

TO ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

I hereby summon you to attend the Annual Meeting of the **CANVEY ISLAND TOWN COUNCIL** to be held at **THE PADDOCKS, LONG ROAD, CANVEY ISLAND** on **Monday 24th May 2010** commencing at **7.30 pm** for the transaction of business as set out below.

Yours faithfully

John Burridge
Town Clerk

AGENDA

1. To elect the Chairman of Council for 2010/2011.
2. To witness the Chairman's Declaration of Acceptance of Office.
3. To elect the Vice-Chairman of Council for 2010/2011.
4. To witness the Vice-Chairman's Declaration of Acceptance of Office.
5. To receive Councillors' apologies for absence.
6. To receive Councillors' Declarations of Interest for matters on the agenda.
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
9. To appoint a representative to the following Forums and Groups:
 - (i) Sustainability Group (currently Cllr Blackwell).
 - (ii) LSP Stronger Communities (currently Cllr Pontius).
 - (iii) Crime & Disorder Reduction Partnership (currently Cllr J Anderson).
 - (iv) Parish Transport Representative (currently Cllr N Harvey).
 - (v) South Essex Area Forum (currently Cllr J Liddiard).
 - (vi) CIF Panel (currently L Lodge).
 - (vii) Parish Paths Partnership (currently Cllr R Bishop).

10. To confirm the appointment of the Internal Auditor (currently Mrs L Fuller).
11. 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.
12. To confirm and sign as a true record the minutes of the Council meetings held on 15th and 25th March 2010
13. To confirm and sign as a true record the minutes of the following committee meetings and to consider any recommendations therein:
 - i) Environment & Open Spaces – 29th March 2010
 - ii) Policy & Finance Committee – 1st March 2010
 - iii) Planning Committee – 15th March 2010
 - iv) Community Relations – 15th February and 12th April 2010
14. Finance
 - i) To confirm accounts for payment previously agreed.
15. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
16. Reports from Essex County Councillor on matters relating to Canvey Island.