

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
COMMUNITY RELATIONS COMMITTEE OF THE CANVEY ISLAND TOWN
COUNCIL HELD AT THE COUNCIL OFFICES, 13 HIGH STREET, CANVEY
ISLAND ON MONDAY 21st MARCH AT 7.30PM**

PRESENT:

Councillors: Cllr P. May, Cllr. B Campagna, Cllr J. Blissett, Cllr P. Greig

Also present: Mrs L. Windley – Community and Events Officer
Mrs E. Hunt – Town Clerk
Cllr D. Anderson
Cllr J. Anderson
Cllr T. Belford
5 members of the public

CR/001/16 – TO APPOINT A CHAIRMAN OF THE COMMITTEE

Cllr P. Greig nominated himself as Chairman of the committee, the nomination was not seconded. Cllr B. Campagna nominated Cllr P. May as Chairman of the committee. The nomination was seconded by Cllr J. Blissett. There were no other nominations therefore Cllr P. May was appointed as Chairman of the Community Relations Committee.

Cllr P. May thanked the committee for allowing him to take this role on again.

CR/002/16 - APOLOGIES FOR ABSENCE

Cllr M. Tucker provided apologies

CR/003/16 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

CR/004/16 - 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

Mr B. Tunstall advised the committee that he was a member of neighbourhood watch explaining that he had received no recent correspondence from the co-ordinators and asked the committee if they could look into this on his behalf. Cllr T. Belford advised that he would raise this concern at the next community safety panel meeting. Cllr B. Campagna asked if Cllr T. Belford could ask the community safety panel about the locations of new policing and neighbourhood watch initiatives. Cllr J. Anderson agreed that the community safety panel would be the correct forum to raise these concerns. Cllr D. Anderson advised members that the community development partnership were trying to recruit new members, as they were in decline. Cllr T. Belford shared that he felt representation was needed from Canvey Island and Castle Point at the community safety panel as members were predominantly from Rochford and Rayleigh. Cllr T. Belford said he following his investigations report his findings to the committee at its next meeting.

CR/005/16 - TO APPOINT A VICE CHAIRMAN OF THE COMMITTEE

Cllr J. Blissett nominated Cllr P. Greig as Vice Chairman of the Committee. The nomination was seconded by Cllr B. Campagna. There were no other nominations therefore Cllr P. Greig was appointed as Vice Chairman of the Community Relations Committee.

CR/006/12 – MATTERS ARISING FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA

The Community and Events Officer updated members on the progress of the Beacon Lighting ceremony being held in partnership with Castle Point Borough Council. She explained that the event had now been scaled down to a civic event and that it would now take place at RSPB West Canvey Marsh. The Community and Events Officer advised members that a Beacon had

been purchased at the cost of £299.00 + VAT and this would be purchased by Castle Point Borough Council and that they would then invoice the Town Council for half of this.

Cllr P. May advised members of an upcoming event at CISCA House that had resulted from Community Warden visits to the local community groups.

The Community and Events Officer asked members that if they had any items to be included in the quarterly newsletter that they would be needed to be provided to her for next week.

CR/007/16 - TO RECEIVE A REPORT ON THE CHRISTMAS LIGHTING INVESTIGATIONS AND CONSIDER AND AGREE THE PROPOSED ENHANCEMENTS.

The Community & Events Officer provided an update on the Christmas lighting investigations and shared the proposal given by the current electrical contractors Aylesford Electrical. She explained that installing transmitters to each column would ensure that all the lamp columns and tree lighting were switched on at the same as was requested.

Members were asked to consider motif designs provided by the Community and Events Officer and **RESOLVED** to purchase nine motifs and twenty transmitters at a total cost of £4,497.00 excluding VAT.

Cllr J. Blissett expressed concerns that this could cause residents to feel that some wards were being favored over others, as it is normally only town centres that are utilised for Christmas decorations. The Community and Events Officer explained that if Christmas trees were to be sought for different locations, the permissions and costs of installing tree pits would also need to be investigated.

Members discussed tree installations at different locations across Canvey Island and asked if the Community and Events Officer could investigate costs for consideration by the committee at its next meeting. The Community and Events Officer **AGREED** to investigate costs to purchase additional trees and installation of tree pits and would report these back to the committee at its next meeting.

CR/008/16 – TO CONSIDER AND AGREE TO DEVOLVE THE POWER TO THE CLERK TO AUTHORISE THE EVENTS EXPENDITURE WITHIN THE BUDGET

Members were asked to consider and agree to devolve the power to the Clerk to authorise the events expenditure within the budget. The Town Councils Financial Regulations 3.2 state that the Clerk shall have the authority to authorise normal budgeted items of work up to the value of £5,000.00 in exercise of any of the councils functions within the agreed budget without referral to the relevant committee.

Members considered the request and **RESOLVED** that the Clerk be given the authority to agree expenditure within the agreed event budget in accordance with Financial Regulation 3.2.

CR/009/16 – TO CONSIDER AND AGREE REPRINTING OF COMMUNITY ENGAGEMENT LEAFLETS

The Community and Events Officer provided members with a copy of the current community engagement leaflets and advised that due to staff, structure and office changes these were now out of date. The Community and Events Officer advised that the leaflets had been produced by local design company Design 4 Print in 2014 at a total cost of £55.00 for a box of 500 leaflets.

Members were asked to consider amending the existing leaflet to reflect the changes and to appoint Design 4 Print to produce a further 500 leaflets at a minimal cost to be taken from the Town Councils publicity budget. Members considered the request and **RESOLVED** to appoint Design 4 Print to amend and produce a further 500 leaflets community engagement leaflets with the cost to be taken from the publicity budget.

CR/010/16 – TO CONSIDER AND AGREE THE HIRING OF FIVE STAGE ACTS FOR THE CHRISTMAS EVENT.

The Community and Events Officer asked members to consider hiring five stage acts to perform at the 2016 Christmas Light Switch on event and provided members with the details of the five stage acts. Cllr B. Campagna explained that he had researched the acts proposed and asked that consideration of other acts involved be made when organising the line up for the day.

Members considered the request and **RESOLVED** to defer the item until the next meeting until further information on the proposed acts can be provided.

CR/011/16 – TO CONSIDER AND AGREE THE PAYMENT OF A NOMINAL FEE FOR EVENT PHOTOGRAPHY

The Community and Events Officer advised members that over the last year it has become increasingly difficult to find volunteers for event photography, and in some cases Officers have had to do the task themselves using borrowed equipment.

The Community and Events Officer advised members that Jamie Leigh Harrington, the photographer for last years events had approached the council to request a nominal fee to photograph the Town Councils events to cover the cost of her travel and equipment.

Members were asked to consider and agree appointing Jamie Leigh Harrington as the event photographer for 2016 and pay a nominal fee of £30.00 for each event to cover the cost of her travel and equipment.

Members considered the request and **RESOLVED** to appoint Jamie-Leigh Harrington as the event photographer and pay a nominal fee of £30.00 for each event to be taken from the corresponding event budget.

CR/012/16 – TO CONSIDER AND AGREE ATTENDING THE CASTLE POINT SHOW

The Community and Events Officer asked members to consider and agree attending at the Castle Point Show and asked if they would like to utilise the Town Council's branded gazebo to have an outside space this year. Cllr J. Anderson recommended that the Town Council also consider purchasing new display boards as the existing boards were in disrepair ahead of the show. Members considered the request to have a presence at the Castle Point Show and **RESOLVED** to attend the Castle Point Show and to book an outside space using the new branded gazebo.

CR/013/16 – TO RECEIVE A REPORT ON THE PROGRESS OF THE NEWSLETTER

The Community and Events Officer updated members on the progress of the quarterly newsletter and explained to members that if they wanted any items included in the newsletter, that they would need to be submitted before 5th April 2016 deadline.

CR/014/16 – TO RECEIVE A BREIF REPORT ON THE PROGRESS OF PARTERSHIP WORKING INITIATIVES

The Community and Events Officer provided members of the progress of partnership working initiatives advising that she had recently met with Cllr J. Anderson and a representative from the ATC (2187) Squadron, one of the Town Council's working partners. The Community and Events officer advised members that it was a successful meeting, advising that the ATC (2187) Squadron had expressed an interest in attending more Town Council events. The Community and Events Officer advised that they will be having a stall at the Wildlife Day event.

The Community and Events Officer recommended utilising the quarterly newsletter to showcase the Town Council's working partnerships, advising that this initiative could be utilised from July when the next newsletter is due to be distributed.

Cllr P. Greig suggested that Canvey Island Army Cadet Force would be a good a working partnership to consider.

Cllr J. Anderson explained that the Town Council has a working partnership with Legacy, who undertake youth outreach work. Cllr J. Anderson suggested that the Town Council have more involvement with youth outreach programmes and recommended that this could be promoted through the Town Council's website.

CR/015/16 - TO NOTE THE EXISTING FOUR YEAR PLAN

Members noted the four year plan.

CR/016/16 – FINANCE – TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED

Accounts **APPROVED** and cheques 202507 to 202518 inclusive were signed for A/c No 1.

The meeting closed at 8.45pm.

CHAIRMAN
16th May 2016