

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
CANVEY ISLAND TOWN COUNCIL**

**HELD AT THE PADDOCKS COMMUNITY CENTRE, LONG ROAD, CANVEY ISLAND
ON MONDAY 18TH MAY 2009 AT 7.30PM**

PRESENT:

Councillors: N. Harvey (Chairman)
J. Liddiard (Vice Chairman) D. Anderson J. Anderson N. Pontius
P. Davis B. Dixie P. Greig D. Blackwell R. Howard

Also present: One member of the public
Mrs E. De Can – Assistant to the Clerk
Mr Jeff Rickards – Events & Publicity Officer

162. APOLOGIES FOR ABSENCE

Cllr R Bishop sent his apologies as he was on holiday.

163. ELECTION OF CHAIRMAN OF THE COUNCIL

Cllr. Blackwell nominated Cllr. Harvey as Chairman for the 2009/10 Council year. The nomination was seconded by Cllr. Pontius. There were no other nominations therefore Cllr. Harvey was elected as Chairman of the Council.

164. ACCEPTANCE OF CHAIRMAN'S DECLARATION OF OFFICE

The Assistant to the Clerk provided Cllr Harvey with the Declaration of Acceptance document which was signed and witnessed.

165. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL

Cllr. Dixie nominated Cllr. Liddiard as Vice-Chairman for the 2009/10 Council year. The nomination was seconded by Cllr. Greig. There were no other nominations therefore Cllr. Liddiard was elected as Vice-Chairman of the Council.

166. DECLARATIONS OF INTEREST

No declarations of interest were received.

167. APPOINTMENT OF CHAIRMAN TO THE COUNCIL'S COMMITTEES

i. Environment and Open Spaces

Cllr. Blackwell nominated Cllr. J. Anderson as Chairman of the Committee. The nomination was seconded by Cllr. Dixie. There were no other nominations therefore Cllr. J. Anderson was elected as Chairman of the Committee.

ii. Community Relations

Cllr. Dixie nominated Cllr. Liddiard as Chairman of the Committee. The nomination was seconded by Cllr. Grieg. There were no other nominations therefore Cllr. Liddiard was elected as Chairman of the Committee.

iii. Policy and Finance

Cllr. Grieg nominated Cllr. Blackwell as Chairman of the Committee. The nomination was seconded by Cllr. D. Anderson. Cllr. Pontius nominated Cllr. Davies as Chairman of the Committee, however, there was no second nomination, and therefore, Cllr. Blackwell was elected as Chairman of the Committee.

iv. Planning

Cllr. Blackwell nominated Cllr. Dixie as Chairman of the Committee. The nomination was seconded by Cllr. J. Anderson. There were no other nominations therefore Cllr. Dixie was elected as Chairman of the Committee.

168. APPOINTMENT OF MEMBERS TO THE COUNCIL'S COMMITTEES

RESOLVED to appoint the following members to the Council's Committees:

i. Environment and Open Spaces

Councillors R. Bishop, B. Dixie, P. Greig, R. Howard, D. Anderson, N. Pontius and D. Blackwell.

ii. Community Relations

Councillors D. Anderson, N. Pontius, P. Davies, R. Howard, B. Dixie and J. Anderson.

iii. Policy and Finance

Councillors R. Bishop, R. Howard, P. Grieg, P. Davies, B. Dixie and J. Liddiard

iv. Planning

Councillors R. Bishop (Vice – Chairman) D. Anderson, N. Pontius, P. Greig

169. PUBLIC FORUM

The Chairman introduced Mr Jeff Rickards to Council members and members of the public in attendance. Mr Rickards had recently joined the Council's staff as Events and Publicity Officer.

Questions and representations were invited from the public gallery about issues relating to Canvey Island for a period of ten minutes.

Mr Peter Wood apologised to the Council as he was disappointed that he was the only member of the public who chose to attend this meeting and felt that the public should have more of an interest in the Town Council. Mr Wood suggested that it would be a good idea if speakers were invited to Council meetings as he felt this may attract more residents. The Council confirmed that this would be considered.

170. SCHEDULE OF MEETINGS FOR THE FORTHCOMING YEAR

RESOLVED to adopt the schedule of meetings for the forthcoming year as appended to these minutes as Appendix A.

171. MINUTES OF THE MEETING HELD ON 2nd MARCH 2009

Members were asked to approve the minutes of the meeting held on 2nd March 2008 as a true and accurate record of the proceedings.

RESOLVED to approve the minutes of the meeting held on 2nd March 2009 as a true and accurate record of the proceedings and for the Chairman to sign them as such.

172. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 2nd MARCH 2009

Item 102. Public Forum – War Memorial

Cllr Howard reported that he was not happy that a meeting had been arranged by CPBC for the 3rd June 2009 as this is the day before the elections. Cllr Blackwell requested that CPBC were contacted to rearrange this meeting to a date convenient to the Town Council.

RESOLVED that the Assistant to the Clerk contacts CPBC to rearrange the meeting from the 3rd June 2009 to after the elections.

Item 128. Display Boards

Cllr J Anderson requested an update on the display boards. The Assistant to the Clerk advised that quotes had been received but requested authorisation to purchase due to the Clerks absence.

RESOLVED that the Assistant to the Clerk could purchase the display boards in the Clerks absence.

Item 130. Hester Plaque

Cllr D Anderson requested an update on the purchase of the plaque. The Assistant to the Clerk advised that the plaque had been ordered and received and was in the Council office.

RESOLVED that the Events & Publicity Officer take over the organisation of the plaque erection.

Item 142. Bus Shelters

Cllr Liddiard requested an update on the installation of end panels to the bus shelter in Eastern Esplanade. The Assistant to the Clerk advised that this had been completed.

173. MINUTES OF THE EXTRAORDINARY MEETING HELD ON 9TH MARCH 2009

Members were asked to approve the minutes of the meeting held on 9th March 2009 as a true and accurate record of the proceedings

RESOLVED that the Council did not approve the minutes of the meeting held on 9th March 2009 as the Council did not feel that they were a true and accurate record of the proceedings and therefore the Chairman did not sign them at this meeting.

174. MINUTES OF THE EXTRAORDINARY MEETING HELD ON 16TH MARCH 2009

Members were asked to approve the minutes of the meeting held on 16th March 2009 as a true and accurate record of the proceedings.

RESOLVED to approve the minutes of the meeting held on 16th March 2009 as a true and accurate record of the proceedings and for the Chairman to sign them as such.

175. MINUTES OF THE EXTRAORDINARY MEETING HELD ON 30TH MARCH 2009

Members were asked to approve the minutes of the meeting held on 30th March 2009 as a true and accurate record of the proceedings.

RESOLVED to approve the minutes of the meeting held on 30th March 2009 as a true and accurate record of the proceedings, however, advised that Cllr Pontius had been reported as being present as well as absent and for the Chairman to sign them as such.

176. MINUTES OF THE EXTRAORDINARY MEETING HELD ON 20TH APRIL 2009

Members were asked to approve the minutes of the meeting held on 20th April 2009 as a true and accurate record of the proceedings.

RESOLVED to approve the minutes of the meeting held on 20th April 2009 as a true and accurate record of the proceedings and for the Chairman to sign them as such.

177. MINUTES OF THE ENVIRONMENT AND OPEN SPACES MEETING HELD ON 16TH MARCH 2009

Members were asked to approve the minutes of the meeting held on 16th March 2009 as a true and accurate record of the proceedings.

RESOLVED to approve the minutes and recommendations (at items 10 & 16) of the meeting held on 16th March 2009 as a true and accurate record of the proceedings and for the Chairman to sign them as such.

178. MINUTES OF THE PLANNING MEETING HELD ON 16TH MARCH 2009

Members were asked to approve the minutes of the meeting held on 16th March 2009 as a true and accurate record of the proceedings.

RESOLVED to approve the minutes of the meeting held on 16th March 2009 as a true and accurate record of the proceedings and for the Chairman to sign them as such.

Cllr Dixie advised that he had asked at the meeting for the document to be sent to the press and sent to CPBC by the closing date, however, this has been omitted from the minutes.

179. MINUTES OF THE COMMUNITY RELATIONS MEETING HELD ON 30TH MARCH 2009

Members were asked to approve the minutes of the meeting held on 30th March 2009 as a true and accurate record of the proceedings.

RESOLVED to approve the minutes and recommendations (at items 11 & 12) of the meeting held on 30th March 2009 as a true and accurate record of the proceedings and for the Chairman to sign them as such.

180. MINUTES OF THE POLICY & FINANCE MEETING HELD ON 20TH APRIL 2009

Members were asked to approve the minutes of the meeting held on 20th April 2009 as a true and accurate record of the proceedings.

RESOLVED to approve the minutes and recommendations (at items 11 & 12) of the meeting held on 20th April 2009 as a true and accurate record of the proceedings and for the Chairman to sign them as such.

181. MINUTES OF THE PLANNING MEETING HELD ON 5TH MAY 2009

Members were asked to approve the minutes of the meeting held on 5th May 2009 as a true and accurate record of the proceedings.

RESOLVED to approve the minutes of the meeting held on 5th May 2009 as a true and accurate record of the proceedings and for the Chairman to sign them as such.

182. MINUTES OF THE ANNUAL TOWN MEETING HELD ON 27TH APRIL 2009

Members were asked to note the minutes of the meeting held on 27th April 2009.

RESOLVED that the draft minutes of the meeting held on 27th April 2009 appear to be a true and accurate record of the proceedings and noted that these will be approved at the next Town Meeting.

183. REPORT FROM THE ENVIRONMENT & CONSERVATION FORUM

Cllr Harvey reported that the proposed date change of the Wildlife Event was the weekend of the 25th/26th July 2009.

RESOLVED that the date of the Wildlife Event be changed to the weekend of the 25th/26th July 2009.

184. TRAINING

Councillors were advised that the following training courses were available.

- 'Employment Issues Course' 10th June 2009 at 9.30am to 3.30pm, Foakes Hall
- 'Statutory Planning Course' 25th June 2009, 10.00am to 3.30pm, Foakes Hall.

Cllr Blackwell requested that the Assistant to the Clerk contact the EALC to establish whether in house training could be provided to the Town Council as it was felt that the Personnel Committee would benefit from the Employment Issues course.

RESOLVED that the Assistant to the Clerk contact the EALC to establish whether in house training is available.

185. REPORT FROM BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr J Anderson reported that a meeting had taken place with CPBC with regards to Canvey Lake and suggestions had been made for the committee members, however, the Council are awaiting confirmation from CPBC that this is acceptable. Cllr J Anderson confirmed that the Bungalow launch was to take place on the 13th June 2009 and asked that all Town Councillors attend to show their support.

Cllr Blackwell requested an update on the progress of the Seafront Gardens. The Assistant to the Clerk advised that this was currently being looked into and discussions had taken place with Cllr J Anderson in relation to this. Cllr J Anderson advised that the Cabinet had only just given permission for the Town Council to take over the maintenance of the gardens

RESOLVED that Cllr J Anderson be given the power to progress this project.

Cllr Blackwell advised that the fishing licence at Canvey Lake was due to expire and advised that Ian Burchill had suggested that this be extended for 3 months awaiting the hand over to the Council. This was agreed.

186. REPORTS FROM COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr. Howard reported that he and Cllr Harvey had attended the Houses of Parliament to meet the Minister regarding Calor Gas and the incident that took place in October 2008 where gas escaped from a ship in the terminal and the incident was not reported to the authorities. Cllr Howard and Cllr Harvey put their case forward to the Minister and were advised that there could be a criminal charge. The Health & Safety Executive (HSE) stated that their report should be out by the 20th July 2009 when it would be known if a criminal investigation would take place.

*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*

187. PERSONNEL MATTERS

The Council met to agree the powers of the Personnel Committee in accordance with personnel issues.

RESOLVED that the Personnel Committee would consist of the following councillors:

- Cllr J Anderson
- Cllr Liddiard
- Cllr Blackwell
- Cllr Dixie
- Cllr Grieg

Cllr Harvey

RESOLVED that a Grievance Panel would consist of the following councillors:

Cllr J Anderson

Cllr Liddiard

Cllr Harvey

RESOLVED that an Appeals Panel would consist of the following councillors:

Cllr D Anderson

Cllr Pontius

Cllr Bishop

The Council agreed that any councillors that were compromised must not sit on Personnel Committee, Grievance Panel or Appeals Panel.

RESOLVED that the Terms of Reference for the Personnel Committee and Grievance Panel to be as follows:

Personnel Committee are as follows:

- To act in all matters relating to the personnel interests of the Council
- To discharge the functions of the Council relating to Personnel
- To, if required spend council funds in relation to this.
- To report the decisions of the Personnel Committee to full council when appropriate to do so.

Grievance Panel to act are:

- To act in all matters relating to the personnel interests of the Council
- To discharge the functions of the Council relating to Personnel
- To, if required spend council funds in relation to this.
- To report the decisions of the Grievance Panel to full council when appropriate to do so.

Cllr Liddiard reported that Paul Stanley, Town Clerk, Hockley had been contacted in relation to being a facilitator for the Grievance Panel. The cost of this service is £25 per hour and 40p per mile for travel.

RESOLVED that Paul Stanley will act to facilitate any meetings required.

Cllr Liddiard reported that Lynne Lodge had been contacted in relation to being a Locum Clerk for the duration of the absence of the Town Clerk. The cost of this service is £25 per hour and 40p per mile for travel.

RESOLVED that Lynne Lodge be contacted to act as Locum Clerk for the duration of 2 days per week, or longer if required.

Cllr Harvey reported that the EALC had suggested that the Council consider employing an independent solicitor.

RESOLVED that an independent solicitor be sought if required.

The meeting closed at 8.55pm.

CHAIRMAN

DATE