

TO ALL MEMBERS OF THE COUNCIL

10th May 2011

Dear Sir/Madam

I hereby summon you to attend the **ANNUAL MEETING** of the **CANVEY ISLAND TOWN COUNCIL** to be held in **HALL 3** at **THE PADDOCKS, LONG ROAD, CANVEY ISLAND** on **TUESDAY 17TH MAY 2011** commencing at **7.30pm** for the transaction of business as set out below.

Yours faithfully

Elaine De Can
Town Clerk

AGENDA

1. To elect the Chairman of Council for 2011/2012
2. To receive the Chairman's Declaration of Acceptance of Office
3. Apologies for absence
4. To receive declarations of interest in items on the agenda
5. 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.
6. To nominate a Vice-Chairman of Council
7. To elect a Chairman to the Council's Committees
 - i) Environment & Open Spaces
 - ii) Community Relations
 - iii) Policy & Finance
 - iv) Planning
 - v) Personnel
8. To appoint members to the Council's Committees (Clerks Report)
9. To confirm and sign as a true record the minutes of the Council meetings held on 28th February and 14th March 2011 (Appendix A)
10. To consider and agree the recommendations from the Policy & Finance Committee meeting held on the 11th April 2011 (Appendix B)
11. To consider and agree the draft Mission Statement and Partnership Agreement (Appendix C)
12. To consider and agree a charity for the Open Gardens event

13. To appoint a representative to the following Forums and Groups and note the reports provided (Appendix D):
 - (i) Sustainability Group (currently no one)
 - (ii) LSP Stronger Communities (currently Cllr Pontius)
 - (iii) Crime & Disorder Reduction Partnership (currently Cllr J Anderson)
 - (iv) Parish Transport Representative (currently Cllr Bishop)
 - (v) South Essex Area Forum (currently Cllr Liddiard)
 - (vi) CIF Panel (currently E. De Can)
 - (vii) Parish Paths Partnership (currently Cllr Bishop)
 - (viii) Highways Panel (currently Cllr Bishop)
14. To note and consider the EALC training schedule for 2011(Appendix E)
15. To confirm the appointment of the Internal Auditor (currently Mrs L Fuller)
16. To consider funding the Clerks membership with the SLCC at a cost of a monthly standing order of £25.60 (Appendix F)
17. Finance
 - i) To confirm accounts for payment previously agreed.
18. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
19. Reports from Essex County Councillor on matters relating to Canvey Island.

In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act, 1960, the public and press will be excluded for consideration of the following items as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

20. To consider and agree costs for Canvey Lake (Clerks Report).