

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
COMMUNITY RELATIONS COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL
HELD AT THE PADDOCKS, LONG ROAD, CANVEY ISLAND ON TUESDAY
26TH JULY 2011 AT 7.30PM**

PRESENT:

Councillors: P. May (Chairman)
L. Swann (VC), R. Howard and J. Liddiard

Also present: Mrs E. De Can – Town Clerk
Mrs E. Hunt – Assistant to the Clerk
4 members of the public

CR/015/11 - APOLOGIES FOR ABSENCE

Cllr N. Pontius provided her apologies and Cllrs J. Anderson and D. Anderson were unable to attend due to another commitment. Cllr D Blackwell was unable to attend due to having an overview and scrutiny meeting to attend. Cllr N. Harvey was also unable to attend due to having another meeting commitment.

CR/016/11 - TO RECIEVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Cllr L. Swann declared a personal interest in item 5.

CR/017/11 - PUBLIC FORUM – TO RECIEVE CONTRIBUTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND ON ITEMS ON THE AGENDA FOR A PERIOD NOT EXCEEDING TEN MINUTES

There were none.

CR/018/11 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETINGS HELD ON 20TH JUNE 2011

The minutes of the committee meetings held on the 20th June 2011 were **CONFIRMED** and signed as a true record.

CR/019/11 - SUMMER FUN DAY - TO RECEIVE A REPORT FROM THE CLERK REGARDING THE PROGRESS OF THE SUMMER FUN DAY AND TO APPOINT STEWARDS TO ASSIST DURING THE DAY.

The Assistant to the Clerk provided an update on the progress of the Summer Fun Day due to take place on the 6th August 2011 and confirmed all arrangements for the event had been completed and that the event will commence at midday and will close at 6.30pm. Members were advised that there will be an additional meeting with all of the organisers of the event which is scheduled for Wednesday 3rd August 2011.

Members **RESOLVED** that the Clerk create leaflets with the event running order to be handed out throughout the day by stewards and advertised on the website and in Council notice boards.

Cllr May requested that consideration be made for refreshments to be available throughout the day to all members of staff and volunteers participating in the event. It was **AGREED** that the Clerk discuss provision for refreshments with The Management Group.

It was **RECOMMENDED** that the Clerk contact Monico Leisure to request the use of their function suite for a VIP reception and whether they would consider hosting this providing light refreshment. It was **AGREED** that the reception should take place after 3pm.

Members were asked to volunteer as stewards for the day. It was **CONFIRMED** that the Town Clerk, the Assistant to the Clerk and Cllr May would be able to steward on the day. Cllr Liddiard agreed to assist as a steward following her welcome speech at 2.00pm. Cllr P May advised that he would source additional volunteers.

Cllr Swann confirmed that she would be able to pick up the Council's marquee on the morning of the event.

CR/020/11 - CHRISTMAS EVENT - MEMBERS TO CONSIDER RECOMMENDATIONS MADE DURING A WORKING PARTY MEETING HELD ON THE 12TH JULY 2011 (REPORT ATTACHED) AND TO CONSIDER AND AGREE COSTS OBTAINED.

Members considered the report from the working party meeting held on the 12th July 2011 and the Assistant to the Clerk provided an update on the progress of the Christmas Event due to take place on the 26th November 2011. Members were advised that an application for an Event License had been requested from Castle Point Borough Council and also that a request for First Aid provision had been made from the British Red Cross.

It was confirmed that MRL productions responsible for staging, sound and lighting had been booked for the event and a meeting was held with them on Tuesday 26th July 2011 to discuss the location of the stage for the event. Members had requested that the stage be moved further down Furtherwick Road in front of the Lionel Road junction. MRL confirmed that this could be arranged for this location however has stated that the location of the generator would need to be as located for the previous year. MRL will prepare a plan for consideration by the Committee.

The Clerk advised members that there was no facility at this location for the acts or any children waiting to go on stage to change or congregate as the Knightswick centre were used for this purpose last year.

Members were asked to consider the use of school choirs as acts for the event. Cllr Howard and Cllr Liddiard agreed it would be advisable to use local talent for this event rather than booking lots of acts. Cllr May requested the use of school talent rather than just limiting their involvement to a choir and also the Irish Dance Academy who have already confirmed that they would perform free of charge. Cllr Liddiard suggested that we contact Cornelius Vermuyden and request the attendance of their Steel Band and recommended that the Clerk speak with the ATC band instead of using the Thundersley Brass Band as this was a local organisation.

Members received a report on Christmas trees and lighting and it was recommended that the two trees for the town centre be booked from the Christmas Tree Farm in Hawkwell which will be decorated by Christmas Plus included in our three year agreement with them which is due to expire in January 2012.

Members discussed the possibility of having two additional trees at the locations of Jones Corner and one at Seaview and considered the use of Speeditree battery operated trees for standing on tarmac to be used in these locations due to power supply hazards highlighted for a real tree.

Members were asked to consider additional lighting to be installed along the Furtherwick Road at a cost of £1470.00 for the initial installation including for fixings and reducing costs for the additional years.

Members debated the provision of stalls for the event and **AGREED** that stalls should be provided, however, deferred the decision of responsibility until the next meeting.

Members **AGREED** the following actions:

- The Clerk to review the possibility of a changing location for the stage before a final decision was made.
- That MP Rebecca Harris and the Castle Point Mayor be invited to the event.

Members **RESOLVED** the following actions:

- Book an Adele Tribute act at a cost of £500 for a 45 minute slot with a DJ at a cost of £180 for the day.
- Contact William Read school for local talent and book the Irish Dance Academy who have already confirmed that they would perform free of charge.

- Contact Cornelius Vermuyden and request the attendance of their Steel Band.
- Book the ATC band instead of using the Thundersley Brass Band as they are a local organisation.
- Contact Canvey's Got Talent winners Georgia Garrett and Nina Smith to perform on the day.
- Contact the Jellico Public House and write to the land owner at Jones Corner to request a tree be sited at these locations.
- Contact the King Canute Public House in the village to request that they decorate their existing trees with lighting and costs for these lights to be agreed.
- Confirm with Christmas Plus the additional lighting to be installed along the Furtherwick Road at a cost of £1,470.00 and to confirm the location of the additional lighting and to confirm that the Knightwick Centre will cover the cost of lighting outside of their centre.
- Book three street entertainers.
- Enquire whether Monico Leisure would be able to supply rides as per last year and whether they would consider providing a Santa's grotto to be placed in the Councils marquee outside the Library to enhance the light switch on of the tree.
- Write to all shop holders to invite them to enter a competition for the best dressed shop window.

The meeting closed at 8.45 pm.

CHAIRMAN

19th September 2011