

**MINUTES OF THE PROCEEDINGS AT THE ONLINE MEETING OF THE  
POLICY AND FINANCE COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL  
ON MONDAY 28<sup>TH</sup> SEPTEMBER 2020 AT 7.30PM**

**PRESENT:**

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

Non-Committee Members: Cllr J. Anderson

Also, present: Mrs E. De Can – Town Clerk  
Miss J Smith – Deputy Clerk  
2 members of the public

**P&F/001/20 - APOLOGIES FOR ABSENCE**

All members were present.

**P&F/002/20 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**P&F/003/20 - 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/004/20 – TO NOTE THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 4<sup>TH</sup>  
NOVEMBER 2019**

Members noted the minutes of the committee meeting held on the 4<sup>th</sup> November 2019 which were **CONFIRMED** and signed as a true record by the Town Mayor at the Council meeting on the 3<sup>rd</sup> February 2020.

**P&F/005/20 – TO NOTE THE CLERKS REPORT FROM THE ONGOING PROJECTS AND NOT ON  
THE AGENDA**

Members noted the Clerks report of completed projects.

**P&F/006/20 - 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/007/20 – POLICIES**

**i) TO NOTE THE AMENDMENTS TO THE MATERNITY LEAVE POLICY**

Members noted and approved the amendments.

**ii) TO NOTE THE AMENDMENTS TO THE PATERNITY LEAVE POLICY**

Members noted and approved the amendments.

**iii) TO NOTE THE AMENDMENTS TO THE ADOPTION LEAVE POLICY**

Members noted and approved the amendments.

**iv) TO NOTE THE AMENDMENTS TO THE PARENTAL LEAVE POLICY**

Members noted and approved the amendments.

**v) TO CONSIDER AND AGREE THE SHARED PARENTAL LEAVE POLICY**

Members considered and **RECOMMENDED** the adoption of the Shared Parental Leave Policy.

**vi) TO CONSIDER AND AGREE THE PARENTAL BEREAVEMENT POLICY**

Members considered and **RECOMMENDED** the adoption of the Parental Bereavement Policy.

**P&F/008/20 – TO NOTE THE TRAINING COURSES BOOKED/ATTENDED SINCE THE LAST MEETING**

**i) HEALTH & WELLBEING CONFERENCE AT A COST OF £25.00**

Members noted that the conference booked for the Deputy Clerk had been cancelled and will be rebooked when available.

**ii) HEALTH & SAFETY COURSE AT A COST OF £14.00**

Members noted the online course attended by the Deputy Clerk at a cost of £14.00.

**iii) RISK ASSESSMENT COURSE AT A COST OF £130.00**

Members noted that the course booked for the Deputy Clerk had been cancelled and will be rebooked when available.

**iv) MINUTES AND AGENDAS AT A COST OF £70.00**

Members noted that the course booked for the Deputy Clerk had been cancelled and will be rebooked when available.

**v) ROUTINE PLAYGROUND INSPECTION COURSE AT A COST OF £170.00**

Members noted that the re-accreditation course booked for the Community Warden had been cancelled and will be rebooked when available.

**vi) ACCESSIBILITY COURSE AT A COST OF £130.00**

Members noted the online course attended by the Community & Events Officer at a cost of £130.00.

**vii) HEALTH & WELLBEING FORUM AT NO COST**

Members noted the online forum attended by the Town Clerk and Deputy Clerk at no cost.

**viii) J9 DOMESTIC ABUSE COURSE AT NO COST**

Members noted the online course attended by all staff at no cost.

**ix) MENTAL HEALTH COURSE AT NO COST**

Members noted the online course attended by the Deputy Clerk at no cost.

**x) CREATING ACCESSIBLE EXCEL DOCUMENTS COURSE AT A COST OF £65.00**

Members noted the online course to be attended by the Town Clerk and Community & Events Officer at a cost of £65.00.

**P&F/009/20 – FINANCE**

**i) TO CONSIDER AND AGREE THE PURCHASE OF AN ANNUAL LICENCE FOR ANY DESK REMOTE ACCESS AT A COST OF £41.99 PER MONTH**

Members considered the quotes provided for remote working and **RECOMMENDED** the purchase of an annual licence for Any Desk at a cost of £41.99 per month, although approved that Cllr Harvey could investigate a potential cheaper option with the council's current email provider and should this be possible it was **RECOMMENDED** to proceed with the cheaper option.

**ii) TO NOTE THE CHANGE IN MOBILE PHONE PROVIDER AND UPGRADE FOLLOWING THE END OF CONTRACT IN MARCH 2020 TO BIONIC AT A COST OF £1,518.24 FOR 2 HANDSETS FOR A 24 MONTH CONTRACT**

Members noted the change in mobile phone provider and associated costs of £31.63 per month per handset over a 24 month period an increase of £3.40 per month from the previous contract.

**iii) TO NOTE THE RENEWAL OF COUNCIL INSURANCE WITH ZURICH MUNICIPAL FOR A FURTHER 3 YEAR TERM AT A COST OF £1,737.82 AGREED UNDER DELEGATED POWERS**

Members noted the renewal of council insurance and associated costs.

**iv) TO VERIFY THE COUNCIL FINANCES AS OF 31<sup>ST</sup> AUGUST 2020**

Members **NOTED** the Council Finances as of 31<sup>st</sup> August 2020 inclusive of the bank reconciliation, statements and cheques issued from 1<sup>st</sup> April 2020 to 31<sup>st</sup> August 2020 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 at the next available opportunity.

**v) TO NOTE THE ACCOUNTS PAYMENTS PREVIOUSLY AGREED UNDER DELEGATED POWERS**

**15<sup>th</sup> September 2020 — NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Transaction</b>	<b>Amount</b>	<b>Description</b>
Aylesford Electrical	BACS081	62717218	£1170.00	3x New motifs & 6x brackets
D. Trower	BACS082	62717276	£20.00	Window cleaning 11/08 & 01/09
Tindle Newspapers Essex & Kent	BACS083	62717289	£960.00	Aug wrap – Canvey & Benfleet times
K. Reader – Dream Clean	BACS084	62717304	£70.00	Office cleaning – 05/08 & 19/08
Design 4 Print	BACS085	62717320	£18.00	A4 No Entry sticker
Aspect Maintenance	BACS086	62717328	£4711.50	Maintenance - August
J & M Payroll	BACS087	62717336	£36.00	Payroll processing - August
PKF Littlejohn LLP	BACS088	62717344	£720.00	External Audit YE 31/03/2020
Benfleet Glass Co. Ltd	BACS089	62717359	£192.00	Geo wire glass – Clerks Office
Phuse Media	BACS090	62717363	£900.00	Website Development - balance
MJM Software Limited	BACS091	62717434	£369.98	Installation & set-up 4x PC & 2x webcams
A Wakenell	BACS092	62717456	£34.74	Travel Van Service - AW
Stanley Marsh & Co Ltd	BACS093	62717493	£2500.00	No 11 rent – 28/09 to 24/12
<b>TOTAL</b>			<b>£11,702.22</b>	

The meeting closed at 8.15pm.

CHAIRMAN

1<sup>st</sup> February 2021