

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
POLICY AND FINANCE COMMITTEE
OF THE CANVEY ISLAND TOWN COUNCIL
HELD AT THE PADDOCKS, LONG ROAD, CANVEY ISLAND ON
MONDAY 2ND NOVEMBER 2009 AT 7.30PM**

PRESENT:

Councillors:	D.Blackwell	J. Liddiard	R. Bishop
	N. Harvey	R. Howard	P. Davies
	B. Dixi		

Non- Committee Members: J. Anderson and D. Anderson

Also present: 2 members of the public and 1 member of the press
Mrs L. Lodge – Acting Clerk

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTEREST

Cllr D Blackwell declared a prejudicial interest in item 13, grant application from the Business Opportunities for Physically Handicapped.

3. PUBLIC FORUM

No items raised.

4. MATTERS OF REPORT FROM THE MEETING HELD ON 7TH SEPTEMBER 2009 AND NOT ON THE AGENDA

Noted.

5. TO CONSIDER THE PROPOSALS FOR FUTURE MAINTENANCE OF THE OFFICE COMPUTERS

RESOLVED that the decision on the most appropriate maintenance contract be devolved to the Town Clerk.

6. MOTION PROPOSED BY CLLR J ANDERSON - THAT CANVEY ISLAND TOWN COUNCIL AND CASTLE POINT BOROUGH COUNCIL, AGREE TO WORK TOGETHER IN PARTNERSHIP FOR THE BENEFIT OF LOCAL COMMUNITIES, WHILST RECOGNISING OUR RESPECTIVE RESPONSIBILITIES AS ACTING INDEPENDENTLY, DEMOCRATICALLY ELECTED STATUTORY BODIES.

Members noted their desire to work together for the benefit of the community with politics removed from matters outside of the Council chamber. Discussion took place on how best to achieve good partnership working and it was agreed that regular meetings between Castle Point and the Town Council could be a good opportunity for councillors to discuss matters of joint interest.

RECOMMENDED that the Clerk write to Castle Point Borough Council and request a programme of regular joint meetings, probably involving the Chairman and Committee Chairmen for the Town Council and on a quarterly basis.

7. TO CONSIDER INVITING CASTLE POINT YOUTH COUNCIL TO A MEETING WITH THE TOWN COUNCIL TO DEVELOP A WORKING RELATIONSHIP FOR THE BENEFIT OF THE LOCAL COMMUNITY

RESOLVED that the Castle Point Youth Council is invited to attend a meeting of the full Town Council with the aim of developing a good working relationship for the benefit of the local community.

8. CANVEY CREST – TO CONSIDER THE LOCATION, IN LIGHT OF CASTLE POINT BC'S REJECTION OF THE REQUEST TO ALLOW THE CREST TO BE PERMANENTLY LOCATED IN THE MEETING ROOM IN THE PADDOCKS

Cllr Blackwell advised that he had spoken to Ann Hogan at Castle Point, who advised that the Borough was concerned about responsibility for the plaque, noting the room is used by others. It was noted that there are other plaques in the main hall. It was suggested that a copy of the plaque could be installed in the meeting room.

It was agreed that the Clerk obtain quotes for a copy of the plaque and the matter be included on the agenda for the joint meetings proposed in item 6 above.

9. TO CONSIDER THE PURCHASE OF A CHAIN OF OFFICE FOR THE VICE-CHAIRMAN

Cllr Liddiard advised that she had attended a number of functions at which vice-chairman had worn a chain of office and it was helpful in identifying people.

RECOMMENDED that the Town Council consider the purchase of a chain of office for the vice-chairman and also the purchase of a name badge to be attached to both this and the chairman's chain. Name badges to be purchased for current, former and future office holders.

10. TO CONSIDER A RECOMMENDATION TO AMEND STANDING ORDERS AND FINANCIAL REGULATIONS TO ENABLE OFFICER DELEGATIONS FOR IMPLEMENTING NECESSARY WORKS WITHIN BUDGET HEADINGS

RECOMMENDED that the Financial Regulations be amended to include an additional item in section 3 as follows: *'The Town Clerk shall have authority to authorise normal budgeted items of works up to the value of £2500 without referral to the relevant Committee.'*

11. TO CONSIDER VIREMENT OF AN ADDITIONAL £5000 FOR CHRISTMAS FESTIVITIES TO ENABLE DECORATIONS AT THE SOUTHERN END OF HIGH STREET

The Chairman, Cllr Harvey noted the Councils' decision from the previous year to reallocate councillor allowances. The committee considered the matter, however it was felt that further expenditure on Christmas lighting/festivities should be a matter for the Community Relations committee as part of their longer term strategy.

12. TO CONSIDER WORKS TO THE PARKING AND DELIVERY AREA TO THE REAR OF THE OFFICE

Noted that the Council is progressing the rental of four car parking spaces. The committee discussed two quotations received for works to level the ground, clear vegetation etc and line painting. It was generally felt that an improved appearance would help with the problems of unauthorised vehicles parking in the area. Agreed that the Clerk would obtain firm quotations for the work and discuss the anticipated costs with the neighbouring shops.

13. TO CONSIDER GRANT APPLICATIONS

a) Legacy XL

RECOMMENDED that the Council makes a grant of £500 towards the cost of an MPLC umbrella licence and premises licence to enable the showing of films and playing music and live music at the Waterside Teen Café.

b) Winter Gardens Baptist church

RECOMMENDED that the Council makes a grant of £400 towards the cost of tables and a water boiler.

c) Convey in Harmony (via CAVS)

RECOMMENDED that the Council does not support this application at this time, but should write and advise them to re-apply when a group has been formed.

Cllr Blackwell declared a prejudicial interest in the following item and left the meeting. Cllr Harvey took the Chair for this meeting.

d) Business Opportunities for Physically Handicapped

RECOMMENDED that the Council makes a grant of £500 towards the cost of the heating/air conditioning system.

14 TO CONSIDER ATTENDANCE AT THE NALC LARGER COUNCILS' CONFERENCE & EXHIBITION ON 2/12/09

No-one is available to attend.

15 REVIEW INTERNAL CONTROL AND INTERNAL AUDIT

The Committee discussed the Clerks report. It was concluded that the internal audit system is effective, noting the current scope of work, the independence and competence of the internal auditor. The committee examined the report on the internal control documents and policies currently in place, noting the review and/or completion dates for each. A copy of this will be held in the policy folder and the Clerk will ensure that each document is brought before the committee for consideration at the appropriate time.

RESOLVED that the Council is satisfied that :

- The system of internal audit is effective and that the internal auditor will undertake two inspections of the councils procedures and records for the current financial year
- The system of internal control through various policies and activities of officers and this committee is both effective and relevant.

16 REVIEW FINANCIAL POSITION

The committee noted the draft budget paper circulated and that the final recommendation to full council for the budget for 2010/11, will be made at the meeting on 4 January.

17 ACCOUNTS FOR PAYMENT

RESOLVED that the attached list of payments previously agreed are paid.

The meeting closed at 9.10pm.

CHAIRMAN

16th November 2009