

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
POLICY AND FINANCE COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL
HELD IN THE COUNCIL MEETING ROOM, PADDOCKS COMMUNITY CENTRE, LONG
ROAD, CANVEY ISLAND ON
MONDAY 27TH APRIL 2026 AT 7.00PM**

PRESENT:

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

Also, present: Mrs L Gould – Deputy Clerk

P&F/028/25 - APOLOGIES FOR ABSENCE

All members were present.

P&F/029/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/030/25 - 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/031/25 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 9TH FEBRUARY 2026.

The minutes of the committee meeting held on the 9th February 2026 were **CONFIRMED** as a true record and signed by the chair.

P&F/032/25 – TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the Clerks report and an update on the mobile phones.

P&F/033/25 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES AND TO CONSIDER AND AGREE AMENDMENTS TO THE:

i) MEDIA/PUBLICITY POLICY.

Members approved and **RECOMMENDED** that the amendments are adopted by the Council

ii) CCTV POLICY.

Members approved and **RECOMMENDED** that the amendments are adopted by the Council.

iii) PUBLICATION SCHEME.

Members approved and **RECOMMENDED** that the amendments are adopted by the Council.

iv) FLEXIBLE WORKING POLICY.

Members approved and **RECOMMENDED** that the amendments are adopted by the Council.

P&F/034/25 - TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST MEETING.

Members noted the courses booked or attended, which are Biodiversity Crisis webinar at a cost of £60.00 each for the Town Clerk, Deputy Clerk and Community Officer, Employment Law update at a cost of £60.00 for the Town Clerk and Permitted Development Rights at a cost of £72.00 for the Community Officer.

P&F/035/25 – FINANCE

i) GRANT APPLICATIONS

a) TO CONSIDER AN APPLICATION FROM CASTLE POINT DISTRICT PHOENIX CLUB

Members considered the grant application from Castle Point District Phoenix Club for the purchase of a gazebo and **RECOMMENDED** the award of a £500.00 grant.

b) TO CONSIDER AN APPLICATION FROM KINDER ESSEX CASTLE POINT

Members considered the grant application from Kinder Essex Castle Point for the purchase of wool for the Hug in a Shrug community knitting group and **RECOMMENDED** the award of a £250.00 grant.

c) TO CONSIDER AN APPLICATION FROM WYVERN COMMUNITY TRANSPORT

Members considered the grant application from Wyvern Community Transport for the purchase of new uniforms for volunteers and **RECOMMENDED** the award of a £250.00 grant.

ii) TO VERIFY THE COUNCIL FINANCES AS OF 31ST MARCH 2026

Members **NOTED** the Council Finances as of 31st March 2026 inclusive of the bank reconciliation, statements and payments issued from 1st January 2026 to 31st March 2026 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.

iii) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.

27th April 2026 NO 1 ACCOUNT

Company	Reference	Amount	Description
Top of the Mops	BACS965	£36.00	Cleaning – 31/3 & 14/4
Aspect Maintenance Ltd	BACS966	£8,429.09	Mar Maintenance/Privet Bushes
Office Needs	BACS967	£42.00	Confidential Shredding
Amazon	BACS968	£32.62	Archive Boxes
Rialtas Business Solutions	BACS969	£735.60	Annual Accounting Package 2026/27
Council Wise	BACS970	£216.00	Biodiversity Training – EDC/LG/AW
CI Horticultural Society	BACS971	£416.50	10% management fee
Essex & Herts Air Ambulance	BACS972	£500.00	Grant – Defibrillator
Premier Trophies	BACS973	£204.93	Community Awards Trophies
CB Landscapes	BACS974	£150.00	Covid Garden Maintenance Nov25-Apr26
TOTAL		£10,762.74	

The meeting closed at 7.40pm

CHAIRMAN

27th July 2026