

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 **MONDAY 11TH MAY 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

Mrs E. De Can
Town Clerk

5th May 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. To elect the Chairman of the Council for 2015/16
2. To receive the Chairman's Declaration of Acceptance of Office
3. To appoint a Vice Chairman of the Council for 2015/16
4. To receive members Declaration of Acceptance of Office forms
5. Apologies for absence
6. To receive declarations of interest in items on the agenda
7. Members to review existing Register of Interest Forms and advise the Clerk of any changes
8. 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
9. To confirm and sign as a true record the minutes of the Council meeting held on 13th April 2015
10. To note the minutes of the Personnel Committee meeting held on the 30th April 2015
11. To review the Terms of Reference for each committee
12. To appoint a Chairman to the Councils Committees
 - i) Environment & Open Spaces
 - ii) Policy & Finance
 - iii) Planning
 - iv) 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 following external committees or groups
 - 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) Friends of Concord Beach group
16. To consider and agree the Councils eligibility to exercise the General Power of Competence
17. Finance :
 - To note the agreed continuation of the Clerks membership with the SLCC at a cost of a monthly standing order of £20.00
 - To consider and agree the 2015/16 Affiliation Fees for the EALC and NALC
18. To agree the signing of the Health & Safety Policy by the Chairman of the Council
19. To consider and agree the Timetable of Meetings for 2015/16
20. To approve the Annual Accounts for the year ending 31st March 2015
21. To approve and sign the Annual Governance Statement for the year ending 31st March 2015
22. Review consider and review the working groups for 2015/16
23. To review and agree the bank authorised signatories
24. To review members acceptance to receive electronic agenda's
25. To note the meeting reports from the Events working groups
26. To note the reports provided from the following forums and groups:-
 - Wyvern Community Transport
27. To confirm accounts for payment as previously agreed
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