

TO ALL MEMBERS OF THE COUNCIL

Dear Councillors,

I hereby summon you to attend a meeting of the **CANVEY ISLAND TOWN COUNCIL** to be held in **THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND** on **MONDAY 17TH OCTOBER 2016** 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 Hunt
Town Clerk

10th October 2016

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

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 receive a presentation from Essex County Fire and Rescue Service in relation to the Firebreak Programme
- 5 To appoint a Leader of the Council
- 6 To confirm and sign as a true record the minutes of the Council meeting held on the 15th August 2016.
- 7 To note the report of Officer Decisions under delegated powers and background papers.
- 8 Matters arising from the ongoing projects and not on the agenda (Appendix A)
- 9 To consider and agree the recommendations from the Policy & Finance Committee held on the 26th September 2016.
- 10 To note the minutes and resolution from the Personnel Committee held on the 22nd September 2016.
- 11 To note the Training Courses booked / attended since the last meeting:
 - i) Social Media Course at a cost of £50.00 (Community and Events Officer)
 - ii) VAT Course at a cost of £85.00 (Responsible Financial Officer)
- 12 To consider and agree booking a training course delivered in house by the EALC on Council Basics, Code of Conduct and Meeting Protocol for up to 13 Councillors. (Appendix B)
- 13 To consider and agree to the hire of the Town Council's meeting space.

- 14 To consider and agree artwork for Town Council promotional umbrellas (Appendix C)
- 15 To note the completion of the annual External Fire Risk Assessment and recommendations made.
- 16 Correspondence:
 - i) To note correspondence from Rebecca Harris MP relating to concerns raised following the London Southend Airport Standard Instrument Departure (SID) Consultation (Appendix D)
 - ii) To note correspondence from Multiple Sclerosis Society in recognition of the donation received from the Annual Charity Garden Trail (Appendix E)
 - iii) To note correspondence from Mr G Bracci in relation to investigations into a Neighbourhood Plan. (Appendix F)
 - iv) To note correspondence from Canvey Island Royal British Legion in appreciation of the Town Councils attendance at the Poppy Appeal launch evening. (Appendix G)
- 17 To note the reports provided from the following forum groups:
Wyvern Community Transport.
EALC Executive Committee.
- 18 To appoint a representative to the following external committees:
 - i) Citizens Advice Bureau.
- 19 To consider and agree a formal response to the DCLG Local Government Finance Settlement Technical Consultation.
- 20 To note the progress of the Councils Four Year Plan.
- 21 To consider the Local Council Award Scheme and confirm that the Council conforms to the requirement for the Quality Status.
- 22 Finances:
 - i) To note the completion of the External Audit and Annual Return for the year ending 31st March 2016.
 - ii) To consider and agree a budget virement transfer from the Street Furniture budget heading into the Seafront Gardens Bumble Bee Park. (Appendix H)
 - iii) To consider and agree a budget virement transfer from the Armed Forces Day budget heading into Christmas Event budget heading. (Appendix I)
 - iv) To consider and agree a donation of £4,000 to Essex County Fire and Rescue Service to deliver a Firebreak Programme to 12 students (£333.00 per student) on Canvey Island (Appendix J)
 - v) To consider and agree costs to purchase a Canvey Island Town Council Seal.
 - vi) To consider and agree costs to lease a company vehicle for use by officers in the purpose of their duties.
 - vii) To confirm accounts for payment as previously agreed.
- 23 Report from Community Warden on matters relating to Canvey Island.
- 24 Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
- 25 Reports from Essex County Councillors on matters relating to Canvey Island.