

**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 27<sup>TH</sup> MAY 2014 AT 7.30PM**

**PRESENT:**

**Councillors:** P. May (Chairman)  
L. Swann (Vice Chairman), P. Greig, J. Liddiard, J. Anderson, A. Acott  
R. Howard, D. Anderson and D. Blackwell

**Also present:** 8 members of the public  
Mrs E. De Can – Town Clerk  
Ann Horgan – Head of Democratic Services

Cllr D. Anderson thanked the Town Council for allowing her to be Chairman for 2013/14 and expressed how she had enjoyed the year and had been invited to and attended many local groups and organisations functions which had been a joy to represent the Town Council.

**CO/001/14 – TO ELECT THE CHAIRMAN OF THE COUNCIL 2014/15**

Cllr J. Anderson nominated Cllr P. May as Chairman for the 2014/15 Council year. The nomination was seconded by Cllr Greig. There were no other nominations therefore Cllr May was elected as Chairman of the Council.

Cllr May confirmed that he would do his best as Chairman but had big shoes to fill and thanked Cllr D. Anderson as she has worked extremely hard and has been held in high esteem.

All members showed their support to Cllr May by applauding his appointment.

Cllr Howard wished to express his vote of thanks to Cllr D. Anderson as she has been a credit to the Town Council and has been very dignified in her duties. Cllr Blackwell declared that Cllr D. Anderson had been everything that a Chairman should be and advised that he had received many comments from residents advising what a pleasant woman she was and that the Mayor of Castle Point had expressed her wish to inform Cllr D. Anderson that she had done a great job for Canvey Island and it had been a pleasure to work alongside her.

**CO/002/14 - TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

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

**CO/003/14 - TO APPOINT A VICE-CHAIRMAN OF THE COUNCIL FOR 2014/15**

Cllr Liddiard nominated Cllr Swann as Vice-Chairman and the nomination was seconded by Cllr J. Anderson. Cllr Greig nominated Cllr Acott with no second nomination; therefore members voted and elected Cllr Swann as Vice-Chairman of the Council for 2014/15.

**CO/004/14 - APOLOGIES FOR ABSENCE**

Apologies were provided by Cllr Mason and Cllr Harvey due to holiday commitments.

**CO/005/14 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were declared.

**CO/006/14 – 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/007/14 - 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/008/14 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETINGS HELD ON 14<sup>TH</sup> APRIL, 28<sup>TH</sup> APRIL AND 12<sup>TH</sup> MAY 2014**

Members **RESOLVED** that the minutes of the Council meetings held on the 14<sup>th</sup> and 28<sup>th</sup> April and 12<sup>th</sup> May 2014 be confirmed as a true record of the proceedings and were signed by the Chairman.

**CO/009/14 – TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY & FINANCE COMMITTEE HELD ON THE 12<sup>TH</sup> MAY 2014 INCLUSIVE OF THE STANDING ORDERS AND FINANCIAL REGULATIONS**

Members **RESOLVED** that the minutes of the Policy & Finance meeting held on the 12<sup>th</sup> May 2014 are adopted by the Council and recommendations made were agreed and the minutes are to be signed by the Chairman of the committee at the next Policy & Finance meeting.

**CO/010/14 – TO NOTE THE TERMS OF REFERENCE NOW FORM PART OF THE STANDING ORDERS UNDER AGENDA ITEM 9**

Members noted the terms of reference as part of the standing orders.

**CO/011/14 - TO APPOINT A CHAIRMAN TO THE COUNCIL'S COMMITTEES**

- i) Environment & Open Spaces  
Cllr D. Anderson nominated Cllr J. Anderson as Chairman of the Committee. The nomination was seconded by Cllr Liddiard. There were no other nominations therefore Cllr J. Anderson was elected as Chairman of the Committee.
- ii) Policy & Finance  
Cllr Harvey provided a written request to be nominated as Chairman of Policy & Finance. Cllr Blackwell nominated Cllr Harvey and the nomination was seconded by Cllr Greig. Cllr Swann nominated Cllr Liddiard with no second nomination. Members voted to elect Cllr Harvey as Chairman of the Committee.
- iii) Planning  
Cllr Blackwell nominated Cllr Greig as Chairman of the Committee. The nomination was seconded by Cllr Swann. There were no other nominations therefore Cllr Greig was elected as Chairman of the Committee.
- iv) Personnel  
Cllr Blackwell nominated Cllr Acott as Chairman of the Committee and the nomination was seconded by Cllr Greig. Cllr D. Anderson nominated Cllr J. Anderson as Chairman of the Committee and the nomination was seconded by Cllr Swann. Members voted 4 votes to 3 to elect Cllr Acott as Chairman of the Committee.

**CO/012/14 - TO APPOINT MEMBERS TO THE COUNCIL'S COMMITTEES**

Members were asked to review each committee membership and **RESOLVED** to appoint the following members to the Council's Committees:

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

- iv. Common Liaison Committee  
D. Blackwell and J. Anderson
- v. Personnel  
A. Acott, J. Anderson, J. Liddiard, P. Grieg and P. May
- vi. Disciplinary Panel  
J. Liddiard, P. Greig and L. Swann
- vii. Grievance Panel  
J. Anderson, J. Liddiard and P. Greig
- viii. Appeals Panel  
D. Anderson, R. Howard and L. Swann

Although not a committee, members were asked to consider the terms of reference for the Community Safety Panel and appoint 2 members to the panel. Members **RESOLVED** to appoint Cllr Greig and Cllr Acott.

The Chairman allowed the County Councillor update to be brought forward due to Cllr Howard having to leave the meeting by 8.30pm.

#### **CO/013/14 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr Howard advised that ECC now had additional powers to scrutinise public health and elderly person's facilities and both he and Cllr Blackwell have been appointed to the panel for this purpose. Cllr Howard confirmed that following a damning report Basildon Hospital had been scrutinised by this panel and now provides one of the best A&E services in Essex.

Cllr Howard thanked the Town Council for their support by writing to ECC in relation to Roscommon Way and confirmed that this has been brought up in a cabinet meeting.

Cllr Blackwell advised that he is trying to arrange a meeting with the Police Commissioner and Chief Inspector to discuss and raise issues on Canvey Island including boy racers, crime and the lights going out after midnight. Cllr Blackwell advised that during his time as a County member he has been dealing with professionals in all fields and has the opportunity to raise issues at this level, therefore, if any member wishes to have an issue raised to inform him or Cllr Howard so that these issues can be taken forward.

Cllr Anderson asked whether the phasing of the lights at Sadlers Farm roundabout and the slip road onto the A13 could be raised as both issues have been outstanding for some time. Cllr Blackwell confirmed that these have been raised at County and will continue to be reviewed until a solution found. Cllr Howard advised that the contractors are due to return to deal with some outstanding issues.

#### **CO/014/14 - TO APPOINT A REPRESENTATIVE TO THE FOLLOWING EXTERNAL COMMITTEES OR GROUPS AND AGREE ARRANGEMENTS FOR REPORTING PROCEDURE:**

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) Community Initiative Fund Panel – Town Clerk
- (iv) CPBC Planning Committee – Chairman & Vice Chairman of CITC Planning Committee
- (v) Town Centre Regeneration Members Liaison Group – Cllr D. Anderson

- (vi) West Canvey Liaison Group – Cllr A. Acott
- (vii) Heritage Centre Committee – Cllr J. Liddiard
- (viii) EALC Executive Committee – Cllr A. Acott
- (ix) Citizens Advice Bureau Committee – Cllr A. Acott
- (x) Age Concern – Cllr P. May
- (xi) Parish Transport – Deputy Clerk
- (xii) Wyvern Community Transport Board – Cllr P. Greig
- (xiii) Children’s Advisory Board – Community Warden

Members were asked to consider appointing a representative following a request to the Friends of Concord Beach group and **RESOLVED** to appoint Cllr D. Blackwell.

Members **AGREED** that a written report from all representatives should be provided to the Clerk to be included on the Council meeting agenda’s, however, should no report be provided the item will not be included for an update and any confidential information will be omitted.

#### **CO/015/14 – FINANCE**

- i) **TO CONSIDER THE CONTINUATION OF FUNDING THE CLERKS MEMBERSHIP WITH THE SLCC AT A COST OF A MONTHLY STANDING ORDER OF £23.10**

Members **RESOLVED** to fund the Clerks membership with the SLCC at a cost of £23.10 per month.

- ii) **TO CONSIDER AND AGREE THE 2014/15 AFFILIATION FEES FOR THE EALC AND NALC**

Members **RESOLVED** to agree the payment of £2,125.37 for the affiliation fees for the EALC and NALC for 2014/15

#### **CO/016/14 - TO AGREE 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 Chairman of the Council signed the policy.

#### **CO/017/14 – TO CONSIDER AND AGREE THE TIMETABLE OF MEETINGS FOR 2014/15**

Members **RESOLVED** to approve the Timetable of Meetings for 2014/15 with the inclusion of one meeting in August.

#### **CO/018/14 – TO APPROVE THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2014**

Members noted the Clerk’s explanation on the annual accounts provided and **RESOLVED** to accept and approve the Annual Statement of Accounts for year ending 31<sup>st</sup> March 2014.

#### **CO/019/14 – TO APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2014**

Members noted the Clerk’s explanation on the documents provided and **RESOLVED** to approve and sign the Annual Governance Statement for the year ending 31<sup>st</sup> March 2014.

#### **CO/020/14 - TO CONSIDER AND REVIEW THE WORKING GROUPS FOR 2014/15**

Members reviewed the existing working groups and **RESOLVED** to appoint the following members to each group:

Town Guide – Cllr Acott, Cllr Liddiard and Cllr D. Anderson

Premises – Cllr May, Cllr Swann, Cllr J. Anderson and Cllr Blackwell

Armed Forces Day – Cllr May, Cllr Howard, Cllr J. Anderson, Cllr Acott and Cllr D. Anderson

**CO/021/14 – TO REVIEW AND AGREE THE BANK AUTHORISED SIGNATORIES INCLUSIVE OF THE TOWN CLERK IN ORDER TO PROCESS INTERNET BANKING PAYMENTS**

Members reviewed the existing bank signatories and **RESOLVED** to amend the existing authorised signatories to Cllr Howard, Cllr May, Cllr Liddiard, Cllr J. Anderson, Cllr D. Anderson, Cllr Swann and the Town Clerk.

**CO/022/14 – TO CONSIDER AND AGREE A GRANT APPLICATION FROM THE NEW PHAB CLUB**

Members considered the grant application from the New Phab Club for financial assistance for equipment and supplies and **RESOLVED** to provide £400.00.

**CO/023/14 – TO NOTE THE MEETING REPORTS FROM THE EVENTS WORKING GROUPS**

Members noted the reports provided from the working groups on 7<sup>th</sup> April and 25<sup>th</sup> April 2014 for the Wildlife Day, 23<sup>rd</sup> April and 28<sup>th</sup> April 2014 for the Armed Forces Day and 6<sup>th</sup> May 2014 for the Garden Trail.

Cllr Howard requested to leave the meeting due to another commitment.

**CO/024/14 – TO NOTE THE REPORTS PROVIDED FROM THE FOLLOWING FORUMS AND GROUPS:**

Members noted that the agenda stated a report from the EALC Executive committee; however, this was an error as the report was from the Citizens Advice Bureau.

**CITIZENS ADVICE BUREAU**

Members noted the report provided.

**WYVERN COMMUNITY TRANSPORT**

Members noted the minutes provided.

**CO/025/14 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**

Accounts **APPROVED** and cheques for No1 account 201893 to 201912 and No2 account 200274 to 200275 inclusive were signed.

**CO/026/14 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr Blackwell advised that following the recent elections Castle Point Borough Council were currently a hung council with no overall control. A meeting is to be held to discuss a possible coalition but discussions are still ongoing.

The meeting closed at 8.59 pm.

CHAIRMAN

16<sup>TH</sup> June 2014