

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 11TH JANUARY 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,

Mr M. Letch
Acting Town Clerk

5th January 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 19th October 2015
- 5 Matters arising from the ongoing projects and not on the agenda (Appendix A)
- 6 To consider and agree the recommendations from the Policy & Finance Committee held on the 1st December 2015.
- 7 To consider and agree the budget and precept for 2016/17 and the four year plan
- 8 To note the report of Officer Decisions under delegated powers and background papers.
- 9 To receive a report from the Community and Events Officer in relation to Town Council events.
- 10 To consider and agree a design for the Static Honours Board.
- 11 To receive a report from the Community Warden in relation to her achievements to date.
- 12 To consider and agree to broadcasting Town Council meetings.
- 13 To consider the partnership request from the Canvey Community Archive.
- 14 To note response received from Royal Mail in relation to a complaint raised.
- 15 To note the minutes or reports from the following Forums and Groups:-
 - Wyvern Community Transport
 - EALC Executive Committee
- 16 To confirm accounts for payment previously agreed.
- 17 Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
- 18 Reports from Essex County Councillors on matters relating to Canvey Island.

Agenda Item No. 8

Subject: Officer Report

Speaker: Acting Town Clerk

Reason for Report

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

Date: 7th October 2015

Decision taken: Appoint Castle Point Borough Councils Licensing Officer to carry out Advanced DBS Check on the newly appointed Community Warden and Standard DBS Check on the Community and Events Officer at a total cost of £100.00.

Reason: Castle Point Borough Council have completed DBS Checks on behalf of Canvey Island Town Council on all other members of office staff, the newly appointed Community Warden and Community and Events Officer had not had these checks completed.

Alternative Options: No alternative options were required.

Date: 15th October 2015

Decision taken: To purchase a Sony Compact Digital Camera with 16GB SDXC Card at a cost of £84.98 excl VAT.

Reason: The quality of the images produced by the current office camera is poor and these are no longer able to be used for Town Council publicity and photo opportunities.

Alternative Options: Comparable quotations were researched by the Community and Events Officer and the Sony Compact Digital Camera with 16GB SDXC Card at a cost of £84.98 excl VAT was the most competitive option for the specification of camera required.

Date: 23rd October 2015

Decision taken: Purchase a replacement CCTV camera for the front of unit 11 High Street at a total cost of £125.00 from Alert System Alarms

Reason: CCTV Camera two has been damaged causing the unit to failing due to moisture entering the unit.

Alternative Options: No other options were considered as the CCTV forms part of the security system which is currently being monitored and maintained by Alert System Alarms.

Date: 26th October 2015

Decision taken: Purchase a replacement cross cut shredder for office use, purchase a workplace first aid kit refill pack and purchase a two pack eyewash refill at a total cost of £167.98 exc VAT from Viking Direct Ltd.

Reason: The office shredder was no longer suitable for the volume of shredding carried out by the office staff so a replacement unit was required.

Alternative Options: Comparable quotations were researched by the Community and Events Officer and Viking Direct provided best value for these items.

Date: 5th November 2015

Decision taken: Appoint Mastic Pointing to cut out, clean and replace 2 no. mastic joints at Concord Beach Tidal Pool at a total cost of £332.00 exc VAT.

Reason: The mastic joints between the stone cappings were defective and posed a potential health and safety risk to visitors.

Alternative Options: Appointed contractor is the Council approved contractor. No other options were considered.

Date: 25th November 2015

Decision taken: Purchase a wheel clamp and tow rope at a total cost of £40.00 inc VAT from Autocare.

Reason: To enable the Council to remove a car from Canvey Lake which had been driven into lake and dumped and to secure the vehicle once removed.

Alternative Options: No other options were considered.

Date: 1st December 2015

Decision taken: Appoint Mastic Pointing to cut out, clean and replace 2 no. mastic joints at Concord Beach Tidal Pool at a total cost of £498.00 exc VAT.

Reason: The mastic joints between the stone cappings were defective and posed a potential health and safety risk to visitors.

Alternative Options: Appointed contractor is the Council approved contractor. No other options were considered.

Date: 9th December 2015

Decision taken: Purchase 3 no. new office telephones from Viking Direct at a total cost of £47.99 exc VAT.

Reason: The office phones were found to have a fault on them causing loss of service.

Alternative Options: Comparable quotations were researched by the Community and Events Officer and Viking Direct provided best value for this item.

Date: 11th December 2015

Decision taken: Appoint CB Landscapes to replace vandalised Lake Watch sign with post and reattach missing sign to post on North bank of Canvey Lake at a total cost of £75.00 exc VAT.

Reason: The Lake Watch sign and post at entrance to Chilterns on the North Bank was pulled out of the ground and dumped on the grassed area adjacent and the sign removed from the post at the rear of Avondale Walk and dumped on the grassed area adjacent.

Alternative Options: Appointed contractor is a Council approved contractor. No other options were considered.