

**MINUTES OF THE PROCEEDINGS AT THE ANNUAL MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
HELD AT THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB  
ON MONDAY 13<sup>TH</sup> MAY 2019 AT 7.30PM**

**PRESENT:**

**Councillors:** Cllr. B Campagna, Cllr J. Anderson, Cllr D. Blackwell, Cllr E. Harvey, Cllr. C. Sach, Cllr A. Acott, Cllr D. Anderson, Cllr B. Palmer and Cllr N. Harvey

**Also present:** Mrs E. De Can – Town Clerk  
Miss J. Smith – Deputy Clerk  
4 members of the public

Cllr Campagna welcomed the members of the public and thanked Cllr Acott for his support as Deputy Town Mayor. He also welcomed the two new town councillors Cllr Sach and Cllr Harvey.

**CO/001/19 – TO ELECT THE TOWN MAYOR OF THE COUNCIL 2019/20**

Cllr J. Anderson nominated Cllr Acott as Town Mayor for the 2019/20 Council year. The nomination was seconded by Cllr Palmer. There were no other nominations therefore Cllr Acott was elected as Town Mayor of the Council for 2019/20.

Cllr Acott presented Mrs Acott with the Town Mayor's consort chain and thanked Cllr Campagna for his time as Town Mayor as he had attended over 40 events during his terms to represent the Town Council.

**CO/002/19 - TO RECEIVE THE TOWN MAYORS DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Clerk provided Cllr Acott with the Declaration of Acceptance of Office document which was signed and witnessed by the Town Clerk/Proper Officer.

**CO/003/19 - TO APPOINT A DEPUTY TOWN MAYOR OF THE COUNCIL FOR 2019/20**

Cllr Campagna nominated Cllr Palmer as Deputy Town Mayor and the nomination was seconded by Cllr J. Anderson. There were no other nominations therefore Cllr Palmer was elected as Deputy Town Mayor of the Council for 2019/20.

**CO/004/19 - APOLOGIES FOR ABSENCE**

Apologies were accepted for Cllr P. Grieg and Cllr P. May.

**CO/005/19 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declaration of interest were received.

**CO/006/19 – MEMBERS TO REVIEW EXISTING REGISTER OF INTEREST FORMS AND ADVISE THE CLERK OF ANY CHANGES**

The Clerk requested that all members complete new Register of Interest forms and return them within 28 days as required.

**CO/007/19 - 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/008/19 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 25<sup>TH</sup> FEBRUARY 2019**

Members **RESOLVED** that the minutes of the Council meeting held on the 25<sup>th</sup> February 2019 be confirmed as a true record of the proceedings and to be signed by the Town Mayor at the next available meeting due to technical issues preventing the printing of non-draft minutes.

**CO/009/19 – TO NOTE THE MINUTES FROM THE ENVIRONMENT AND OPEN SPACES COMMITTEE MEETING HELD ON THE 1<sup>ST</sup> APRIL 2019**

Members noted the minutes of the Environment and Open Spaces Committee meeting held on the 1<sup>st</sup> April 2019.

**CO/010/19 – TO NOTE THE MINUTES FROM THE COMMUNITY RELATIONS COMMITTEE MEETING HELD ON THE 15<sup>TH</sup> APRIL 2019**

Members noted the minutes of the Community Relations Committee meeting held on the 15<sup>th</sup> April 2019.

**CO/011/19 – TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 29<sup>TH</sup> APRIL 2019**

Members noted the minutes of the Policy & Finance meeting held on the 29<sup>th</sup> April 2019 and **RESOLVED** that the minutes are adopted by the Council and recommendations made were agreed and the minutes are to be signed by the Chairman of the committee at the next Policy & Finance meeting.

**CO/012/19 – TO REVIEW THE TERMS OF REFERENCE FOR EACH COMMITTEE**

Members reviewed the terms of reference and **RESOLVED** no changes were required.

**CO/013/19 – TO CONSIDER AND AGREE THE COUNCILS ELIGIBILITY TO EXERCISE THE GENERAL POWER OF COMPETENCE**

Members noted the criteria for eligibility to exercise the General Power of Competence and as it has a qualified Town Clerk and all vacancies were filled at the last ordinary elections **RESOLVED** that it is eligible to exercise the General Power of Competence.

**CO/014/19 - TO APPOINT A LEADER OF THE COUNCIL**

Cllr Harvey nominated Cllr Blackwell as Leader for the 2019/20 Council year. The nomination was seconded by Cllr J. Anderson. There were no other nominations therefore Cllr Blackwell was appointed Leader of the Council for 2019/20.

**CO/015/19 - TO APPOINT A CHAIRMAN TO THE COUNCIL'S COMMITTEES**

- i) Environment & Open Spaces  
Cllr Palmer nominated Cllr D. Anderson as Chairman of the Committee. The nomination was seconded by Cllr D. Blackwell. There were no other nominations therefore Cllr D. Anderson was elected as Chairman of the Committee.
- ii) Community Relations  
Cllr D. Blackwell nominated Cllr Campagna as Chairman of the Committee. The nomination was seconded by Cllr Palmer. There were no other nominations therefore Cllr Campagna was elected as Chairman of the Committee.
- iii) Policy & Finance  
Cllr D. Anderson nominated Cllr N. Harvey as Chairman of the Committee. The nomination was seconded by Cllr D. Blackwell. There were no other nominations therefore Cllr N. Harvey was elected as Chairman of the Committee.
- iv) Planning  
Cllr Blackwell nominated Cllr Greig as Chairman of the Committee. The nomination was seconded by Cllr Palmer. There were no other nominations therefore members approved Cllr Greig as the committee chairman, however, members **RESOLVED** that due to Cllr Greig's absence this should be confirmed at the next available planning meeting.
- v) Personnel  
Cllr Palmer nominated Cllr Blackwell as Chairman of the Committee and the nomination was seconded by Cllr N. Harvey. There were no other nominations therefore Cllr Blackwell was elected as Chairman of the Committee.

#### **CO/016/19 - TO APPOINT MEMBERS TO THE COUNCIL'S COMMITTEES**

Members were asked to review each committee membership and **RESOLVED** to appoint the following members to the Council's Committees:

i) Environment and Open Spaces

Cllr D. Anderson, Cllr E. Harvey, Cllr Sach, Cllr J. Anderson, Cllr Acott and Cllr Palmer.

ii) Community Relations

Cllr Campagna, Cllr Greig, Cllr Blackwell, Cllr D. Anderson, Cllr May and Cllr J. Anderson

iii) Policy and Finance

Cllr N. Harvey, Cllr Campagna, Cllr D. Anderson, Cllr Blackwell, Cllr Palmer and Cllr Acott

iv) Planning

Cllr Greig, Cllr Sach, Cllr N. Harvey and Cllr Campagna

v) Common Liaison Committee

Cllr D. Anderson and Cllr J. Anderson

vi) Personnel

Cllr Blackwell, Cllr J. Anderson, Cllr D. Anderson, Cllr Palmer and Cllr Acott

vii) Appeals Panel

Cllr E. Harvey, Cllr N. Harvey and Cllr Campagna

#### **CO/017/19 - TO NOTE THE COUNCILS STANDING ORDERS AND FINANCIAL REGULATIONS**

Members noted the Standing Orders and Financial Regulations.

Cllr J. Anderson requested that consideration be made for a budget allowance for the cleaning and maintenance of the Town Mayors chain. The Town Clerk confirmed that there was an existing budget for Regalia. Members agreed that this should be reviewed by the Policy & Finance committee during the next budget discussions.

#### **CO/018/19 - TO APPOINT MEMBERS TO THE EXISTING WORKING GROUPS/PANELS**

Members were asked to review the existing working groups/panel membership and **RESOLVED** to appoint the following members:

i) Community Working Group – Town Mayor, Deputy Town Mayor, Leader and Community Relations Committee Chairman

ii) Community Resilience Panel – Cllr Blackwell, Cllr Greig, Cllr N. Harvey and Cllr D. Anderson

#### **CO/019/19 - TO REVIEW THE REPRESENTATIVES TO THE OUTSIDE BODIES AS DETAILED IN THE CLERKS REPORT**

Members appointed the following members to each committee or group:

i) Community Development Partnership – Cllr D. Anderson

ii) Community Safety Partnership – Cllr Blackwell

- iii) Community Initiative Fund Panel – Town Clerk
- iv) CPBC Planning Committee – Chairman & Vice Chairman of CITC Planning Committee
- v) CPBC Review Committee – Cllr Acott and Cllr N. Harvey
- vi) Town Centre Regeneration Members Liaison Group – No nomination
- (i) West Canvey Liaison Group – Cllr E. Harvey
- vii) Heritage Centre Committee – Cllr Campagna
- viii) EALC Executive Committee – Cllr Acott
- ix) Age Concern – Cllr D. Anderson
- x) Parish Transport – Deputy Clerk
- xi) Wyvern Community Transport Board – Cllr Greig
- xii) Highways Panel – Cllr J. Anderson

#### **CO/020/19 – FINANCE**

**i) TO CONSIDER AND AGREE THE CONTINUATION OF FUNDING THE CLERKS MEMBERSHIP WITH THE SLCC AT AN ANNUAL COST OF £273.00**

Members **RESOLVED** to agree the continuation of funding the Clerks membership with the SLCC at a cost of £273.00 per annum for 2019.

**ii) TO CONSIDER AND AGREE THE 2019/20 AFFILIATION FEES FOR THE EALC AND NALC**

Members **RESOLVED** to agree the payment of £2,393.00 for the affiliation fees for the EALC and NALC for 2019/20

**iii) TO REVIEW AND CONSIDER CHANGES TO BANK SIGNATORIES**

Members reviewed the existing bank signatories and **RESOLVED** to amend the current signatories to the Town Clerk, Deputy Clerk, Cllr J. Anderson, Cllr D. Anderson, Cllr May, Cllr Acott and Cllr Palmer.

**iv) TO NOTE THE COUNCILS ASSET REGISTER**

Members noted the up to date Asset Register.

#### **CO/021/19 - TO AGREE THE SIGNING OF THE HEALTH & SAFETY POLICY BY THE TOWN MAYOR OF THE COUNCIL**

The Clerk advised that Health & Safety is the responsibility of the Full Council and should therefore sign the policy in accordance with this. Members noted their responsibilities and the Town Mayor of the Council signed the policy.

#### **CO/022/19 – TO CONSIDER AND AGREE THE TIMETABLE OF MEETINGS FOR 2019/20**

Members **RESOLVED** to approve the Timetable of Meetings for 2019/20.

#### **CO/023/19 – TO APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2019**

Members considered the findings of the review of the effectiveness of its system of internal controls and **RESOLVED** to approve and sign the Annual Governance Statement for the year ending 31<sup>st</sup> March 2019.

**CO/024/19 – TO APPROVE THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2019**  
 Members **RESOLVED** to accept and approve the Annual Statement of Accounts for year ending 31<sup>st</sup> March 2019.

**CO/025/19 – TO REVIEW MEMBERS ACCEPTANCE TO RECEIVE ELECTRONIC AGENDAS**  
 Members noted the Councils standing orders and reviewed their individual consideration to receive agenda's electronically and provided the required signature of acceptance.

**CO/026/19 – TO NOTE THE REPORT OF OFFICERS DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS.**  
 Members noted the report of officer's decisions under delegated powers and background papers.

**CO/027/19 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.**  
 Members noted the report. The Town Clerk confirmed that quotes had been received for the works required to the band stand and although it had been resolved by the Environment & Open Spaces committee on the 1<sup>st</sup> April 2019 to delegate the power to the Town Clerk to agree the quotes considering best value within the budget allowance provided the Town Clerk requested that the Council consider the various options of either wooden decking or composite decking. Members agreed to progress with the replacement of wooden decking at a cost of £750.00. Members also reviewed the painting requirements and agreed that subject to the nesting of birds under the roof the painting should continue and the iron work under the roof should if necessary be completed after the nesting season.

**CO/028/19 – TO NOTE THE REPORTS PROVIDED FROM THE FOLLOWING FORUMS AND GROUPS: -**

- **Wyvern Community Transport**  
 Members noted the minutes provided.
  
- **EALC Executive Committee**  
 Members noted the minutes provided.

**CO/029/19 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**  
 Accounts **APPROVED** and cheques for No1 account 203395 to 203405 inclusive were signed.

<b>Company</b>	<b>Cheque No</b>	<b>Amount</b>	<b>Description</b>
National Pen Promotional Products Ltd	203395	£77.94	100x Promotional Pens
The Society of Local Council Clerks	203396	£273.00	Annual membership
Aspect Maintenance Limited	203397	£4519.00	April maintenance / Rubbish removal at allotments / Repair to litter bin
Essex Association of Local Councils	203398	£2471.00	EALC & NALC Affiliation fees 2019/20 & Code of Conduct Course – J. Smith
Viking Payments	203399	£64.48	100x 2 <sup>nd</sup> class stamps
Primrose Cleaning Contractors	203400	£74.00	Office cleaning - April
This is Fever Limited	203401	£24.00	May cloud hosting
Charles Alexander Distribution Ltd	203402	£830.40	Promotional items
Mr. R Dolphin	203403	£660.00	Parking space rental June – November 2019
Office Needs	203404	£26.38	Stationary
J & M Payroll Services Limited	203405	£36.00	Payroll processing - May
<b>TOTAL</b>		<b>£9056.20</b>	

**CO/030/19 – REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND**

The Community Warden was not present to provide an update.

**CO/031/19 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr Sach advised that the flats in Rosberg Road have been reviewed and there will be a deep clean of the site. Cllr Blackwell confirmed that there will be a Scrutiny meeting on the 5<sup>th</sup> June to review the Paddocks plans and the decision making process.

**CO/032/19 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr Blackwell advised that the works carried out along Western Esplanade has just had a top dressing of the road surface, however, investigations are being made into the work conducted and its effectiveness. Cllr Blackwell asked members to provide him with details of the worst footpaths in their wards as ECC have requested a list to be compiled for works to be reviewed.

The meeting closed at 8.50 pm.

TOWN MAYOR

2<sup>nd</sup> September 2019