

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 15TH JULY 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

9th July 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 To appoint a Vice Chairman to the committee for 2019/20.
- 4 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.
- 5 To confirm and sign as a true record the minutes of the committee meeting held on the 29th April 2019.
- 6 To note the Clerks report from the ongoing projects and not on the agenda (Appendix A)
- 7 To note the Internal Auditors report for 2019 with no recommendations made (Appendix B)
- 8 Policies:
 - i) To note the Band Stand Hire policy as agreed by Community Relations committee on the 24th June 2019 (Appendix C)
 - ii) To note the amended Memorial Tree's, Benches and Plaque Policy (Appendix D)
 - iii) To note the amended Allotment Policy (Appendix E)
 - iv) To note the amended CCTV Policy (Appendix F)
- 9 To note the Training Courses booked / attended since the last meeting:
 - i) Chairman's Day 1, 2 & 3 at a cost of £270.00 (Cllr C Sach)
 - ii) Code of Conduct at a cost of £65.00 (Deputy Clerk)
- 10 Finance:
 - i) To consider and agree the quotes provided for replacement event t-shirts (Appendix G)
 - ii) To consider and agree the quotes provided for replacement meeting desk plates (Appendix H)

- iii) To consider and agree the increase in rent for the office parking spaces to £726.00 half yearly from the 1st December 2019 (Appendix I).
- iv) To note the annual insurance policy cost of £1,679.52 to be reviewed in 2020 at the end of the 3 year contract.
- v) To verify the Council Finances as at 30th June 2019.
- vi) To confirm accounts for payment as previously agreed.