

TO ALL MEMBERS OF THE COUNCIL

Dear Councillors,

I hereby summon you to attend the **ANNUAL MEETING** of **CANVEY ISLAND TOWN COUNCIL** to be held in the **COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB** on **MONDAY 21ST MAY 2018** 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

15th May 2018

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. To elect the Town Mayor of the Council for 2018/19
2. To receive the Town Mayor's Declaration of Acceptance of Office
3. To appoint a Deputy Town Mayor of the Council for 2018/19
4. Apologies for absence
5. To receive declarations of interest in items on the agenda
6. Members to review existing Register of Interest Forms and advise the Clerk of any changes
7. 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
8. To receive presentations from candidates for co-option for a period not exceeding 5 minutes each
9. To co-opt a candidate as Town Councillor for Canvey Island South Ward
10. To confirm and sign as a true record the minutes of the Council meeting held on 9th April 2018
11. To note the minutes from the Environment & Open Spaces Committee meeting held on the 19th March 2018
12. To note the minutes and resolutions made by the Personnel Committee meeting held on the 26th March 2018
13. To note the minutes from the Community Relations Committee meeting held on the 9th April 2018
14. To consider and agree the recommendations from the Policy and Finance Committee meeting held on the 30th April 2018

15. To review the Terms of Reference for each committee
16. To appoint a Leader of the Council
17. To appoint a Chairman to the Councils Committees
 - i) Environment & Open Spaces
 - ii) Community Relations
 - iii) Policy & Finance
 - iv) Planning
 - v) Personnel
18. To appoint members to the Councils Committee's
19. To consider and agree the appointment of a Community Working Group
20. To note the Councils Standing Orders and Financial Regulations
21. To review the representatives to the outside bodies as detailed in the Clerks Report
22. Finance :
 - i) To note the continuation of funding the Clerks membership with the SLCC at a cost of a monthly standing order of £19.58.
 - ii) To consider and agree the 2018/19 Affiliation Fees for the EALC and NALC
 - iii) To review and consider changes to the bank signatories.
 - iv) To note the Councils Asset Register
23. To agree the signing of the Health & Safety Policy by the Town Mayor of the Council
24. To consider and agree the Timetable of Meetings for 2018/19
25. To approve and sign the Annual Governance Statement for the year ending 31st March 2018
26. To approve the Annual Accounts for the year ending 31st March 2018
27. To review members acceptance to receive electronic agenda's
28. To note the report of Officer Decisions under delegated powers and background papers
29. To note the Clerks report of ongoing projects and not on the agenda
30. To note the response to the Local Government Ethical Standards Consultation
31. To note the reports provided from the following forums and groups:-
 - Wyvern Community Transport
 - EALC Executive Committee
32. To confirm accounts for payment as previously agreed
33. Report from Community Warden on matters relating to Canvey Island
34. Reports from Castle Point Borough Councillors on matters relating to Canvey Island
35. Reports from Essex County Councillor on matters relating to Canvey Island