

TO ALL MEMBERS OF THE COUNCIL

Dear Councillors,

I hereby summon you to attend a meeting of the **CANVEY ISLAND TOWN COUNCIL** to be held in **THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND** on **MONDAY 4TH APRIL 2016** commencing at **7.30pm** 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,

Mrs E Hunt
Town Clerk

29th March 2016

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 Council meeting held on the 7th March 2016.
- 5 Matters arising from the ongoing projects and not on the agenda (Appendix A)
- 6 To note the report of Officer Decisions under delegated powers and background papers.
- 7 To note the expiration of Notice of Casual Vacancy for Canvey Island East Ward and consider co-opting of a Town Councillor.
- 8 To consider carrying out a public consultation to ascertain the interest of the community of Canvey Island to prepare a Neighbourhood Plan.
- 9 To consider and agree a response to the Essex County Council Children's Centre Consultation.
- 10 To consider and agree a response to the Essex County Council Fire and Rescue Consultation Document.
- 11 To consider and agree a response to the Formal Consultation on the potential Outer Thames Estuary Special Protection Area (pSPA).
- 12 To consider and agree a response to the Essex County Council and Southend on Sea Borough Council Joint Replacement Waste Local Plan.
- 13 To note the reports provided from the following forum groups:
Wyvern Community Transport
Parish Transport
EALC Executive Committee
- 14 To confirm accounts for payment previously agreed.

- 15 Report from Community Warden on matters relating to Canvey Island.
- 16 Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
- 17 Reports from Essex County Councillors on matters relating to Canvey Island.

Subject: Officer Report

Speaker: Town Clerk

Reason for Report

Report of officer decisions under the Openness and Local Government Bodies Regulations 2014

Date: 15th March 2016

Decision taken: To purchase 2 internal fire doors with intumescent strips and to appoint contractor to install doors and to insert an intumescent strip in the existing compartment fire door at a total cost of £650.00 excluding VAT.

Reason: The internal office doors were identified as requiring replacement with fire doors.

Alternative Options: Comparable quotations were researched by the Community Warden and Door Depot provided the most competitive quotation

Date: 23rd March 2016

Decision taken: To purchase a new office laminator from Office Needs Essex at a total cost of £32.99.

Reason: The existing laminator is no longer fit for purpose.

Alternative Options: Comparable quotations were researched by the Community and Events Officer and Office Needs Essex provided the most competitive quotation.
