

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF
CANVEY ISLAND TOWN COUNCIL
HELD AT THE COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND ON
MONDAY 20TH FEBRUARY 2017 AT 7.30PM**

PRESENT:

Councillors: Cllr M. Tucker (Town Mayor), Cllr J Anderson (Deputy Town Mayor), Cllr D. Anderson, Cllr P. Greig, Cllr J. Blissett, Cllr B. Campagna, Cllr T. Belford, Cllr D. Blackwell, Cllr N. Harvey, Cllr. A. Acott and Cllr P. May

Also present: Mrs E. De Can – Responsible Financial Officer
Miss L. Shirley – Community & Events Officer
Miss A. Horgan – Head of Governance (CPBC)
1 member of the public

CO/112/16 - APOLOGIES FOR ABSENCE.

There were none.

CO/113/16 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Cllr Acott declared an interest under Agenda Item 14 Minute CO/125/16 – to appoint a representative to the following external committees as a trustee of the Citizens Advice Bureau.

CO/114/16 - 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.

No members of the public wished to speak.

CO/115/16 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 23RD JANUARY 2017

The minutes of the Council meeting held on the 23rd January 2017 were **CONFIRMED** and signed as a true record.

CO/116/16 – CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted that the item regarding the Leader of the Council was on hold until the vacancy to appoint the Town Clerk had been filled. Cllr Harvey reported that approximately half the winter salt bags had been distributed to date.

CO/117/16 – TO NOTE THE MINUTES AND RESOLUTION FROM THE PERSONNEL COMMITTEE HELD ON THE 20TH FEBRUARY 2017

Members noted the Personnel Committee minutes and resolution of the meeting earlier that day 20th February 2017.

CO/118/16 – TO CONSIDER AND AGREE THE DATES FOR THE COUNCIL'S FORTHCOMING EVENTS

Members considered a Calendar of Events for 2017/18. The dates for events were set nationally or followed the dates the Town Council had historically delivered the events. Members were advised that discussions were continuing regarding the Heritage Event and Family Fun day for which dates would be set. **RESOLVED** to agree the Calendar of Events for 2017/18

CO/119/16 – TO CONSIDER THE PURCHASE OF A PLAQUE IN REMEMBRANCE OF ELLEA HUNT

Members discussed options to provide a memorial plaque for the late Ellea Hunt, Town Clerk. Members supported the proposal that two marble memorials as provided in the quotation submitted by People's Tribute should be acquired one to be located at the Labworth Memorial Gardens and one to be located at a location to be decided at the Council Office.

Members **RESOLVED** to agree to purchase two marble memorial plaques in remembrance of Ellea Hunt cost to be funded from the Mayor's fund and General Expenses budget respectively.

CO/120/16 – TO REVIEW THE STANDING ORDERS IN RELATION TO SECTION 26 AND THE PERSONNEL COMMITTEE'S RECOMMENDATION

Members reviewed the Council's Standing Orders in relation to section 26 and **RESOLVED** to approve the addition of mandatory training within Standing Orders under section 26 as per the Personnel Committee's recommendation to ensure that all members holding certain positions within the Council have the necessary training to fulfil the role.

CO/121/16 – TO RECEIVE AN UPDATE FROM THE COMMUNITY & EVENTS OFFICER ON THE PROGRESS OF THE ESSEX COUNTY FIRE & RESCUE FIRE BREAK PROGRAMME

Members noted a verbal report regarding progress in delivering the fire break programme. This included a meeting with Castle Point Borough Council to discuss the possibility of working in partnership and match funding.

CO/122/16 – TO CONSIDER AND AGREE THE HEART RADIO PROPOSAL FOR CHRISTMAS 2017

Members considered the proposal from Heart Radio for the contract for the staging and ancillary matters at the Christmas Event. The costs were within the budget constraints set for the event. **RESOLVED** to hire Heart Radio for the Christmas Event for the staging, entertainment, staff and equipment at a cost of £5,298.40 ex VAT.

CO/123/16 – TO NOTE THE COUNCIL'S SUCCESSFUL ACHIEVEMENT OF THE QUALITY AWARD

Members were delighted to receive and note the formal notification of the Council's successful achievement of the Quality Level – Local Council Award. Canvey Island was one of only eight Councils in Essex to receive the award. **RESOLVED** to formally record the Council's thanks to all Council staff for their efforts toward the Town Council achieving the Quality Level – Local Council Award.

CO/124/16 – TO NOTE REPORTS PROVIDED FROM THE FOLLOWING FORUM GROUPS:

- i) **EALC EXECUTIVE COMMITTEE 19.1.2017**
Members noted the report provided.

CO/125/16 – TO APPOINT A REPRESENTATIVE TO THE FOLLOWING EXTERNAL COMMITTEES

RESOLVED to inform the Citizens Advice Bureau that the Council was unable to make an appointment in view of the conflict with the trustee's responsibilities.

CO/126/16 – FINANCES:

(i) TO CONFIRM ACCOUNTS FOR PAYMENT AS PREVIOUSLY AGREED

The accounts were **APPROVED** for No1 account cheque numbers 202793 to 202812.

List of Payments made between 20/02/2017 and 20/02/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/02/2017	Newsquest (London) Ltd	202793	106.08		Echo Paper Subscription 2017
20/02/2017	Christy Cooling Services Ltd	202794	202.80		Air Conditioning Inspection
20/02/2017	Fullmen Ltd	202795	3,937.56		Signage
20/02/2017	Clear Branding Ltd	202796	23.40		Desk Plate - L Shirley
20/02/2017	G & K Groundworks Ltd	202797	110.00		Unit Rental - Feb 17
20/02/2017	Canvey Island Youth Project	202798	500.00		Grant - Equipment
20/02/2017	Bay Museum	202799	500.00		Grant - Display Cases
20/02/2017	M Tucker	202800	18.00		Mileage - Air Scouts Awards
20/02/2017	DOTS	202801	37.26		Copier Charges - Jan
20/02/2017	Stanley Marsh & Co	202802	154.61		Building Ins - No 11 (2017/18)
20/02/2017	Primrose Cleaning Contractors	202803	111.00		Cleaning Office - Jan
20/02/2017	Aspect Maintenance Ltd	202804	4,503.00		Maintenance - Jan
20/02/2017	D Anderson	202805	9.35		Mileage - Comm Dev Partnership
20/02/2017	J & M Payroll Services Limited	202806	36.00		Payroll - Jan
20/02/2017	All Security Solutions Ltd	202807	2,898.00		CCTV Installation
20/02/2017	D Trower	202808	20.00		Window Cleaner
20/02/2017	EALC	202809	466.55		Award Scheme/Training
20/02/2017	P Greig	202810	30.60		Mileage - L LCF Feb
20/02/2017	EON	202811	99.36		Electric Bill - No 13
20/02/2017	Essex & Suffolk Water	202812	162.35		Smallgains Water - Oct16/Mar17
Total Payments			13,925.92		

(ii) TO CONSIDER AND AGREE ADDITIONAL FUNDS REQUIRED

Members reviewed the revised costs required to provide a leased vehicle for use by Officers in carrying out their duties and **APPROVED** the additional costs of £777.24 for the Startline automatic vehicle to be funded from the Premises Cost budget for the first year only.

(iii) TO CONSIDER AND AGREE A CONTRIBUTION TO THE PRODUCTION OF A PORTRAIT FOR THE LORD LIEUTENANT OF ESSEX UPON HIS RETIREMENT

Members considered a request to contribute to the production of a portrait for the Lord Lieutenant of Essex on his retirement from Office. The request was **DECLINED**.

CO/127/16 – REPORT FROM COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND

There were no matters to report.

CO/128/16 – REPORT FROM BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr May reported that he had been contacted by the Youth Probation Service and he was planning to arrange meetings with both the Town Council and the Borough Council to explore whether work could be undertaken on projects on Canvey Island.

CO/129/16 – REPORT FROM COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

There were no matters to report.

The meeting closed at 8.35pm

TOWN MAYOR

22nd May 2017