
TOTAL		£6,146.19	

The meeting closed at 8.25pm.

CHAIRMAN

13th December 2021