

**MINUTES OF THE PROCEEDINGS AT THE ANNUAL MEETING OF
CANVEY ISLAND TOWN COUNCIL
HELD AT THE PADDOCKS COMMUNITY CENTRE, LONG ROAD, CANVEY ISLAND ON
MONDAY 14TH MAY 2012 AT 7.30PM**

PRESENT:

Councillors: P. Greig (Chairman)
D. Anderson (Vice Chairman) J. Liddiard J. Anderson A. Acott
L. Swann P. Mason D. Blackwell R. Howard N. Harvey
P. May

Also present: 9 members of the public
Mrs E. De Can – Town Clerk
Ann Horgan – Head of Democratic Services

Cllr J. Liddiard welcomed all members, the public and press to the Annual Council Meeting. Cllr Liddiard confirmed that she had enjoyed her year as chairman, met some great people and attended 38 official invitations of which she was made very welcome. Cllr Liddiard advised that she hoped that in the last year she had promoted the council effectively and had formed a good partnership with the Mayor and Castle Point Borough Council.

Cllr Howard requested to speak and advised that it had been a privilege to work with Cllr Liddiard as chairman and that she had been a great ambassador of the Town Council and hoped that he spoke on behalf of all members of their appreciation.

CO/001/12 – TO ELECT THE CHAIRMAN OF THE COUNCIL 2012/13

Cllr J. Anderson nominated Cllr. Greig as Chairman for the 2012/13 Council year. The nomination was seconded by Cllr Blackwell. There were no other nominations therefore Cllr. Greig was elected as Chairman of the Council.

Cllr Greig thanked all members, welcomed the public and Cllr Alan Acott as a new member of the council.

CO/002/12 - TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The Clerk provided Cllr Greig with the Declaration of Acceptance document which was signed and witnessed by the Clerk.

CO/003/12 - APOLOGIES FOR ABSENCE

There were none.

CO/004/12 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

CO/005/12 – MEMBERS TO REVIEW EXISTING REGISTER OF INTEREST FORMS AND ADVISE THE CLERK OF ANY CHANGES

The Clerk requested that all members review their existing Register of Interest forms and advise of any changes.

CO/006/12 - 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

No members of the public wished to speak.

CO/007/12 - TO APPOINT A VICE-CHAIRMAN OF COUNCIL

Cllr Mason nominated Cllr. D. Anderson as Vice-Chairman for the 2012/13 Council year. The nomination was seconded by Cllr May. There were no other nominations; therefore Cllr. D. Anderson was elected as Vice-Chairman of the Council.

CO/008/12 - TO APPOINT A CHAIRMAN TO THE COUNCIL'S COMMITTEES

- i) Environment & Open Spaces
Cllr Blackwell nominated Cllr. J. Anderson as Chairman of the Committee. The nomination was seconded by Cllr D. Anderson. There were no other nominations therefore Cllr. J. Anderson was elected as Chairman of the Committee.
- ii) Community Relations
Cllr J. Anderson nominated Cllr May as Chairman of the Committee. The nomination was seconded by Cllr D. Anderson. There were no other nominations therefore Cllr. May was elected as Chairman of the Committee.
- iii) Policy & Finance
Cllr Harvey nominated Cllr. Mason as Chairman of the Committee. The nomination was seconded by Cllr Blackwell. There were no other nominations therefore Cllr. Mason was elected as Chairman of the Committee.
- iv) Planning
Cllr Blackwell nominated Cllr Harvey as Chairman of the Committee. The nomination was seconded by Cllr Mason. There were no other nominations therefore Cllr Harvey was elected as Chairman of the Committee.
- v) Personnel
Cllr Harvey nominated Cllr. Blackwell as Chairman of the Committee. The nomination was seconded by Cllr J. Anderson. There were no other nominations therefore Cllr. Blackwell was elected as Chairman of the Committee.

CO/009/12 - TO APPOINT MEMBERS TO THE COUNCIL'S COMMITTEES

Members were asked to review each committee membership.

RESOLVED to appoint the following members to the Council's Committees:

- i. Community Relations
P. May, D. Anderson, D. Blackwell, J. Anderson, R. Howard, P. Mason, A. Acott and L. Swann – P. Greig (ex officio)
- ii. Environment and Open Spaces
J. Anderson, D. Anderson, P. Greig, D. Blackwell, R. Howard, P. Mason and N. Harvey and A. Acott
- iii. Finance and Policy
P. Mason, N. Harvey, R. Howard, P. Grieg, J. Liddiard, P. May and J. Anderson – D. Anderson (ex officio)

iv. Planning

N. Harvey, J. Anderson, D. Anderson, L. Swann, A. Acott and R. Howard – P. Greig (ex officio)

v. Personnel

D. Blackwell, J. Anderson, J. Liddiard, P. Grieg and N. Harvey

vi. Grievance Panel

vii. J. Anderson, J. Liddiard and N. Harvey

viii. Appeals Panel

ix. D. Anderson, P. Mason and L. Swann

x. Wildlife & Conservation Sub Committee

D. Blackwell

CO/010/12 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 23RD APRIL 2012

RESOLVED that the minutes of the Council meeting held on the 23rd April 2012 be confirmed as a true record of the proceedings and be signed by the Chairman.

CO/011/12 - TO APPOINT A REPRESENTATIVE TO THE FOLLOWING EXTERNAL COMMITTEES OR GROUPS:

Members appointed the following members to each committee or group:

- (i) Community Development Partnership – Cllr D. Anderson
- (ii) Community Safety Partnership – Cllr J. Anderson
- (iii) Big Society Panel – Town Clerk
- (iv) CPBC Planning Committee – Cllr N. Harvey (2nd member to be vice chairman of CITC planning committee when appointed at next available meeting)
- (v) Town Centre Regeneration Members Liaison Group – Cllr D. Anderson
- (vi) West Canvey Liaison Group – Cllr P. Mason
- (vii) Heritage Centre Committee – Cllr L. Swann
- (viii) EALC Executive Committee – Cllr P. Mason
- (ix) Citizens Advice Bureau Committee – Cllr J. Liddiard

CO/012/12 - TO CONFIRM THE APPOINTMENT OF THE INTERNAL AUDITOR (CURRENTLY MRS L FULLER)

RESOLVED to appoint Mrs L Fuller as the Internal Auditor for 2012/13

CO/013/12 – TO NOTE THE PREVIOUSLY AGREED TIMETABLE OF MEETINGS FOR 2012/13 AND CONSIDER CHANGING THE DATE FOR THE 2013 ANNUAL TOWN MEETING

The Clerk advised that due to the closeness of possible elections the council may want to consider changing the date of the Annual Town Meeting set for 2013. Members **RESOLVED** to leave the Annual Town Meeting date as the 22nd April 2013.

CO/014/12 - TO NOTE THE EALC TRAINING SCHEDULE FOR 2012

Members noted the EALC training schedule and were asked to advise the Clerk of any training courses that they would like to attend. Members requested that the full year's schedule be emailed to all members.

Cllr Mason requested that he be advised of any financial courses that arise.

CO/015/12 - TO CONSIDER AND AGREE MEMBERS FOR A PREMISES WORKING GROUP

The Clerk requested that the council consider appointing members to a premises working group to consider options as they arise for larger premises in the future. Members **RESOLVED** to appoint Cllr Mason, Cllr Swann and Cllr Liddiard to the premises working group.

CO/016/12 – TO NOTE THE SIGNING OF THE HEALTH & SAFETY POLICY BY THE CHAIRMAN OF THE COUNCIL

The Clerk advised that Health & Safety is the responsibility of the full council and should therefore sign the policy in accordance with this. Members noted their responsibilities and the policy signed by the Chairman of the Council.

CO/017/11 – FINANCE

i) TO CONSIDER THE CONTINUATION OF FUNDING THE CLERKS MEMBERSHIP WITH THE SLCC AT A COST OF A MONTHLY STANDING ORDER OF £26.60

RESOLVED to fund the Clerks membership with the SLCC at a cost of £26.60 per month.

ii) TO CONSIDER AND AGREE THE 2012/13 AFFILIATION FEES FOR THE EALC AND NALC

RESOLVED to agree the payment of the affiliation fees for the EALC and NALC for 2012/13 and requested that the Clerk write to both authorities advising of their disappointment in slow response times and that the fees are being renewed on the assumption that the response times become quicker.

iii) TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

Accounts **APPROVED** and cheques for No1 account 201280 to 201298 inclusive were signed.

CO/018/11 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr Blackwell advised that CPBC are setting up a Highways Panel consisting of ECC & Borough Council members. Cllr Blackwell confirmed that he will be a member of this committee and will be able to report back to CITC.

Cllr Howard advised that he had been appointed deputy for the South of the County but has no powers as deputy. A new contractor for highways has been employed to replace May Gurney.

There will be panels for six districts consisting of five County members and five Borough members. The East district will have a budget of £500,000 and 2 rangers to deal with daily matters.

CO/019/11 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr Howard advised that the work on the first road at Sadlers Farm should be complete and ready to use by the 8th June 2012.

Cllr Howard advised that a meeting was held at the House of Commons regarding the Thames Estuary Airport of which the Town Clerk and an officer from CPBC attended with Cllr Howard. A further meeting was held at Medway Council but Cllr Howard expressed his disappointment as he was not notified and was therefore unable to attend, however, an officer from CPBC did attend Steve Rogers. ECC will be holding a meeting on the 17th May to discuss this issue and have set up an Aviation Committee of which he is a member.

John Fuller, Friends of the Earth is campaigning against the proposed airport and is looking to set up a meeting on Canvey Island. The Clerk confirmed that John Fuller has been in touch and she will be looking into a joint meeting with CPBC.

The meeting closed at 8.30 pm.

CHAIRMAN

11th June 2012