

TO ALL MEMBERS OF THE COUNCIL

Dear Councillors,

I hereby summon you to attend the **ANNUAL MEETING** of **CANVEY ISLAND TOWN COUNCIL** to be held in **HALL 3, THE PADDOCKS, LONG ROAD, CANVEY ISLAND** on **MONDAY 14TH MAY 2012** commencing at **7.30pm** for the transaction of business as set out below.

Yours faithfully

Elaine De Can
Town Clerk

8th May 2012

A G E N D A

1. To elect the Chairman of the Council for 2012/13
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. Members to review existing Register of Interest Forms and advise the Clerk of any changes
6. 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
7. To appoint a Vice Chairman of the Council
8. To appoint a Chairman to the Councils Committees
 - i) Environment & Open Spaces
 - ii) Community Relations
 - iii) Policy & Finance
 - iv) Planning
 - v) Personnel
9. To appoint members to the Councils Committee's (Clerks Report)
10. To confirm and sign as a true record the minutes of the Council meeting held on 23rd April 2012
11. To appoint a representative to the following external committees or groups (Clerks Report)
 - i) Community Development Partnership
 - ii) Community Safety Partnership
 - iii) Big Society Panel
 - iv) CPBC Planning Committee
 - v) Town Centre Regeneration Members Liaison Group
 - vi) West Canvey Liaison Group
 - vii) Heritage Centre Committee
 - viii) EALC Executive Committee
 - ix) Citizens Advice Bureau Committee

12. To confirm the appointment of the Internal Auditor (Currently Mrs L Fuller)
13. To note the previously agreed Timetable of Meetings for 2012/13 and consider changing the date for the 2013 Annual Town Meeting (Appendix A)
14. To note the EALC training schedule for 2012 (Appendix B)
15. To consider and agree members for a Premises working group
16. To note the signing of the Health & Safety Policy by the Chairman of the Council (Appendix C)
17. Finance :
 - To consider the continuation of funding the Clerks membership with the SLCC at a cost of a monthly standing order of £26.60
 - To consider and agree the 2012/13 Affiliation Fees for the EALC and NALC (Appendix D)
 - To confirm accounts for payment as 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