

TO ALL MEMBERS OF THE COMMON LIAISON COMMITTEE

David Hedges (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 at Town Council Office, 11 High Street, Canvey Island on the **17TH JUNE 2015** commencing at **3.00 PM**

Yours faithfully,

Mrs E. De Can
Town Clerk

10th June 2015

AGENDA

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 11th March 2015.
5. Matters arising from the ongoing projects and not on the agenda (Appendix A).
6. To consider and agree the Timetable of Meetings for 2015/16
7. To note the update on the progression of the byelaw
8. To consider and agree the costs for the annual tree audit
9. To review and agree the draft Tree Policy
10. To note the Health & Safety report detailing incidents and actions completed (Appendix B).