

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 the **COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB** on **MONDAY 22ND MAY 2017** 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

Mrs E. De Can
Town Clerk

16th May 2017

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. To elect the Town Mayor of the Council for 2017/18
2. To receive the Town Mayor's Declaration of Acceptance of Office
3. To appoint a Deputy Town Mayor of the Council for 2017/18
4. Apologies for absence
5. To receive declarations of interest in items on the agenda
6. Members to review existing Register of Interest Forms and advise the Clerk of any changes
7. 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
8. To confirm and sign as a true record the minutes of the Council meeting held on 20th February 2017
9. To note the minutes and resolutions made by the Personnel Committee meeting held on the 8th May 2017
10. To consider and agree the recommendations from the Policy and Finance Committee meeting held on the 8th May 2017
11. To review the Terms of Reference for each committee

12. To appoint a Chairman to the Councils Committees
 - i) Environment & Open Spaces
 - ii) Community Relations
 - iii) Policy & Finance
 - iv) Planning
 - v) Personnel
13. To appoint members to the Councils Committee's
14. To note the Councils Standing Orders and Financial Regulations
15. To review the representatives to the outside bodies as detailed in the Clerks Report
16. Finance :
 - i) To consider and agree the continuation of funding the Clerks membership with the SLCC at a cost of a monthly standing order of £14.75.
 - ii) To consider and agree the 2017/18 Affiliation Fees for the EALC and NALC
 - iii) To review and consider changes to the bank signatories.
 - iv) To note the Councils Asset Register
17. To agree the signing of the Health & Safety Policy by the Town Mayor of the Council
18. To consider and agree the Timetable of Meetings for 2017/18
19. To approve and sign the Annual Governance Statement for the year ending 31st March 2017
20. To approve the Annual Accounts for the year ending 31st March 2017
21. To review and consider the working groups for 2017/18
22. To review members acceptance to receive electronic agenda's
23. To note the report of Officer Decisions under delegated powers and background papers
24. To note the Clerks report of ongoing projects and not on the agenda
25. To note the reports provided from the following forums and groups:-
 - Wyvern Community Transport
26. To confirm accounts for payment as previously agreed
27. Report from Community Warden on matters relating to Canvey Island
28. Reports from Castle Point Borough Councillors on matters relating to Canvey Island
29. Reports from Essex County Councillor on matters relating to Canvey Island