

**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 4<sup>TH</sup> NOVEMBER 2019 AT 7.30PM**

**PRESENT:**

Councillors: 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

In the absence of the chairman and vice chairman the committee appointed Cllr Palmer to chair the meeting.

**P&F/011/19 - APOLOGIES FOR ABSENCE**

Cllr N. Harvey, Cllr B. Campagna and Cllr D. Blackwell.

**P&F/012/19 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**P&F/013/19 - 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**

The secretary of the Chapman Sands Sailing Club asked to speak to the committee regarding advice on how he can find out if there is a covenant on the land of the sailing club following a letter he had received from a member of the public. A copy of the letter was provided to the committee.

**P&F/014/19 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 15<sup>TH</sup> JULY 2019**

The minutes of the committee meeting held on the 15<sup>th</sup> July 2019 were **CONFIRMED** and signed as a true record. The minutes of the meeting on the 29<sup>th</sup> April 2019 were signed as agreed in the previous meeting.

Cllr J. Anderson wished it noted that he was present at the meeting on the 15<sup>th</sup> July 2019 although not a committee member.

**P&F/015/19 – TO NOTE THE CLERKS REPORT FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA**

Members noted the Clerks report of completed projects.

**P&F/016/19 – TO CONSIDER THE BUDGET AND PRECEPT REQUIREMENTS FOR 2020/21 AND AGREE RECOMMENDATIONS TO FULL COUNCIL**

Members received reports from the Responsible Financial Officer detailing the expected and anticipated expenditure for the year ending 31<sup>st</sup> March 2020, a draft budget including explanations for increases or decreases and a financial report providing details of the Councils accounts detailing the use of the budget and earmarked reserves and providing an anticipated figure for the General Reserves at the end of the financial year 2020/21.

The Responsible Financial Officer confirmed that the tax base calculation from Castle Point Borough Council is not yet known and may change the precept value slightly once confirmed.

Members discussed the proposed budget and four year plan and **RECOMMENDED** that a budget of £431,315 be set for 2020/21 with a 2.1% increase in the precept based on the Band D equivalent.

**P&F/017/19 - TO NOTE THE EXTERNAL FIRE RISK ASSESSMENT AND THE RECOMMENDATIONS MADE**

Members noted the External Fire Risk Assessment and the recommendations made. Members considered the action points and **RECOMMENDED** that investigations and actions be taken and costs provided where appropriate or if required. Members raised concerns regarding the recommendation of an external fire resistant letter box due to potential vandalism and securing confidential post and requested that the Clerk investigate costs of a possible internal fire resistant box to replace the existing grate at the rear of No 11.

**P&F/018/19 - TO NOTE THE COMPLETION OF THE EXTERNAL AUDIT AND THE ANNUAL RETURN FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2019**

Members noted the completion of the External Audit and the Annual Return for the year ending 31<sup>st</sup> March 2019 with no comments made. Members noted that the notice of the completion of the audit has been advertised as per legislation and is also on the Councils website for the public to review.

**P&F/019/19 - 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**

Members noted a report provided by the Town Clerk detailing the compulsory actions required to comply with the Public Sector Bodies (Website & Mobile Applications) Accessibility Regulations and **RECOMMENDED** that Coolfields Consulting be appointed at a cost of £600.00 to conduct an audit of the current website to provide details of areas which need consideration in order to comply by September 2020.

**P&F/020/19 - RISK MANAGEMENT TO REVIEW THE RISK MANAGEMENT ASSESSMENT AND INTERNAL CONTROLS**

The Town Clerk advised that the Council has a number of 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/021/19 – POLICIES**

**i) TO NOTE THE MINOR AMENDMENTS TO THE FINANCIAL REGULATIONS FOLLOWING INSTRUCTION FROM NALC**

Members noted and approved the amendments as recommended by NALC.

**ii) TO NOTE THE AMENDMENTS TO THE DISCIPLINARY & GRIEVANCE PROCEDURE**

Members noted and approved the amendments as recommended by NALC.

**iii) TO NOTE THE REVIEW THE PUBLICATION SCHEME.**

Members noted the review of the publication scheme and approved the amendments.

**P&F/022/19 – TO NOTE THE TRAINING COURSES BOOKED/ATTENDED SINCE THE LAST MEETING**

**i) IT'S A KNOCK OUT – EVENTS AT A COST OF £90.00**

Members noted the events course attended by the Deputy Clerk at a cost of £90.00.

**ii) SAFE, SECURE COMMUNITIES AT A COST OF £25.00**

Members noted the course booked for the Town Mayor at a cost of £25.00.

**iii) COUNCILLOR TRAINING DAY 1 & 2 AT A COST OF £180.00**

Members noted the Councillor training days booked for Cllr E Harvey at a cost of £180.00.

**P&F/023/19 – FINANCE**

**i) GRANT APPLICATIONS:**

**TO CONSIDER AN APPLICATION FROM COMMUNITY WATCH PUBLISHING**

Members considered the grant application from Community Watch Publishing for financial assistance towards the production of its monthly magazine and **RECOMMENDED** that the application be rejected as this was a county wide publication and there was not enough evidence of how many Canvey Island residents would be benefiting from the grant.

**ii) TO CONSIDER AND AGREE THE RE-INVESTMENT OF THE NATIONWIDE FIXED BOND ACCOUNT**

Members noted that the Business 1 Year Savers account with Nationwide which matures in December 2019 and **RECOMMENDED** that the funds be reinvested with Nationwide on maturity and note that the interest rate available at that time may differ to the rate at the time of this meeting.

**iii) TO VERIFY THE COUNCIL FINANCES AS AT 30<sup>TH</sup> SEPTEMBER 2019**

Members **NOTED** the Council Finances as at 30<sup>th</sup> September 2019 inclusive of the bank reconciliation, statements and cheques issued from 1<sup>st</sup> July 2019 to 30<sup>th</sup> September 2019 and no questions were raised. Cllr B. Palmer duly signed the reconciliation documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2.

**iv) TO CONFIRM ACCOUNTS FOR PAYMENT AS PREVIOUSLY AGREED**

Accounts **APPROVED** and cheques 203512 to 203520 inclusive were signed for A/c No 1.

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2019	J Anderson	203512	27.90		Mileage Claim - JA
04/11/2019	Design4Print	203513	517.20		A4 Posters/Banners x9
04/11/2019	British Gas	203515	506.11		CCTV Electric Nov18-Oct19
04/11/2019	K J Gray	203517	1,152.00		Annual Cut/Bale
04/11/2019	RBL Poppy Appeal	203518	19.00		Poppy Wreath
04/11/2019	Aspect Maintenance Ltd	203519	5,058.20		Maintenance - Oct
04/11/2019	This is Fever Limited	203520	24.00		Cloud hosting - Nov
<b>Total Payments</b>			<u>7,304.41</u>		

The meeting closed at 8.50 pm.

CHAIRMAN

3<sup>rd</sup> February 2020