

**MINUTES OF THE PROCEEDINGS AT THE ANNUAL MEETING OF
CANVEY ISLAND TOWN COUNCIL
HELD AT THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB
ON MONDAY 22ND MAY 2017 AT 7.30PM**

PRESENT:

Councillors: Cllr M. Tucker, Cllr. J. Blissett, Cllr. B Campagna, Cllr A. Acott, Cllr. D Blackwell, Cllr J. Anderson, Cllr D. Anderson, Cllr N. Harvey and Cllr P. Greig

Also present: Mrs E. De Can – Town Clerk
Ms L. Shirley – Community & Events Officer
Ms A. Ruskin – Community Warden
13 members of the public

Cllr M. Tucker welcomed the members of the public and Nigel Milner the new Deputy Clerk. Cllr Tucker advised that the change of title from Chairman to Town Mayor was met with some scepticism but he has received nothing but support and encouragement from residents and he confirmed that the change has been at no cost to the Council. Cllr Tucker thanked his wife Dawn for her support, the team of officers and all members for their support during his term of office.

CO/001/17 – TO ELECT THE TOWN MAYOR OF THE COUNCIL 2017/18

Cllr Blackwell nominated Cllr J. Anderson as Town Mayor for the 2017/18 Council year. The nomination was seconded by Cllr Campagna. There were no other nominations therefore Cllr J. Anderson was elected as Town Mayor of the Council.

Cllr Anderson thanked Cllr Tucker, all residents, staff and members. He confirmed that this year is the 10th anniversary of the Council and it has achieved a lot during its 10 years. Cllr Anderson thank his wife, Doreen for her support.

CO/002/17 - TO RECEIVE THE TOWN MAYORS DECLARATION OF ACCEPTANCE OF OFFICE

The Town Clerk provided Cllr J. Anderson with the Declaration of Acceptance of Office document which was signed and witnessed by the Town Clerk and Proper Officer.

CO/003/17 - TO APPOINT A DEPUTY TOWN MAYOR OF THE COUNCIL FOR 2017/18

Cllr Blackwell nominated Cllr Campagna as Deputy Town Mayor and the nomination was seconded by Cllr Harvey. There were no other nominations therefore Cllr Campagna was elected as Deputy Town Mayor of the Council for 2017/18.

CO/004/17 - APOLOGIES FOR ABSENCE

Apologies were approved for Cllr T. Belford and Cllr P. May.

CO/005/17 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

CO/006/17 – 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 complete new forms and return them within 28 days.

CO/007/17 - 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

Cllr Taylor provided an update on the current situation with black sacks.

CO/008/17 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 20TH FEBRUARY 2017

Members **RESOLVED** that the minutes of the Council meetings held on the 20th February 2017 be confirmed as a true record of the proceedings and were signed by the Town Mayor.

CO/009/17 – TO NOTE THE MINUTES AND RESOLUTION OF THE PERSONNEL COMMITTEE MEETING HELD ON THE 8TH MAY 2017

Members noted the Personnel Committee minutes of the meeting on the 8th May 2017

CO/010/17 – TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 8TH MAY 2017

Members noted the minutes of the Policy & Finance meeting held on the 8th May 2017 and **RESOLVED** that the minutes 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/011/17 – TO REVIEW THE TERMS OF REFERENCE FOR EACH COMMITTEE

Members reviewed the terms of reference and **RESOLVED** to amend the wording of the Community Relations terms of reference as detailed in the agenda.

CO/012/17 - TO APPOINT A CHAIRMAN TO THE COUNCIL'S COMMITTEES

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

CO/013/17 - 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

Cllr D. Anderson, Cllr Campagna, Cllr Blissett, Cllr Tucker and Cllr Acott

ii. Community Relations

Cllr May, Cllr Greig, Cllr Tucker, Cllr Blissett, Cllr Campagna and Cllr D. Anderson

iii. Policy and Finance

Cllr Harvey, Cllr May, Cllr D. Anderson, Cllr Blackwell, Cllr Tucker and Cllr Belford

iv. Planning

Cllr Greig, Cllr Tucker, Cllr Blissett, Cllr Campagna and Cllr Belford

v. Common Liaison Committee

Cllr Blackwell

Members **RESOLVED** to seek clarification for the appointment of the Town Mayor to this committee.

vi. Personnel

Cllr Blackwell, Cllr D. Anderson, Cllr May, Cllr Belford, Cllr Greig and Cllr Acott

vii. Disciplinary Panel

Members requested that the Panel members be appointed by the Personnel Committee at its next meeting

viii. Grievance Panel

Members requested that the Panel members be appointed by the Personnel Committee at its next meeting

ix. Appeals Panel

Cllr Tucker, Cllr Harvey and Cllr Campagna

CO/014/17 - TO NOTE THE COUNCILS STANDING ORDERS AND FINANCIAL REGULATIONS

Members noted the Standing Orders and Financial Regulations.

CO/015/17 - TO REVIEW THE REPRESENTATIVES TO THE OUTSIDE BODIES AS DETAILED IN THE CLERKS REPORT

Members appointed the following members to each committee or group:

- (i) Community Development Partnership – Cllr D. Anderson
- (ii) Community Safety Partnership – Members queried this appointment as there was very little update from this partnership and requested that the Clerk investigate the frequency of the meetings and report back to Full Council in order for the appointment to be made.
- (iii) Community Initiative Fund Panel – Town Clerk
- (iv) CPBC Planning Committee – Chairman & Vice Chairman of CITC Planning Committee
- (v) CPBC Review Committee – Cllr Belford & Cllr Acott
- (vi) Town Centre Regeneration Members Liaison Group – Cllr D. Anderson and Cllr Blissett asked to be considered for this post. Members voted 7 votes for Cllr D. Anderson and 0

votes for Cllr Blissett. Members **RESOLVED** to appoint Cllr D. Anderson as its representative.

- (i) West Canvey Liaison Group – Cllr Tucker
- (vii) Heritage Centre Committee – Cllr Campagna
- (viii) EALC Executive Committee – Cllr Acott
- (ix) Age Concern – Cllr Blissett
- (x) Parish Transport – Community and Events Officer
- (xi) Wyvern Community Transport Board – Cllr Greig

CO/016/17 – FINANCE

i) TO CONSIDER AND AGREE THE CONTINUATION OF FUNDING THE CLERKS MEMBERSHIP WITH THE SLCC AT A COST OF A MONTHLY STANDING ORDER OF £14.75

Members **RESOLVED** to agree to the continuation of funding the Clerks membership with the SLCC at a cost of £14.75 per month.

Members asked that a request for the funding of the Deputy Clerks membership be put to the next available committee meeting.

ii) TO CONSIDER AND AGREE THE 2017/18 AFFILIATION FEES FOR THE EALC AND NALC

Members **RESOLVED** to agree the payment of £2,489.00 for the affiliation fees for the EALC and NALC for 2017/18

iii) TO REVIEW AND CONSIDER CHANGES TO BANK SIGNATORIES

Members reviewed the existing bank signatories and **RESOLVED** to amend the existing authorised signatories to the Town Clerk, Deputy Clerk, Cllr J. Anderson, Cllr D. Anderson, Cllr Grieg, Cllr Tucker and Cllr May.

iv) TO NOTE THE COUNCILS ASSET REGISTER

Members noted the up to date Asset Register.

CO/017/17 - TO AGREE THE SIGNING OF THE HEALTH & SAFETY POLICY BY THE TOWN MAYOR 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 Town Mayor of the Council signed the policy.

CO/018/17 – TO CONSIDER AND AGREE THE TIMETABLE OF MEETINGS FOR 2017/18

Members **RESOLVED** to approve the Timetable of Meetings for 2017/18 with the amendment for the first Environment & Open Spaces Committee meeting to the 26th June 2017.

CO/019/17 – TO APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31ST MARCH 2017

Members **RESOLVED** to approve and sign the Annual Governance Statement for the year ending 31st March 2017.

CO/020/17 – TO APPROVE THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2017

Members **RESOLVED** to accept and approve the Annual Statement of Accounts for year ending 31st March 2017.

CO/021/17 - TO CONSIDER AND REVIEW THE WORKING GROUPS FOR 2017/18

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

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

Armed Forces Day – Cllr May, Cllr Blissett, Cllr J. Anderson, Cllr D. Anderson, Cllr Campagna, Cllr Belford, Cllr Acott and Cllr Greig

Wildlife Day – Cllr May, Cllr J. Anderson, Cllr D. Anderson, Cllr Blackwell and Cllr Campagna

Members discussed the Environment & Conservation group and Community Safety Panel and **RESOLVED** to amalgamate these two groups and rename it as the Community Resilience Panel which will include the review and production of the emergency plan and to appoint the following members to the group:

Community Resilience Panel - Cllr Blackwell, Cllr Tucker, Cllr Harvey and Cllr Blissett

CO/022/17 – TO REVIEW MEMBERS ACCEPTANCE TO RECEIVE ELECTRONIC AGENDAS

Members noted the Councils change in policy and reviewed their individual consideration to receive agenda's electronically and provided the required signature of acceptance. Cllr Belford and Cllr May to be advised of this requirement and signatures provided when possible.

CO/023/17 – TO NOTE THE REPORT OF OFFICERS DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS.

Members noted the report of officer's decisions under delegated powers and background papers.

CO/024/17 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report.

CO/025/17 – TO NOTE THE REPORTS PROVIDED FROM THE FOLLOWING FORUMS AND GROUPS: -

- **Wyvern Community Transport**
Members noted the minutes provided.

CO/026/17 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

Accounts **APPROVED** and cheques for No1 account 202865 to 202876 inclusive were signed.

| Company | Cheque No | Amount | Description |
|------------------------|-----------|------------------|--------------------------------------|
| Leigh Times Series Ltd | 202865 | £150.00 | W/D Advert |
| R Dolphin | 202866 | £600.00 | Car park rent – June/Sept 17 |
| EON | 202867 | £243.84 | Electric Bill – 11 High St |
| B Lennard | 202868 | £131.95 | Labworth Gdns – replacement plaques |
| Design 4 Print | 202869 | £395.00 | W/D Posters & Tidal Pool sign repair |
| Primary Times | 202870 | £225.60 | W/D Advert |
| SLCC | 202871 | £177.00 | Clerks SLCC Membership |
| EALC | 202872 | £2,489.00 | 2017/18 Affiliation Fees |
| Canvey Island RUFC | 202873 | £500.00 | Grant – replacement cooker |
| District News | 202874 | £55.00 | Advert – AFD |
| Rocky's Animals | 202875 | £278.00 | Mobile Farm – remaining balance |
| EALC | 202876 | £90.00 | First Aid Course - EDC |
| | | £5,335.39 | |

CO/027/17 – REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND

The Community Warden provided an update on the Tidal Pool joints and jet washing, the damaged sign, the replacement of the bench plaques at the Labworth Memorial Gardens, the new sign and notice board at the Allotments and that regular patrols have been arranged with CPBC.

CO/028/17 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr Campagna queried flooding in various roads and Cllr Blackwell provided an update.

CO/029/17 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr Blackwell wished members to provide a vote of thanks to Cllr Howard for his service as a County Councillor now that he is no longer in position. He advised that Canvey Road and Long Road were due to be closed for 11 days and investigations are in place to clarify this closure due to the impact to the island traffic. He also confirm that the crossing in Mitchells Avenue was scheduled for June 2017.

The meeting closed at 8.50 pm.

TOWN MAYOR

DRAFT