

Canvey Island Town Council



TO ALL MEMBERS OF THE COMMUNITY RELATIONS COMMITTEE

Cllr B. Campagna (Chairman), Cllr P. May (VC), Cllr P. Greig, Cllr D. Blackwell, Cllr J. Anderson and Cllr D. Anderson

Dear Councillors,

I hereby summon you to attend a meeting of the **COMMUNITY RELATIONS COMMITTEE** to be held in **THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB** on **MONDAY 13TH JANUARY 2020** 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. De Can
Town Clerk

7th January 2020

*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. **All Council meetings are recorded and are available as audio minutes on the Councils website.***

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 Committee meeting held on 14th October 2019.
- 5 To note the Clerk's Report on ongoing projects and not on the agenda (Appendix A)
- 6 To consider and agree a recipient of the funds raised at the 2020 Garden Trail.
- 7 To consider and agree the format of the Wildlife Day for 2020
- 8 To note the letter regarding VE Day celebrations and consider whether the committee wishes to commemorate this anniversary and how? (Appendix B)
- 9 To note the report following a meeting with Cllr Johnson regarding the Youth Council
- 10 To confirm accounts for payments previously agreed.

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
COMMUNITY RELATIONS COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL HELD
AT THE COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND ON
MONDAY 14TH OCTOBER 2019 7.30PM**

PRESENT:

Councillors: Cllr B. Campagna, Cllr P. May, Cllr D. Blackwell, Cllr D. Anderson and Cllr J. Anderson, Cllr A. Acott and Cllr B. Palmer (ex officio)

Also present Mrs E. De Can – Town Clerk
Mrs T. Baylis – Community and Events Officer
Miss J. Smith – Deputy Clerk

CR/013/19 – APOLOGIES FOR ABSENCE

All members were present.

CR/014/19 – TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

CR/015/19 – 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 were present.

CR/016/19 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON 24TH JUNE 2019

The minutes of the committee meeting held on 24th June 2019 were **CONFIRMED** and signed as a true record.

CR/017/19 – TO NOTE THE CLERKS REPORT ON ONGOING PROJECTS AND NOT ON THE AGENDA

Members **RESOLVED** to remove the Active Citizens project from the ongoing tasks due to the limited response to the project in this area.

CR/018/19 – TO REVIEW AND CONSIDER THE BUDGET AND FOUR YEAR PLAN FOR 2020/21

Members reviewed the report provided by the Responsible Financial Officer detailing the expected expenditure for the year ending 31st March 2020 and the budget proposal for 2020/21 following discussions with the chairman and vice chairman of the committee and **RESOLVED** unanimously to submit the following budget to Full Council:

Expenditure

- Staff Administration – £37,430; to remain the same - Full Time Equivalent of 4 staff inc of additional funds to cover potential increases in salary and pension costs and staff changes.
- Wildlife Event – to remain at £6,000.
- Christmas Event - to remain at £10,000.
- Festive Lighting – decrease to £10,000 to cover existing contract and the cost of 6 new/replacement motifs. Reduced by £2,000 to be used to create Band Stand budget.
- General Events Programme – to remain at £1,000.
- Armed Forces – to remain at £5,000.
- Garden Trail – to reduce to £500 due to low costs of event and £500 to be transferred to the Band Stand budget.
- Community Awards – to remain at £500.
- Youth Engagement – to remain at £1,000 as it is hoped to launch the Youth Council.
- Community Engagement – to remain at £1,000.
- Promotion – to remain at £1,000.
- Band Stand – to create a budget of £2,500 for events to be held at the Band Stand.

Members reviewed the four year plan and projects from 2019 - 2022:

- Wildlife Day – ongoing
- Garden Trail - ongoing
- Armed Forces Day – ongoing
- Annual Christmas festivities – ongoing
- FlyaFlag for the Commonwealth – ongoing
- Summer Events Program (Punch & Judy/Beach Fun Day/Lake picnic) – ongoing
- Band Stand event – to enhance the use of the bandstand

Members agreed that sponsorship opportunities should be sourced for items such as the festive lighting and events as this is becoming increasingly expensive for the council to manage. Members **RESOLVED** that a letter should be sent to all businesses in the town centre asking for assistance with the ongoing costs and that the Town Mayor with support from other committee members would visit the businesses in person to speak to them regarding the letter sent.

CR/019/19 – TO NOTE A REPORT DETAILING THE ADDITIONAL FESTIVE LIGHTING IN FOKSVILLE ROAD

Members noted a detailed report including previous investigations, issues relating to the request for additional lighting in Foksville Road and the committees agreement to progress this in 2019. The Town Clerk confirmed that the application for the lamp column testing to ECC was sent in April 2019, however, after continuous chasing confirmation was received that the results would be supplied by the 16th September 2019. No lights could be ordered until it was known which columns were available for use. Discussions commenced in September regarding the additional lighting and the costs supplied within the tender. The intention was to have 3 new motifs at the top of Foksville Road and the remaining lamp columns would have multi coloured wraps to fit in with the current scheme. It became apparent that due to the late notice of the testing there was limited stock available with only white wrap lighting. Aylesford Electrical honoured the costs provided within the tender and due to the limited timeframe for Christmas 2019 and the fact that the costs were already supplied within the tender, the Town Clerk approved the purchase of 9 new motifs for Foksville Road at a cost of £4,865.00 inclusive of new infrastructure, brackets, installation, removal, storage and the replacement of dilapidated electrical works under section 4.1 of the councils financial regulations in order to ensure that the scheme is progressed for 2019 as the council wished.

The original intention to include wrap lighting would have cost £3,875, however, due to the multi-coloured wraps not being available and some replacement electrical works needed the Town Clerk agreed to the installation of all motifs at a cost of £4,865. This is an additional £990, however, still within the budget for festive lighting. If this had not been done there was the possibility that any new lights ordered would not have arrived in time. The lights ordered have been kept within the same scheme as previously agreed by the committee.

CR/020/19 – TO CONSIDER A REPORT DETAILING THE INVESTIGATIONS MADE REGARDING SETTING UP A YOUTH COUNCIL

Members noted the report provided by the Deputy Clerk and the objective of a Youth Council to provide a voice to the young people of Canvey Island, giving them the opportunity to convey their ideas and be involved in improvements for their local community. A Youth Council would require a qualified youth worker, which could be at a cost if they are not able to volunteer their time.

The Deputy Clerk explained that there were two options for consideration:

- The first is to start with inviting all Primary schools to take part by requesting two of their existing school councillors be nominated, this would ideally be the Chair and Vice Chair. As well as students from years 7 and 8 from both of the Secondary schools. An alternative name to Youth Council would be required as a Youth Council member must be between ages 11 – 18. This method would ensure

that the council is able to give those students about to start Secondary School off of Canvey Island the chance to be involved.

- The second idea would be to focus entirely on students already at Secondary school. This would give the group a more mature approach to local issues they would like to be involved in. The council could contact other local Secondary schools and ask if they could advertise the Youth Council to their students who live on Canvey Island to enable them still to take part.

Members noted that a budget would need to be set to be allocated to the Youth Council which would be spent on its own projects and events which would benefit the local community, but would also need to cover any staffing costs if necessary. Permission would still need to be sought from the Town Council prior to actions taken.

Members noted that The Yellow Door project had been approached and were interested in being involved. Members advised that Cabinet member Cllr Wayne Johnson had been tasked with youth engagement and tourism for the whole borough and **RESOLVED** for the Deputy Clerk to arrange a meeting to discuss the Borough Councils strategy on youth engagement in order for the town council to form its own strategy which does not duplicate efforts before progressing with this project.

CR/021/19 – TO CONSIDER AND AGREE THE EVENT DATES FOR 2020

Members considered the event dates for 2020 and **RESOLVED** to approve the following:

- Wildlife Day – Saturday 23rd May
- Armed Forces Day – Saturday 27th June
- Charity Garden Trail – Saturday 25th July
- Seafront Entertainment – Friday 31st July
- Beach Fun Day – Friday 14th August
- Canvey Lake Picnic – Friday 28th August
- Christmas Event – Saturday 28th November

CR/022/19 - TO RECEIVE AN UPDATE ON THE PROGRESS OF THE CHRISTMAS EVENT

The Community & Events Officer provided an update on the expenditure and progress of the event which is going well. She confirmed that contact had been made with the new management of the Knightswick Centre, the stage had been booked with the Chelmsford Community Radio assisting with co-ordinating the acts and comparing. Lunch for volunteers will be provided as a lunch bag due to the number of people on the day frequenting the local food establishments, stall preparation is underway, there will be no reindeers this year but other day time entertainment has been booked. Members noted that there were 9 banners to go up around the island and it was noted that assistance was needed from committee members in order to help put these up.

CR/023/19 – TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED

Accounts **APPROVED** and cheques 203500 to 203511 inclusive were signed for a/c No.1

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/10/2019	DOTS	DD	137.17		Usage - September
14/10/2019	Bill Lennard Trophies & Sports	203500	15.25		3no. Bench plaques
14/10/2019	Mr N Stevens	203501	162.00		AFD - Security
14/10/2019	Cygnat Marquees	203502	288.00		AFD - Chairs
14/10/2019	Aspect Maintenance Ltd	203503	4,800.00		Maintenance - September
14/10/2019	Aqua Loo	203504	207.00		Toilet Hire - Christmas event
14/10/2019	C Black	203505	300.00		WFM - Grass cutting
14/10/2019	Office Needs	203506	147.65		Stationary & Stamps
14/10/2019	This is Fever Limited	203507	24.00		Cloud hosting - October
14/10/2019	J & M Payroll Services Limited	203508	36.00		Payroll processing - September
14/10/2019	SLCC	203509	12.00		Networking event - EDC
14/10/2019	EALC	203510	324.00		Training courses
14/10/2019	K. Reader	203511	70.00		Office cleaning 25/09&09/10
Total Payments			6,523.07		

The meeting closed at 8.50 pm.

CHAIRMAN

COMMUNITY RELATIONS COMMITTEE MEETING – PROGRESS REPORT

Appendix A

Item	Action Agreed at Committee	Action Taken	Responsibility	Time Schedule
<p>YOUTH COUNCIL</p>	<p>Members were asked to vote on the recommendation and unanimously RESOLVED that the Community and Events Officer continue to investigate the merits of creating a Youth Council, for consideration by Full Council at its next meeting.</p> <p>14.10.19 - Members noted that The Yellow Door project had been approached and were interested in being involved. Members advised that Cabinet member Cllr Wayne Johnson had been tasked with youth engagement and tourism for the whole borough and RESOLVED for the Deputy Clerk to arrange a meeting to discuss the Borough Councils strategy on youth engagement in order for the town council to form its own strategy which does not duplicate efforts before progressing with this project.</p>	<p>07.10.16 – meeting with Town Clerk at Billericay 07.10.16 & Essex County Council, Youth Worker on 06.10.16. To be reviewed in 2018/19 budget.</p> <p>Meeting with ECC Youth Workers on 16.03.17 - received notification of staff changes within Essex County Council Youth Service.</p> <p>Review strategy and explore possibility of working with Yellow Door – meeting with Yellow Door 05.04.19 – 2pm</p> <p>Meeting with Yellow Door – that if we could promote their clubs / services as a positive action to help Canvey Youth – Promotional media sent through and displayed on CITC office window.</p> <p>Report to be provided by Deputy Clerk at next meeting.</p> <p>Meeting to be arranged with Cllr W. Johnson (Cabinet Member Youth & Tourism CPBC)</p> <p>Meeting with Cllr W Johnson 25.11.2019. CPBC are looking at re-instating a Youth Council and we will be kept up to date with this and any other items relevant to Youth so that we are not duplicating work.</p>	<p>JS</p>	<p>In Progress</p>
<p>CANVEY ISLAND MAP</p>	<p>TO CONSIDER AND AGREE THE PRODUCTION OF A MAP OF CANVEY ISLAND FOR DISTRIBUTION</p> <p>Members discussed the production of a map of Canvey Island and RESOLVED to agree the production of a pocket map of Canvey Island to be produced through advertising and at no cost to the Council.</p>	<p>Three companies approached to quote for services. Community and Events Officer has obtained quotes for a paid map however investigations are still being made in to a no cost for option. Postpone the project for further consideration when budget setting for 2020/21.</p>	<p>TB</p>	<p>Postponed</p>

COMMUNITY RELATIONS COMMITTEE MEETING – PROGRESS REPORT

Appendix A

	<p>15.04.19 - Members noted the report provided and the associated costs that were becoming applicable with continuing this project. Members noted that the Town Guide is soon to be published and this also includes a map. Members were asked to consider that there was no budget for the production of maps in this financial year and therefore RESOLVED to postpone the project for further consideration when budget setting for 2020/21.</p>			
--	---	--	--	--