

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 15<sup>TH</sup> AUGUST 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

8<sup>th</sup> August 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 11<sup>th</sup> July 2016.
- 5 To consider and agree preparing a Neighbourhood Plan or Neighbourhood Development Order.
- 6 To confirm accounts for payment as previously agreed.