

**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 15TH JULY 2019 AT 7.30PM**

PRESENT:

Councillors: Cllr B. Campagna, Cllr D. Anderson, Cllr B. Palmer and Cllr A. Acott

Also present: Mrs E. De Can – Town Clerk
Miss J Smith – Deputy Clerk

In the absence of the chairman the committee appointed Cllr Palmer to chair the meeting until the Vice Chairman is appointed under item 3 on the agenda.

P&F/001/19 - APOLOGIES FOR ABSENCE

Cllr N. Harvey and Cllr D. Blackwell.

P&F/002/19 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/003/19 – TO APPOINT A VICE CHAIRMAN TO THE COMMITTEE FOR 2019/20

Cllr Campagna nominated Cllr Blackwell as Vice Chairman of the Committee. The nomination was seconded by Cllr D. Anderson. There were no other nominations, therefore, Cllr Blackwell was appointed as Vice Chairman of the Committee.

In the absence of Cllr Blackwell the committee agreed that Cllr Palmer continue to chair the meeting.

**P&F/004/19 - 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**

No members of the public were present.

**P&F/005/19 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE
MEETING HELD ON THE 29TH APRIL 2019**

The minutes of the committee meeting held on the 29th April 2019 were **CONFIRMED** as a true record and the committee agreed that the chairman would sign the minutes at the next available meeting.

**P&F/006/19 – TO NOTE THE CLERKS REPORT FROM THE ONGOING PROJECTS AND NOT ON
THE AGENDA**

Members noted the Clerks report of completed projects.

**P&F/007/19 – TO NOTE THE INTERNAL AUDITORS REPORT FOR 2019 WITH NO
RECOMMENDATIONS MADE**

Members noted the Internal Auditors report.

P&F/008/19 – POLICIES

**i) TO NOTE THE BAND STAND HIRE POLICY AS AGREED BY COMMUNITY RELATIONS
COMMITTEE ON THE 24TH JUNE 2019**

Members noted the policy and **RECOMMENDED** changes to refer applicants to CPBC for advice on any licensing requirements in addition to a temporary events notice and to amend the disclaimer form to refer to registered charities and request confirmation of charity numbers.

ii) TO NOTE THE AMENDED MEMORIAL TREE'S, BENCHES AND PLAQUE POLICY

Members noted and approved the amendments to the policy.

iii) TO NOTE THE AMENDED ALLOTMENT POLICY

Members noted and approved the amendments to the policy.

iv) TO NOTE THE AMENDED CCTV POLICY

Members noted and approved the amendments to the policy.

P&F/009/19 – TO NOTE THE TRAINING COURSES BOOKED/ATTENDED SINCE THE LAST MEETING

i) CHAIRMAN'S DAY 1, 2 & 3

Members noted the Chairman's Day 1, 2 & 3 courses booked for Cllr C. Sach at a cost of £270.00.

ii) CODE OF CONDUCT

Members noted the Code of Conduct course booked for the Deputy Clerk at a cost of £65.00.

P&F/010/19 – FINANCE

i) TO CONSIDER AND AGREE THE QUOTES PROVIDED FOR REPLACEMENT EVENT T-SHIRT

Members noted that there were no event t-shirts left, considered the quotes obtained and **RECOMMENDED** the appointment of Design4Print at a cost of £110.00 to replace 10 new event t-shirts.

ii) TO CONSIDER AND AGREE THE QUOTES PROVIDED FOR REPLACEMENT MEETING DESK PLATES

Members considered the quotes obtained and **RECOMMENDED** the appointment of Contract Sign Services at a cost of £306.00 to replace 16 new desk plates with changeable name inserts for a more cost effective approach in future years.

iii) TO CONSIDER AND AGREE THE INCREASE IN RENT FOR THE OFFICE PARKING SPACES TO £726.00 HALF YEARLY FROM THE 1ST DECEMBER 2019

Members considered the increase in rent for the office parking spaces and **RECOMMENDED** the increase of £76.00 to £726.00 half yearly.

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

Members noted the annual cost of £1,679.52 for the council's insurance policy.

v) TO VERIFY THE COUNCIL FINANCES AS AT 30TH JUNE 2019

Members **NOTED** the Council Finances as at 30th June 2019 inclusive of the bank reconciliation, statements and cheques issued from 1st April 2019 to 30th June 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.

vi) TO CONFIRM ACCOUNTS FOR PAYMENT AS PREVIOUSLY AGREED

Accounts **APPROVED** and cheques 203437 to 203451 inclusive were signed for A/c No 1.

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
15/07/2019	D. Trower	203437	20.00		Window cleaning - June
15/07/2019	Exclusive Fabrics	203438	146.75		Unvieling curtains
15/07/2019	MRL Productions	203439	996.00		Staging and sound system
15/07/2019	Design4Print	203440	575.00		A5 Programmes x 1000
15/07/2019	Aspect Maintenance Ltd	203441	4,800.00		Maintenance - June
15/07/2019	D. Southey	203442	160.00		Repair to guttering
15/07/2019	Primrose Cleaning	203443	37.00		Office cleaning - 10/06
15/07/2019	Tindle Newspapers Essex & Kent	203444	1,068.00		2x Event adverts / July wrap
15/07/2019	This is Fever Limited	203445	24.00		Cloud hosting - July
15/07/2019	Age Concern Canvey Island	203446	1,350.00		Catering
15/07/2019	Count Up Ltd	203447	30.58		ID badge new staff/councillors
15/07/2019	Anglian Water Business (nation	203448	553.12		WS water - 16/01 to 04/07
15/07/2019	Cygnnet Marquees	203449	288.00		200 x Folding chairs
15/07/2019	GPM Electrics	203450	144.00		Electric fault find for CCTV
15/07/2019	EON	DD	67.59		Electric - No. 11
15/07/2019	St John Ambulance	203451	92.16		First Aid cover for event

Total Payments 10,352.20

The meeting closed at 8.45 pm.

CHAIRMAN - 4th November 2019