

# FULL COUNCIL – PROGRESS REPORT

Appendix I

Item	Action Agreed at Committee	Action Taken	Responsibility	Time Schedule
<p><b>LOCAL PLAN HEARINGS</b></p>	<p><b>TO CONSIDER AND AGREE MAKING FURTHER REPRESENTATION AT THE CASTLE POINT LOCAL PLAN HEARING IN RELATION TO PREVIOUS COMMENTS MADE REGARDING THE SOUNDNESS OF THE PLAN.</b></p> <p>Members considered the letter received regarding the Castle Point Local Plan examination and the various reports submitted and <b>RESOLVED</b> to appoint Cllr Blackwell as the council's representative to provide a verbal representation at the virtual hearings in relation to Hearing Day 1 on the 11<sup>th</sup> May 2021 regarding Matter 1 Procedural/Legal Requirements and Hearing Day 5 on the 26<sup>th</sup> May 2021 regarding Matter 5 Housing Allocations for the Canvey Island area.</p>	<p>Email sent and confirmation received 30.03.21</p>	<p>EDC/DB</p>	<p>In Progress</p>
<p><b>OFFICE</b></p>	<p><b>TO CONSIDER AND AGREE PURCHASING A LAPTOP VIA EXTERNAL FUNDING TO PROVIDE AN INTERNET RESOURCE FOR MEMBERS OF THE PUBLIC.</b></p> <p>Members considered the proposal by the Town Clerk and <b>RESOLVED</b> to purchase a laptop from external funding to provide an internet service to members of the public which will be restricted to services that have been reduced by other authorities as the library will be available for all other uses. Members noted the price quoted for the laptop inclusive of setup costs of £549.00 and approved that any costs which cannot be funded should be taken from the councils existing IT budget.</p>	<p>Funding rejected 19.04.21.</p>	<p>EDC</p>	<p>In Progress</p>
<p><b>EVENTS</b></p>	<p><b>TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE WORKING GROUP REGARDING THE CHANGES TO THE COMMUNITY AWARDS AND ARMED FORCES DAY FOR 2021.</b></p> <p>Members unanimously <b>RESOLVED</b> that due to</p>	<p>Council meeting 29<sup>th</sup> March - Date agreed for 20<sup>th</sup> September 2021.</p>	<p>EDC/LG</p>	<p>In Progress</p>

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	<p>the uncertainty of the Annual Town Meeting the awards for 2021 will be held at a separate event in September and as there will be many outstanding and significant contributions made to help residents during this time, the awards for 2021 will be changed to provide two awards in each category for Volunteer of the Year, Community/Charity of the Year and Best Business Contribution of the Year.</p> <p>It was also recommended that as it is anticipated that there will be several worthy recipients, that special recognition awards should be purchased. Members unanimously <b>RESOLVED</b> to purchase special recognition Parker Pen gifts and voted 8 for and 1 against to purchase six only. Members unanimously <b>RESOLVED</b> that any budget that exceeds the £500 set for the Community Awards will be taken from the allowance of £1,900 which had been moved to the Community Engagement budget from the Wildlife Day.</p>		
<p><b>ARMED FORCES DAY</b> Members considered the recommendations to change the Armed Forces Day event in 2021 and unanimously <b>RESOLVED</b> that as it is unlikely that the Paddocks will be available for use for this event and social distancing and local restrictions will most likely still be in place the parade and service will be cancelled for 2021 and the town centre and Town Council offices will be decorated in recognition of the Armed Forces Day on Saturday 26<sup>th</sup> June 2021 and investigate an event to celebrate VJ Day on the 2<sup>nd</sup> September 2021 with the use of the remaining budget allocated to the Armed Forces Day.</p>	<p>Decorations will be available for use for this event and social distancing and local restrictions will most likely still be in place the parade and service will be cancelled for 2021 and the town centre and Town Council offices will be decorated in recognition of the Armed Forces Day on Saturday 26<sup>th</sup> June 2021 and investigate an event to celebrate VJ Day on the 2<sup>nd</sup> September 2021 with the use of the remaining budget allocated to the Armed Forces Day.</p>	<p>EDC/LG</p>	<p>In Progress</p>
<p><b>MEMORIAL GARDENS</b></p>	<p>Members <b>AGREED</b> unanimously that investigations should be made for the addition of</p>	<p>Press release done 23.02.21.</p>	<p>EDC/AW In Progress</p>

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	<p>a COVID-19 memorial to be included in the gardens with the potential of including a statue surrounded by raised beds to commemorate those that have lost their lives during the pandemic. It was noted that this should not be individually named. It was also <b>AGREED</b> that a press release should be issued as soon as possible to notify the community that this memorial will be considered.</p> <p>Members considered the proposals made and <b>RESOLVED</b> to agree the location submitted at the entrance of the gardens and that external funding or sponsorship should be sought to progress the project. Should this not be available the council would review its budget and consider a virement from an unused budget. Members <b>RESOLVED</b> to set up a working group consisting of Cllr J. Anderson, Cllr D. Anderson, Cllr Blackwell, Cllr E. Harvey, and Cllr Acott to review ideas for the gardens and submit these to the council for its progression.</p>	<p>Site visit with DB 01.03.21 – proposal agreed by council on 29<sup>th</sup> March.</p>	
	<p><b>TO CONSIDER AND AGREE THE COST OF £670.00 TO INSTALL TWO RAISED BEDS AT THE REAR OF THE LABWORTH MEMORIAL GARDENS AND £450.00 TO REPAIR AND REPOINT THE DILAPIDATED BRICKWORK AROUND THE LARGER CIRCULAR PLANTER BY THE EXISTING MAINTENANCE CONTRACTOR.</b></p> <p>Members considered the costs provided and <b>RESOLVED</b> to appoint Aspect Maintenance Service to install two raised beds at a cost of £670.00 and repair and repoint the dilapidated brickwork at a cost of £450.00.</p>	<p>Raised beds have been created.</p>	<p>AW</p> <p>In Progress</p>
<p><b>EMAILS</b></p>	<p><b>TO CONSIDER AND AGREE IMPLEMENTING COUNCIL EMAIL ADDRESSES FOR ALL TOWN COUNCILLORS.</b></p>		<p>EDC</p> <p>In Progress</p>

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	<p>Members reviewed the request to implement council email addresses and the implications and risks in not doing so and <b>RESOLVED</b> to agree the request at a cost of £44.00 for the additional 11 email addresses making a total cost of £76.00 (ex vat) pcm.</p>			
<p><b>BAND STAND</b></p>	<p><b>TO CONSIDER AND AGREE THE DESIGN AND COSTS FOR THE SIGNAGE ON THE BAND STAND</b> Members reviewed the proposed design and costs for the band stand signage and <b>RESOLVED</b> unanimously to approve the recommended signage and to appoint Design4Print to produce and erect the sign at a cost of £385.00. Members requested that the Town Clerk obtain costs to clean the top of the bandstand of bird droppings and investigate the installation of bird spikes to prevent further issues. Members also requested that costs for additional signage should be sought to include the council's details and who to contact for booking the facility.</p>	<p>Sign installed. Cleaning started, however, abandoned due to high winds – awaiting a further date for completion and pigeon spikes.  04.02.21 – aspect chased to complete this work.</p>	<p>EDC/AW</p>	<p>In Progress</p>
<p><b>TIDAL POOL TENDER</b></p>	<p><b>TO CONSIDER AND AGREE THE SPECIFICATION FOR THE TIDAL POOL FOR THE NEW TENDER DUE IN 2020.</b> Members considered the draft specification and <b>RESOLVED</b> to agree the proposal for inclusion in the tender.  Members considered the tenders received and <b>RESOLVED</b> to appoint the five-year contract to Aspect Maintenance Service at an annual cost of £6,070.00.</p>	<p>Tender postponed until 2021 – existing contract extended for 1 year.  Advertised on website and contract finder 14.01.21.  Pre-qualification questionnaires to be reviewed by 11.02.21. Tender documents sent out 16.02.21.  Tender to be received by 18.03.21.  To be put to Council 29.03.21 – agreed letter sent 30.03.21.</p>	<p>EDC</p>	<p>Complete</p>
<p><b>CHRISTMAS LIGHTS TENDER</b></p>	<p>Members <b>RESOLVED</b> to agree the submitted specification for the existing council owned lights</p>	<p>Advertised on website and contract finder 27.04.21.</p>	<p>LG</p>	<p>In Progress</p>

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<p><b>CANVEY ISLAND MAP</b></p>	<p>with no changes to progress the tender for the Christmas Lighting contract.</p> <p>Members noted that the lights for the three trees in Foksville Road may need to be reviewed as a second tree is now dead which leaves only one.</p>	<p>Pre-qualification questionnaires to be reviewed by 21.05.21.</p> <p>Tender to be received by 18.06.21.</p>		
<p><b>TO CONSIDER AND AGREE THE PRODUCTION OF A MAP OF CANVEY ISLAND FOR DISTRIBUTION</b></p> <p>Members discussed the production of a map of Canvey Island and <b>RESOLVED</b> 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><b>15.04.19</b> - 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 <b>RESOLVED</b> to postpone the project for further consideration when budget setting for 2020/21.</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.</p> <p>Postpone the project for further consideration when budget setting for 2020/21.</p>	<p>TB</p>		<p>Postponed</p>