

**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 10<sup>TH</sup> JULY 2017 AT 7.30PM**

**PRESENT:**

Councillors: Cllr P. May (Chairman), Cllr M. Tucker, Cllr J. Blissett, Cllr P. Greig, Cllr D. Anderson, Cllr B. Campagna

Non Committee Members: Cllr J. Anderson

Also present: Mrs E. De Can – Town Clerk  
Miss Laura Shirley – Community and Events Officer  
Mr Nigel Milner – Deputy Clerk  
5 members of the public

**CR/001/17 – APOLOGIES FOR ABSENCE**

There were none

**CR/002/17 – TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**CR/003/17 – TO APPOINT A VICE CHAIRMAN OF THE COMMITTEE FOR 2017-2018**

Cllr P. Greig nominated Cllr M. Tucker as Vice Chairman of the Committee. The nomination was seconded by Cllr B. Campagna. There were no other nominations therefore Cllr M. Tucker was elected as Vice Chairman of the Committee.

**CR/004/17 – 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.**

No members of the public wished to speak.

**CR/005/17 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON 24<sup>TH</sup> APRIL 2017**

The minutes of the committee meeting held on 24<sup>th</sup> November 2017 were **CONFIRMED** and signed as a true record.

**CR/006/17 – TO NOTE THE CLERKS REPORT ON ONGOING PROJECTS AND NOT ON THE AGENDA**

Members noted the Clerks reports on ongoing projects.

**CR/007/17 – TO CONSIDER AND AGREE TAKING PART IN THE GREAT BRITISH BEACH CLEAN INITIATIVE**

The Community and Events Officer provided members with an overview of the Big Beach Clean Initiative and members discussed potential areas the scheme could be implemented.

Members **RESOLVED** to take part in the Great British Beach Clean and for the Community and Events Officer to investigate areas that would benefit the most from the scheme.

**CR/008/17 – TO CONSIDER CHANGING THE FORMAT OF THE COMMUNITY AWARDS**

Members **AGREED** for the Community and Events Officer to investigate changing the format of The Community Awards and any associated costs for consideration at the next Community Relations Committee meeting.

**CR/009/17 – TO CONSIDER ATTENDING THE MONSWICK STABLE FUN EVENT**

Members **RESOLVED** to attend the Monswick Stables fun with a vote of five for and two against, with members to cover the manning of the stall at the event. Members agreed to review the need to attend the event next year.

**CR/010/17 – TO CONSIDER AND AGREE INVESTIGATIONS INTO ACTIVE CITIZEN EVENTS**

The Community and Events Officer gave a report regarding Active Citizen Events and campaigns in the local area and advised members that the Town Council would not be recruiting volunteers to the campaign, but helping to promote the campaign and provide information to residents. Members **RESOLVED** to work with Essex Police on the Active Citizen Campaign.

**CR/011/17 – TO RECEIVE A VERBAL REPORT ON THE WILDLIFE DAY EVENT**

The Community and Events advised members that over 750 recorded visitors attended the event. Members were advised that next year the Town Council presence will be enhanced. Members were advised that the amount of free attractions available to residents would also be looked to be increased.

**CR/012/17 – TO RECEIVE A VERBAL REPORT ON THE ARMED FORCES DAY EVENT**

Members were advised that a full debrief of the event was yet to happen and that details will be released once this has taken place. Members were advised that feedback received has been positive. Members commented that more advertising was required for next year's event.

**CR/013/17 – TO RECEIVE A VERBAL REPORT ON THE PROGRESS OF THE CHARITY GARDEN TRAIL**

Members were advised that programmes for the event had been distributed and were now on sale.

**CR/014/17 – TO CONSIDER AND AGREE A ONE YEAR EXTENSION TO THE EXISTING FESTIVE LIGHTING CONTRACT**

Members were advised that there was a potential to extend the current festive lighting to other areas of the Town Centre for 2018, and therefore asked to consider a one year extension to the festive lighting contract to allow the Community and Events Officer to investigate inclusion of additional lighting in 2018. Members **RESOLVED** to extend the existing contract for a period of one year.

**CR/015/17 – TO CONSIDER AND AGREE ENHANCEMENTS TO THE CHRISTMAS EVENT**

Members were advised that the free attractions offered at last year's Christmas Event were very well received and that the Community and Events Officer would like to enhance the amount offered at the 2017 event.

Members **RESOLVED** for investigations to be made into more free attractions for the Christmas Event.

**CR/016/17 – TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED**

Accounts **APPROVED** and cheques 202898 to 202912 inclusive were signed for a/c No.1.

**CHEQUES PAID 10<sup>TH</sup> JULY 2017 — NO 1 ACCOUNT**

<b>Company</b>	<b>Cheque No</b>	<b>Amount</b>	<b>Description</b>
A Ruskin	202898	£46.18	Employee Costs
Aspect Maintenance	202899	£4,827.00	Maintenance
Castle Point Borough Council	202900	£398.00	Castle Point Show Hire & Hire of The Paddocks for Armed Forces Day
DOTS	202901	£141.26	Photo Copy Charges
EALC	202902	£55.00	Training Course – Nigel Milner
G & K Groundworks	202903	£110.00	Rental of Storage Unit

Limited			
Gary Rogers	202904	£460.00	Tree remedial work at Canvey Lake.
MJM Software Limited t/a Rayleigh Computer Shop	202905	£352.00	IT Maintenance/ On-line Storage Service & Anti Virus update
St John Ambulance	202906	£72.00	First Aid Cover at Armed Forces Day
Viking	202907	£118.96	Postage Stamps
Primrose Cleaning Contractors	202908	£74.00	Office Cleaning – June 2017.
Canvey & Hadleigh District News	202909	£110.00	Garden Trail Advertising
D Trower	202910	£20.00	Window Cleaning
Design 4 Print	202911	£135.00	Garden Trail Brochure
CITC	202912	£108.62	Petty Cash top up
<b>TOTAL</b>		<b>£7,028.02</b>	

The meeting closed at 8.25pm.

CHAIRMAN

16<sup>th</sup> October 2017