

TO ALL MEMBERS OF THE COMMON LIAISON COMMITTEE

Natalie Holt (Chairman), Cllr J. Anderson, Cllr T. Skipp, Cllr D. Blackwell and Cllr R Howard

Dear Members,

I hereby summon you to attend a meeting of the **COMMON LIAISON COMMITTEE** to be held in the **TOWN COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, ESSEX, SS8 7RB** on the **15TH MARCH 2017** commencing at **3.00 PM** for the transaction of business as set out below.

Any member who is unable to attend the meeting should send their apologies before the meeting.

Yours faithfully

7th March 2017

Mrs E. De Can
Responsible Financial Officer

The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing or otherwise reporting of those participating in a meeting. Should any member of the public present and does not wish to participate but who objects to being filmed, recorded, photographed or otherwise reported about please make yourself known to the Town Clerk

A G E N D A

1. Apologies for absence.
2. To receive Declarations of Interest in items on the Agenda.
3. 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.
4. To confirm and sign as a true record the minutes of the Committee meeting held on 4th November 2016.
5. To note the Clerk Report from the ongoing projects and not on the agenda (Appendix A).
6. To receive an update from the Community Warden on the re-opening of the Lake.
7. To consider and agree the costs for additional bollards at Cherry Close to prevent unauthorised access (Appendix B)
8. To consider and agree the location, quotes and installation of a new Play Area
9. To consider and agree the quotes provided for the Tree Audit Survey for 2017 (Appendix C)
10. To note the Health & Safety report detailing incidents and actions completed (Appendix D).