

**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
13TH MAY 2013 AT 7.30PM**

PRESENT:

Councillors: D. Anderson (Chairman)
P. Greig J. Liddiard J. Anderson A. Acott
L. Swann R. Howard P. May (VC)

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

Cllr Greig advised that the Castle Point Mayor had extended best wishes to the new appointed Chairman of the Town Council and looks forward to working together in the forth coming year.

CO/001/13 – TO ELECT THE CHAIRMAN OF THE COUNCIL 2013/14

Cllr Grieg nominated Cllr D. Anderson as Chairman for the 2013/14 Council year. The nomination was seconded by Cllr Swann. There were no other nominations therefore Cllr D. Anderson was elected as Chairman of the Council.

CO/002/13 - TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

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

CO/003/13 - APOLOGIES FOR ABSENCE

Cllr Blackwell was on holiday, Cllr Harvey advised that he had been delayed at work and Cllr Mason's reason for absence was unknown as no apology was given.

CO/004/13 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Cllr Acott declared a non pecuniary interest in item 25 of the agenda as members of the Canvey Island Wildlife group are also members of the Castle Point Wildlife Group.

CO/005/13 – TO RECEIVE WRITTEN REQUESTS FOR DISCLOSABLE PECUNIARY INTEREST DISPENSATIONS

None were received.

CO/006/13 – 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/007/13 - 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/008/13 - TO APPOINT A VICE-CHAIRMAN OF COUNCIL FOR 2013/14

Cllr Greig nominated Cllr May as Vice-Chairman for the 2013/14 Council year. The nomination was seconded by Cllr J. Anderson. There were no other nominations; therefore Cllr May was elected as Vice-Chairman of the Council.

CO/009/13 - 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 Acott. There were no other nominations therefore Cllr J. Anderson was elected as Chairman of the Committee.
- ii) **Policy & Finance**
Cllr Liddiard nominated herself as Chairman of the Committee. The nomination was seconded by Cllr Swann. There were no other nominations therefore Cllr Liddiard was elected as Chairman of the Committee.
- iii) **Planning**
Cllr Swann nominated herself as Chairman of the Committee. The nomination was seconded by Cllr J. Anderson. There were no other nominations therefore Cllr Swann was elected as Chairman of the Committee.
- iv) **Personnel**
Cllr Greig nominated Cllr Blackwell as Chairman of the Committee. The nomination was seconded by Cllr Liddiard. There were no other nominations therefore Cllr Blackwell was elected as Chairman of the Committee.

CO/010/13 – TO REVIEW AND AMEND THE TERMS OF REFERENCE IN RELATION TO THE NUMBER OF MEMBERS PERMITTED ON EACH COMMITTEE

The Clerk advised that following the resolution made at the meeting on the 24th September 2012 to change the committee numbers to only consist of a chairman, vice chairman and 3 others with ex officio members as additional members it had become evident at recent meetings that should committee members not be able to attend only 5 members on each committee is a risk to the Council due to some meetings becoming close to not being in quorum.

Members were asked to consider the number of committee members being extended to 6 with the exception of the Personnel Committee and to amend the ruling to allow other members on the Policy & Finance committee in addition to committee chairman

Members **RESOLVED** to extend the committee membership to 6 with the exception of the Personnel Committee and to amend the ruling to allow other members on the Policy & Finance committee in addition to committee chairman.

CO/011/13 - 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. Environment and Open Spaces

J. Anderson, D. Anderson, A. Acott, L. Swann and P. Greig (P. May ex officio)

ii. Finance and Policy

L. Swann, J. Liddiard, J. Anderson, D. Blackwell, P. May, R. Howard (D. Anderson ex officio)

iii. Planning

L. Swann, D. Anderson, R. Howard, A. Acott and P. Greig (P. May ex officio)

iv. Common Liaison Committee

D. Blackwell and J. Anderson

Due to the restrictions imposed on this committee regarding the number of Town Councillors permitted it was agreed in the absence of Cllr Blackwell that the committee membership should remain the same.

v. Personnel

D. Blackwell, J. Anderson, J. Liddiard, P. Greig and P. May

vi. Grievance Panel

J. Anderson, J. Liddiard and P. Greig

vii. Appeals Panel

D. Anderson, A. Acott and L. Swann

viii. Disciplinary Panel

J. Liddiard, P. Greig and L. Swann

CO/012/13 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 11TH FEBRUARY 2013

RESOLVED that the minutes of the Council meeting held on the 11th February 2013 be confirmed as a true record of the proceedings and were signed by the Chairman.

CO/013/13 – TO CONSIDER AND AGREE THERECOMMENDATIONS FROM THE POLICY & FINANCE COMMITTEE HELD ON THE 8TH APRIL 2013

Members **RESOLVED** that the minutes of the Policy & Finance meeting held on the 8th April 2013 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/014/13 – TO NOTE THE PERSONNEL COMMITTEE MEETING MINUTES AND AGREED POLICIES

Members noted the minutes from the Personnel Committee meeting on the 11th April 2013 and the agreed adopted policies.

CO/015/13 – TO APPROVE THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2013

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 31st March 2013.

CO/016/13 – TO APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31ST MARCH 2013

Members noted the Clerk's explanation on the documents provided and **RESOLVED** to approve and sign the Annual Governance Statement for the year ending 31st March 2013.

CO/017/13 - TO CONFIRM THE APPOINTMENT OF THE INTERNAL AUDITOR (CURRENTLY MRS L FULLER)

RESOLVED to appoint Mrs L Fuller as the Internal Auditor for 2013/14

CO/018/13 - TO RESOLVE TO RE-ADOPT THE CODE OF CONDUCT AND TO DISCHARGE THE FUNCTION OF GRANTING DISPENSATIONS AND RESOLVING MISCONDUCT COMPLAINTS UNDER THE LOCALISM ACT 2011 S33 AND THE COUNCIL'S CODE OF CONDUCT BY DELEGATING THE FUNCTION TO THE MONITORING OFFICER, CASTLE POINT BOROUGH COUNCIL AS PER LGA 1972 S 101(1)

Members noted the Code of Conduct and **RESOLVED** to re-adopt the agreed code. The Clerk recommended that the Council discharge the function of granting dispensations and resolving misconduct complaints under the Localism Act 2011 s33 and the Council's Code of Conduct by delegating the function to the Monitoring Officer, Castle Point Borough Council as per the Local Government Act 1972 s 101(1). Members **RESOLVED** to discharge this function as recommended.

CO/019/13 - TO CONFIRM THE ELIGIBILITY OF THE GENERAL POWER OF COMPETENCE

The Clerk advised that in order to continue to use the General Power of Competence the eligibility criteria must be reviewed and confirmed at each Annual Council meeting. The Clerk confirmed that in order to be eligible the Council must have a qualified clerk and that elected members whether at ordinary elections or at a by-election, is equal to or greater than two thirds of the total number of members of the Council.

Members **RESOLVED** to confirm the Council's eligibility as it has a qualified Clerk and all existing members have been elected at an ordinary election or bi-election.

CO/020/13 - 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 was signed by the Chairman of the Council.

CO/021/13 - 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 – D. Anderson
- (ii) Community Safety Partnership – J. Anderson
- (iii) Big Society Panel – E. De Can
- (iv) CPBC Planning Committee – Chairman & Vice Chairman of CITC Planning Committee
- (v) Town Centre Regeneration Members Liaison Group – D. Anderson
- (vi) West Canvey Liaison Group – A. Acott
- (vii) Heritage Centre Committee – J. Liddiard
- (viii) EALC Executive Committee – A. Acott
- (ix) Citizens Advice Bureau Committee – A. Acott

Members were also asked to consider appointing a representative following requests from the following organisations:

- (i) Age Concern – P. May
- (ii) Parish Transport – E. De Can
- (iii) Wyvern Community Transport Board – L. Swann

Members **AGREED** that a written report from all representatives should be provided to the Clerk to be included on the Council meetings agenda's.

CO/022/13 – TO REVIEW THE AGREED TIMETABLE OF MEETINGS FOR 2013/14 WITH REGARDS TO CHANGING THE DATE OF THE ENVIRONMENT & OPEN SPACES MEETING ON THE 10TH JUNE 2013

The Clerk advised that a request had been received by two members to change the date of the meeting on the 10th June 2013 as they will be unable to attend. Members **RESOLVED** to amend the date of the Environment & Open Spaces meeting to the 3rd June 2013.

CO/023/13 – TO REVIEW AND CONSIDER CHANGES TO THE BANK SIGNATORIES

Members reviewed the existing bank signatories and **RESOLVED** to amend the existing signatories to Cllr R Howard, Cllr J Liddiard, Cllr J Anderson, Cllr P May and Cllr D Anderson.

CO/024/13 - TO NOTE THE EALC TRAINING SCHEDULE FOR 2013

Members noted the EALC training schedule for 2013 and were asked to advise the Clerk of any training courses that they would like to attend.

CO/025/13 – TO CONSIDER AND AGREE A PARTNERSHIP WITH THE CASTLE POINT WILDLIFE GROUP

Members noted the letter received from the Castle Point Wildlife Group confirming an interest in becoming a partner with the Town Council and members **RESOLVED** to agree the partnership and requested that the group be asked to come to an available Council meeting to provide a short presentation.

CO/026/13 – FINANCE

- i) **TO CONSIDER THE CONTINUATION OF FUNDING THE CLERKS MEMBERSHIP WITH THE SLCC AT A COST OF A MONTHLY STANDING ORDER OF £25.10**
RESOLVED to fund the Clerks membership with the SLCC at a cost of £25.10 per month.
- ii) **TO CONSIDER AND AGREE THE 2013/14 AFFILIATION FEES FOR THE EALC AND NALC**
RESOLVED to agree the payment of £2,099.34 for the affiliation fees for the EALC and NALC for 2013/14
- iii) **TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**
Accounts **APPROVED** and cheques for No1 account 201579 to 201603 inclusive were signed.

CO/027/13 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr Liddiard asked that Castle Point Borough Council be contacted to repair the pot holes in the entrance to the Paddocks in time for the Armed Forces Day parade. **ACTION:** Clerk to contact CPBC

Cllr May advised that the London Bus Theatre Company feature film was important for the youth of the island as it includes training for all aspects of film making and a premier will be held at the Movie Starr. Cllr May informed members that it is important to publicise this film as much as possible.

Cllr Howard advised that the renovations to the Waterside Farm Leisure facility is on course and will be a great asset for the community.

Cllr May advised that all councillors were working with the Echo newspaper to launch a campaign to save the weekend facility at the PCT Saturday surgery.

CO/028/13 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr Howard advised that he was disgusted with the new bus services and the changes made and that the Town Council had not been informed of these changes.

Members **RESOLVED** that the Clerk write to the Bus Company to complain about the service change and the lack on consultation.

Cllr D. Anderson thanked Cllr Greig for his role as Chairman in the previous year and welcomed Cllr May as Vice Chairman of the Council.

The meeting closed at 8.55 pm.

CHAIRMAN

23rd May 2013