

Canvey Island Town Council



TO MEMBERS OF THE POLICY AND FINANCE COMMITTEE

Cllr. N. Harvey (Chairman), Cllr. B. Campagna, Cllr. D Anderson, Cllr. D. Blackwell,
Cllr A. Acott and Cllr. B Palmer



Dear Councillors,

I hereby summon you to attend a meeting of the **POLICY AND FINANCE COMMITTEE** to be held in the **COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB** on **MONDAY 4TH NOVEMBER 2019** commencing at **7.30PM** for the transaction of business as set out below.

Any member who is unable to attend the meeting should send their apologies before the meeting.

Yours faithfully

Mrs E. De Can
Town Clerk

29th October 2019

The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing or otherwise reporting of those participating in a meeting. Should any member of the public present and does not wish to participate but who objects to being filmed, recorded, photographed or otherwise reported about please make yourself known to the Town Clerk. All Council meetings are recorded and are available as audio minutes on the Councils website.

A G E N D A

- 1 Apologies for absence
- 2 To receive declarations of interest in items on the agenda.
- 3 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.
- 4 To confirm and sign as a true record the minutes of the committee meeting held on the 15th July 2019.
- 5 To note the Clerks report from the ongoing projects and not on the agenda (Appendix A)
- 6 To consider the budget and precept requirements for 2020/21 and agree recommendations to Full Council.
- 7 To note the External Fire Risk Assessment and the recommendations made.
- 8 To note the completion of the External Audit and the Annual Return for the year ending 31st March 2019 (Appendix B).
- 9 To consider the proposal and costs for a review of the councils website to establish its requirements to comply with the Public Sector Bodies (Website & Mobile Applications) Accessibility Regulations by September 2020 (Appendix C - E).
- 10 Risk Management
 - To review the Risk Management Assessment and Internal Controls
- 11 Policies:
 - i) To note the minor amendments to the Financial Regulations following instruction from NALC (Appendix F).
 - ii) To note the amendments to the Disciplinary & Grievance Procedure.
 - iii) To note the review the Publication Scheme (Appendix G).

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12 To note the Training Courses booked / attended since the last meeting:

- i) It's a Knock Out – events at a cost of £90.00 (Deputy Clerk)
- ii) Safe, Secure Communities at a cost of £25.00 (Cllr Alan Acott)
- iii) Councillor Training Day 1 & 2 at a cost of £180.00 (Cllr Elaine Harvey)

13 Finance:

- i) Grant Applications
 - a. To consider an application from Community Watch Publishing (Appendix H)
- ii) To consider and agree the re-investment of the Nationwide Fixed Bond account.
- iii) To verify the Council Finances as at 30th September 2019.
- iv) To confirm accounts for payment as previously agreed.