

TO ALL MEMBERS OF THE ENVIRONMENT AND OPEN SPACES COMMITTEE

Cllr. J. Anderson (Chairman), Cllr. D. Anderson, Cllr. C. Letchford, Cllr D. Blackwell, Cllr B. Campagna and Cllr N. Harvey

Dear Councillors,

I hereby summon you to attend a meeting of the **ENVIRONMENT & OPEN SPACES COMMITTEE** to be held in **COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND** on **TUESDAY 01ST DECEMBER 2015** commencing at **7.30PM** for the transaction of business as set out below.

Any member who is unable to attend the meeting should send their apologies before the meeting.

Yours faithfully,

Mike Letch
Acting Town Clerk

25th November 2015

The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing or otherwise reporting of those participating in a meeting. Should any member of the public present and does not wish to participate but who objects to being filmed, recorded, photographed or otherwise reported about please make yourself known to the Town Clerk

A G E N D A

- 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 Committee meeting held on 19th October 2015.
- 5 Matters arising from the ongoing projects and not on the agenda (Appendix A)
- 6 To consider and agree projects for inclusion on the Town Council's Four Year Plan.
- 7 To review and consider the Budget and Four Year Plan for 2016/17
- 8 To note the Health & Safety report detailing incidents and actions completed. (Appendix B)
- 9 Accounts for payment.