

TO ALL MEMBERS OF THE COUNCIL

9th March 2009

Dear Sir/Madam

I hereby summon you to attend an **EXTRAORDINARY** meeting of the **CANVEY ISLAND TOWN COUNCIL** to be held at **THE PADDOCKS, LONG ROAD, CANVEY ISLAND** on **MONDAY 16th MARCH 2009** commencing at **6.30pm** for the transaction of business as set out below.

Yours faithfully



Town Clerk

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 the residents of Canvey Island for a period not exceeding ten minutes
- 4 To agree the terms of reference of the Council's Committees (Appendix A)
- 5 To appoint a Personnel Committee chairman