

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 at **THE PADDOCKS, LONG ROAD, CANVEY ISLAND** on **MONDAY 16th JANUARY 2012** commencing at **7.00pm** for the transaction of business as set out below.

Yours faithfully

Elaine De Can
Town Clerk

9th January 2012

AGENDA

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 confirm and sign as a true record the minutes of the Council meeting held on 19th December 2011
5. To consider and agree the recommendations from the Policy & Finance Committee held on the 5th December 2011 for items P&F/025/11 and P&F/026/11 only