

**MINUTES OF THE PROCEEDINGS AT THE EXTRAORDINARY MEETING OF
CANVEY ISLAND TOWN COUNCIL
HELD AT THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB
ON MONDAY 3RD FEBRUARY 2020 AT 7.30PM**

PRESENT:

Councillors: Cllr A. Acott , Cllr B. Palmer, Cllr J. Anderson, Cllr D. Blackwell, Cllr E. Harvey, Cllr. C. Sach, Cllr P. Greig, Cllr B. Campagna, Cllr P. May and Cllr D. Anderson.

Present: Mrs E. De Can – Town Clerk, Miss J. Smith – Deputy Clerk and Castle Point Borough Councillor Martin Tucker.

CO/072/19 – APOLOGIES FOR ABSENCE

Apologies were accepted for Cllr N. Harvey.

CO/073/19 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Cllr May declared a non-pecuniary interest in item 8(a) of the agenda as he is the chairman of Age Concern Canvey Island.

CO/074/19 - 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/075/19 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 25TH NOVEMBER 2019

Members **RESOLVED** that the minutes of the Council meeting held on the 25th November 2019 be confirmed as a true record of the proceedings and were signed by the Town Mayor.

CO/076/19 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 4TH NOVEMBER 2019

Members **RESOLVED** that the minutes of the Policy & Finance Committee meeting held on the 4th November 2019 be confirmed as a true record of the proceedings and were signed by the Town Mayor.

CO/077/19 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS FOR THE POLICY AND FINANCE COMMITTEE AND NOT ON THE AGENDA

Members noted the report.

CO/078/19 – TO CONSIDER AND AGREE A RESPONSE TO THE NEW CASTLE POINT LOCAL PRE-SUBMISSION PLAN

Members discussed the consultation and response booklet and raised concerns that there had been a lack of public consultation and the form provided is far too complicated. Members advised that they had been informed that there would be leaflets distributed to residents, however, this does not appear to have been done. Members **RESOLVED** that rather than complete the required form the Town Clerk would formally write to Castle Point Borough Council confirming the Town Councils opinion that the plan is not legally compliant as the Borough Council have failed to adequately consult its residents. Members also requested that the letter confirm that the council wish to have a representative to speak in any oral examination.

CO/079/19 – FINANCE

a) GRANT APPLICATIONS:

TO CONSIDER AN APPLICATION FROM AGE CONCERN CANVEY ISLAND

Cllr May left the room. Members considered the grant application from Age Concern Canvey Island for financial assistance towards the purchase of a lap top and **RESOLVED** that a grant of £500.00 be awarded.

b) TO NOTE THE CHANGE IN EMAIL HOSTING PROVIDER @£32 PER MONTH WITH A ONE OFF SET UP/MIGRATION FEE OF £100.

Members noted that the email hosting provider has been changed to DOTS.

c) TO CONSIDER AND AGREE THE QUOTES FOR ELECTRICAL WORK REQUIRED IN THE OFFICE

Members considered the quotes provided for the replacement of fluorescent lighting in the office of No 11 High Street and **RESOLVED** to appoint GD Electric at a cost of £619.00 for the replacement of 6 LED panels to be taken from the premises budget.

d) TO CONSIDER AND AGREE THE COSTS TO REPLACE THE EXISTING 4 OFFICE COMPUTERS

Members considered the quotes provided for the replacement of the 4 office computers and **RESOLVED** to replace the computers with associated costs at £2,935.99 inclusive of windows 10, internet security package and set up costs to be split between the IT and office equipment budgets for 2020/21. Members agreed that the old computers could be offered to local groups if wanted.

e) TO CONSIDER AND AGREE THE PURCHASE OF BESPOKE STORAGE CASES FOR THE TOWN MAYOR AND CONSORT CHAINS

Members considered the costs for purchasing storage cases for the Town Mayor and Consort chains and **RESOLVED** to purchase two cases from Vaughtons at a cost of £428.33 each with additional courier and delivery charges from the 2020/21 regalia budget.

f) TO NOTE THE RE-INVESTMENT OF THE HAMPSHIRE TRUST BANK BOND FOR 1 YEAR @1.61%

Members **NOTED** the re-investment of the bond.

g) TO VERIFY THE COUNCIL FINANCES AS AT 31ST DECEMBER 2019

Members **NOTED** the Council Finances as at 31st December 2019 inclusive of the bank reconciliation, statements and cheques issued from 1st October 2019 to 31st December 2019 and no questions were raised. The Town Mayor duly signed the reconciliation documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2.

h) TO CONFIRM ACCOUNTS FOR PAYMENT AS PREVIOUSLY AGREED

Accounts **APPROVED** and cheques 203562 to 203572 and internet banking payment BACS001 inclusive were signed for A/c No 1.

List of Payments made between 03/02/2020 and 03/02/2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
03/02/2020	Carter Security Ltd	203562	£762.00	Annual maint & monitoring alarm
03/02/2020	J & M Payroll Services Limited	203563	£36.00	Payroll processing - January
03/02/2020	K. Reader	203564	£105.00	Office clean 18/12,13/01&29/01
03/02/2020	St John Ambulance	203565	£326.04	Christmas event - First Aid
03/02/2020	Bond Fire Protection	203566	£69.00	Annual extinguisher service
03/02/2020	Anglian Water Business (Nation)	203567	£604.31	WS - water 05/07-04/01/20
03/02/2020	Canvey Island Wildlife Conserv	203568	£500.00	Annual donation
03/02/2020	Speedy Asset Services Ltd	203569	£62.64	Christmas barriers - 01-03/01
03/02/2020	C Black	203570	£30.00	Car park maintenance 18/01/20
03/02/2020	Office Needs	203571	£158.01	Stamps & stationary

03/02/2020	Aspect Maintenance Ltd	203572	£4,844.00	Maintenance - January
03/02/2020	CPBC	BACS 001	£123.00	Paddocks Hall 2 - 09/03/2020

Total Paid £7,620.00

*In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the Council **RESOLVED** that the public and press be excluded from the remainder of this meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted*

CO/080/19 - TO CONSIDER AND AGREE A PROTOCOL POLICY AND ASSOCIATED COSTS.

Members considered the draft policy and **RESOLVED** to adopt the policy and approved the cost of £476.80 associated with the actions required to be taken from the office equipment budget.

The meeting closed at 8.50pm.

TOWN MAYOR

24th February 2020