

# FULL COUNCIL – PROGRESS REPORT

Appendix A

Item	Action Agreed at Committee	Action Taken	Responsibility	Time Schedule
<p><b>CHRISTMAS EVENT</b></p> <p>Members reviewed the report provided and noted the date of the event of Saturday 26<sup>th</sup> November. Members <b>RESOLVED</b> 6 votes in favour to 1 abstained to no staged entertainment. Members reviewed the proposals made by the Community &amp; Events Officer and <b>RESOLVED</b> unanimously that the market should be run by the council, a Santa's grotto should be provided working in partnership with the Knightwick Centre, provision of an Ice Rink, an attraction inside of the council meeting room of a Father Christmas writing station with the possibility of making reindeer food outside. The purchasing of gifts to give away to children at a cost of £700.00 for 500 books, the Christmas tree light switch on with a countdown at the tree, the attendance of Rotary Santa and Sleigh, funfair rides and walkabout children's entertainment such as Christmas characters.</p> <p>Members requested that choirs singing Christmas carols or the salvation army band should be investigated.</p> <p>Members noted the budget constraints and <b>AGREED</b> that sponsorship or partnership working should be a priority to ensure the delivery of the recommended proposals.</p> <p>Members <b>RESOLVED</b> unanimously to set up a working group of Cllr Blackwell, Cllr E. Harvey, Cllr S. Sach, Cllr A. Acott and Cllr J. Anderson to assist the Community &amp; Events Officer to review the requirements of the event and what can be achieved with the budget allocated.</p>	<p><b>TO CONSIDER AND AGREE THE FORMAT FOR THE 2022 CHRISTMAS EVENT.</b></p>		<p>LG</p>	<p>In Progress</p>
<p><b>BAND STAND</b></p>	<p><b>TO CONSIDER AND AGREE AN APPLICATIONFORM TO USE THE BAND STAND AND THE FUTURE USE OF THE</b></p>	<p>Letter sent to RCCG 28.06.22.</p>	<p>LG</p>	<p>In Progress</p>

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	<p><b>ASSET.</b> Members reviewed the application provided and <b>RESOLVED</b> unanimously to approve the proposed musical outreach event on the 23<sup>rd</sup> July 2022 although local business should be contacted to ensure that this will not clash with other proposed events in the surrounding area.</p> <p>Members discussed the future use of the band stand and <b>RESOLVED</b> unanimously that the two proposed events for the school holidays of a dance showcase and a water safety event should be organised, the bandstand should be used for children's entertainment, and it should be promoted for organisations to use the asset for community projects not just entertainment that may clash with local businesses. Members agreed that businesses should be made aware of events taking place to ensure continuity and local businesses are not affected.</p>		
<p><b>WINTER SALT SCHEME</b></p>	<p><b>TO CONSIDER WHETHER THE COUNCIL WISH TO PARTICIPATE IN THE WINTER SALT SCHEME AND HOW THIS WILL BE MANAGED.</b> Members discussed the scheme and agreed unanimously that the council do not have the facilities or resources to manage this scheme, however, requested that the Town Clerk enquire with the Knightswick Centre manager to establish whether they would work with the council to store and distribute the salt around the town centre. Members <b>RESOLVED</b> unanimously that the council would participate in the scheme should the Knightswick Centre work with the council to store and distribute the salt around the town centre.</p>	<p>EDC</p> <p>Email sent to Knightswick 28.06.22. Knightswick Centre have agreed to store the salt, however, are unable to distribute it around the town as they already have a contract for this which is a requirement of their insurance. Application for salt sent 20.07.22. Pilot scheme will be run to advertise the salt for organisations to collect and distribute. All applicants will need to complete a risk assessment before salt will be provided.</p>	<p>Complete</p>
<p><b>WARD CONSULTATION</b></p>	<p><b>TO CONSIDER AND AGREE COMMENTS FOR THE CONSULTATION ON WARD BOUNDARIES IN CASTLE POINT.</b> Members <b>RESOLVED</b> unanimously that the existing ward boundaries on Carvey Island are</p>	<p>EDC</p> <p>Responded to consultation &amp; Ann Horgan 28.06.22.</p>	<p>Completed</p>

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	<p>adequately covered and should remain the same.</p> <p>Members discussed the recent upset caused at the covid memorial garden where a plaque had been removed. Members noted that it's the council policy to disallow flowers or unauthorised memorials to remain at the site and that the covid gardens was to have a generic plaque with no other memorials. Members agreed that the current policy would be referred to the next available council meeting for review and consideration of individual plaques for the covid gardens will be considered.</p>	<p>Policy to be discussed at meeting on the 5<sup>th</sup> September.</p>	<p>EDC</p>	<p>In Progress</p>
<p><b>OFFICE</b></p>	<p><b>TO REVIEW THE COUNCILS, CALL OUT PROCEDURE.</b></p> <p>Members reviewed the councils current call out procedure and <b>RESOLVED</b> unanimously that there were no changes required. Members <b>RESOLVED</b> unanimously that as there were no contracted staff to work weekends costs should be investigated from organisations to cover any issues that cannot be dealt with during working hours and relevant numbers are to be provided to the designated councillors for action as weekends.</p>	<p>Call out costs being investigated.</p>	<p>EDC</p>	<p>In Progress</p>
<p><b>BLUE PLAQUES</b></p>	<p><b>TO CONSIDER AND AGREE THE APPLICATIONS MADE FOR BLUE PLAQUES.</b></p> <p>Members considered the applications received and <b>RESOLVED</b> unanimously to purchase plaques for Nurse Ada Andrews and Clara James. Members requested that the Town Clerk investigate permission for installing the plaques on the proposed locations of the Labour Club in Lionel Road and the Friends of Concord Beach hut at the seafront.</p>	<p>Letter sent to CPBC &amp; Labour Club 07.07.21. Permission to install Ada Andrews plaque confirmed by CPBC. Liaison with proposers for wording commenced 07.07.21. No response from Labour Club – asked Community Archive to suggest other location options 23.08.21 – location of Smallgains Hall agreed. Plaques ordered – 24.08.21 – patterns agreed 29.09.21 – 2-3 weeks delivery upon completion. Plaques received 15<sup>th</sup> November.  Ada Andrews plaque to be installed 25.03.22.</p>	<p>EDC/LG</p>	<p>Completed</p>

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		<p>Awaiting dates from Lord Lieutenant for the Clara James plaque – predate booked 19<sup>th</sup> May</p> <p>Information has come forward that Clara James is buried in St Katherine's and a better location for the plaque would be the heritage centre – unveiling now on hold subject to the location being changed.</p> <p>Heritage Centre confirmed for Clara James – date agreed for the 26<sup>th</sup> August.</p>		
<p><b>GUNNY SITE</b></p>	<p><b>TO CONSIDER THE PROPOSED BUSINESS PLAN FOR THE GUNNY PROJECT AND AGREE THE TRANSFER OF THE LAND TO THE TOWN COUNCIL</b></p> <p>Members consider the business plan submitted and <b>RESOLVED</b> to approve the land transfer subject to negotiated leases and accept option 2 of the plan to become a Local Trusted Organisation for the project and to lease the whole site to a charity. Members agreed that draft leases would be sent to all members for comments prior to final approval at a council meeting.</p>	<p>Email sent to Big Local 18.01.22</p> <p>19.01.22 - Email to Jason Bishop to enquire about leases and costs – CPBC confirmed will assist with leases at a reduced cost.</p> <p>02.02.22 – letter sent to T Bragg regarding the land transfer.</p> <p>28.02.22 – presentation given by Trust Links to council.</p> <p>Cabinet meeting 16.03.22 - transfer agreed.</p> <p>Meeting with CPBC 19.04.22 to discuss Head of Terms and Lease</p> <p>Draft MOU, Lease &amp; transfer documents received 23.05.22. Awaiting MOU from Jan to put to council for approval before transfer progressed (requested up to date budget/income &amp; exp for project for council).</p> <p>Review being undertaken by Big Local to look at costs and what areas can be completed at a later date.</p>	<p>EDC</p>	<p>In Progress</p>
<p><b>SCARECROW TRAIL</b></p>	<p>Members considered the report provided by the Community &amp; Events Officer and <b>RESOLVED</b> unanimously to approve the recommendations</p>	<p>Report submitted to council meeting on the 27<sup>th</sup> June.</p>	<p>LG</p>	<p>In Progress</p>

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	<p>provided and organise a Scarecrow Competition working with Morrisons, local schools, local businesses, and residents to provide a Scarecrow trail around Canvey Island. The competition will be held in October around the harvest festival celebrations or Halloween with four prize winning categories.</p> <p>Members noted that a local business had offered schools free hay bales and it was suggested that there could be a separate competition for the schools should there be restrictions on entering the grounds to view the scarecrows.</p>	<p>Schools contacted w/c18.07.22.</p>	
<p><b>LIST OF COMMUNITY ASSETS</b></p>	<p><b>TO CONSIDER AND AGREE COMMUNITY ASSETS TO BE SUBMITTED TO CPBC TO INCLUDE ON THE ASSETS OF COMMUNITY VALUE LIST</b></p> <p>Members reviewed the report provided and <b>RESOLVED</b> unanimously that all members would review their areas and inform the Town Clerk of any assets that could be investigated to be included on the list and that this should be an ongoing project for all members. Members <b>AGREED</b> that the Police Station, Old Council Offices, Transport Museum, Rio Bingo Hall, and the ATC Building should all be investigated to be included on the list.</p>	<p>EDC</p>	<p>To be done</p>
<p><b>COMMUNITY GARDEN</b></p>	<p><b>TO CONSIDER AND AGREE THE PROPOSAL FOR THE INSTALLATION OF A COMMUNITY GARDEN</b></p> <p>Members reviewed the report and proposal provided and <b>RESOLVED</b> unanimously to agree the proposal for the community garden at the Sycamore Close location subject to funding being sought and that this should be used as a pilot scheme to assess its success before any further areas are considered.</p>	<p>Meeting held with Calor Gas on 29.06.22 regarding funding.</p> <p>Calor Gas confirmed offer of £5,000 sponsorship – invoice sent – plan is to order material once money received and groundwork to take place October 22.</p>	<p>JSP</p> <p>In Progress</p>