

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 **TUESDAY 27TH MAY 2014** commencing at **7.30pm** for the transaction of business as set out below.

Yours faithfully

Elaine De Can
Town Clerk

19th May 2014

A G E N D A

1. To elect the Chairman of the Council for 2014/15
2. To receive the Chairman's Declaration of Acceptance of Office
3. To appoint a Vice Chairman of the Council for 2014/15
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 14th April, 28th April and 12th May 2014
9. To consider and agree the recommendations from the Policy & Finance Committee held on the 12th May 2014 inclusive of the Standing Orders and Financial Regulations
10. To note the Terms of Reference now form part of the Standing Orders under Agenda item 9.
11. To appoint a Chairman to the Councils Committees
 - i) Environment & Open Spaces
 - ii) Policy & Finance
 - iii) Planning
 - iv) Personnel
12. To appoint members to the Councils Committee's (Clerks Report V1)

13. To appoint a representative to the following external committees or groups and agree arrangements for reporting procedure (Clerks Report v2)

- i) Community Development Partnership
- ii) Community Safety Partnership
- iii) Community Initiative Fund 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
- x) Age Concern
- xi) Parish Transport
- xii) Wyvern Community Transport Board
- xiii) Children's Advisory Board
- xiv) To consider appointing a representative to the Friends of Concord Beach group

14. Finance :

- To consider the continuation of funding the Clerks membership with the SLCC at a cost of a monthly standing order of £23.10
- To consider and agree the 2014/15 Affiliation Fees for the EALC and NALC (Appendix A)

15. To agree the signing of the Health & Safety Policy by the Chairman of the Council (Appendix B)

16. To consider and agree the Timetable of Meetings for 2014/15 (Appendix C)

17. To approve the Annual Accounts for the year ending 31st March 2014 (Appendix D)

18. To approve and sign the Annual Governance Statement for the year ending 31st March 2014 (Appendix E)

19. Review consider and review the working groups for 2014/15 (Clerks Report V3)

20. To review and agree the bank authorised signatories inclusive of the Town Clerk in order to process internet banking payments (Clerks Report V4)

21. To consider and agree a grant application from the New Phab Club (Appendix F)

22. To note the meeting reports from the Events working groups

23. To note the reports provided from the following forums and groups:-

- EALC Executive Committee (Appendix G)
- Wyvern Community Transport (Appendix H)

24. To confirm accounts for payment as previously agreed

25. Reports from Castle Point Borough Councillors on matters relating to Canvey Island

26. Reports from Essex County Councillor on matters relating to Canvey Island