

TO ALL MEMBERS OF THE COUNCIL

Dear Councillors,

I hereby summon you to attend the **ANNUAL MEETING** of **CANVEY ISLAND TOWN COUNCIL** to be held in **COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND** on **MONDAY 23RD MAY 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

16<sup>th</sup> May 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. To elect the Chairman of the Council for 2016/17
2. To receive the Chairman's Declaration of Acceptance of Office
3. To appoint a Vice Chairman of the Council for 2016/17
4. To receive members Declaration of Acceptance of Office forms
5. To consider and agree to change the title of Town Council Chairman to Town Council Mayor
6. Apologies for absence
7. To receive declarations of interest in items on the agenda
8. Members to review existing Register of Interest Forms and advice the Clerk of any changes
9. 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
10. To confirm and sign as a true record the minutes of the Council meeting held on 25<sup>th</sup> April 2016
11. To note the minutes of the Policy and Finance Committee meeting held on the 9<sup>th</sup> May 2016
12. To review the Terms of Reference for each committee

13. To appoint a Chairman to the Councils Committees
  - i) Environment & Open Spaces
  - ii) Policy & Finance
  - iii) Planning
  - iv) Personnel
14. To appoint members to the Councils Committee's
15. To note the Councils Standing Orders and Financial Regulations
16. To review the representatives to the following external committees or groups:
  - i) Community Development Partnership
  - ii) Community Safety Partnership
  - iii) Community Initiative Fund Panel
  - iv) CPBC Planning Committee
  - v) Town Centre Regeneration Members Liaison Group
  - vi) West Canvey Liaison Group
  - vii) Heritage Centre Committee
  - viii) EALC Executive Committee
  - ix) Citizens Advice Bureau Committee
  - x) Age Concern
  - xi) Parish Transport
  - xii) Wyvern Community Transport Board
  - xiii) Friends of Concord Beach
17. To note the Training Courses attended/booked since the last meeting:
  - i) Transparency Code Briefing at a cost of £15.00 (Responsible Financial Officer)
18. Risk Management:
  - To review the risk management assessment and internal controls
  - To note the Councils Asset Register
19. Finance :
  - To consider and agree the continuation of funding the Clerks membership with the SLCC at a cost of a monthly standing order of £19.58 and the continuation of the RFOs membership with the SLCC at a cost of a monthly standing order of £12.42.
  - To consider and agree the 2016/17 Affiliation Fees for the EALC and NALC
  - To review and consider changes to the bank signatories.
  - To devolve the power to the Responsible Financial Officer to agree the interest change on the new investment bond.
20. To agree the signing of the Health & Safety Policy by the Chairman of the Council
21. To consider and agree the Timetable of Meetings for 2015/16

22. To note the internal auditors report completed on the 12<sup>th</sup> April 2016
23. To approve and sign the Annual Governance Statement for the year ending 31<sup>st</sup> March 2016
24. To approve the Annual Accounts for the year ending 31<sup>st</sup> March 2016
25. Review consider and review the working groups for 2016/17
26. To review members acceptance to receive electronic agenda's
27. To consider and agree a response to the London Southend Airport Standard Instrument Departure Procedures at London Southend Airport.
28. To consider and agree a response to the Consultation on the Castle Point New Local Plan 2016.
29. To note the reports provided from the following forums and groups:-
  - EALC Executive Committee
  - Wyvern Community Transport
30. To confirm accounts for payment as previously agreed
31. Report from Community Warden on matters relating to Canvey Island
32. Reports from Castle Point Borough Councillors on matters relating to Canvey Island
33. Reports from Essex County Councillor on matters relating to Canvey Island