

## FULL COUNCIL – PROGRESS REPORT

Appendix A

| Item                    | Action Agreed at Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Action Taken                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Responsibility | Time Schedule |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------|
| <b>ARMED FORCES DAY</b> | <p><b>TO CONSIDER AND AGREE WHETHER THE COUNCIL WISH TO ORGANISE AN ARMED FORCES DAY EVENT FOR THE 24<sup>TH</sup> JUNE 2023 SUBJECT TO BUDGET ALLOCATION.</b></p> <p>Members <b>RESOLVED</b> unanimously that an Armed Forces Day event should be held in 2023 subject to budget allocation and a meeting with the Royal British Legion should be organised to discuss the event and consider partnership working.</p> <p>12.12.22 - Members noted the minutes from the working group meeting held on the 12<sup>th</sup> October 2022 and the recommendations made. Member <b>RESOLVED</b> unanimously to change the parade format to march from the Paddocks to King Georges field, no service will take place and to hold an event on the field working in partnership with the Royal British Legion.</p>                                                                                                                                  | <p>Working group meeting booked for 12<sup>th</sup> October.</p> <p>Working group minutes sent to all participants 18.10.22 – report to be submitted to next council meeting in December.</p> <p>12.12.22 – council approved new format.</p>                                                                                                                                                                                                                                                                            | LG             | Completed     |
| <b>KINGS CORONATION</b> | <p><b>TO CONSIDER AND AGREE HOW TO COMMEMORATE THE CORONATION OF KING CHARLES III.</b></p> <p>Members considered the report provided by the Community &amp; Events Officer and noted the event already being organised by Monico Leisure at the seafront location. It was noted that it would not be cost effective for the Council to organise a similar event on the same day, therefore, members <b>RESOLVED</b> to celebrate the King's Coronation in May by encouraging schools, residents, and businesses to decorate their premises, street, home or shop front and hold a competition for judging in four different categories, best school display, best house display, best street display, best business display and a children's design a crown competition that would be individually judged. Coronation themed prizes would be purchased for each winner in each category and the winners would be judged by the Town Mayor.</p> | <p>Road Closure documents sent. Budget allocated for banners.</p> <p>Schools advised of competition.</p> <p>Posters created.</p> <p>Best School: £500 amazon vouchers and trophy.<br/>Best Business: £250 and trophy.<br/>Best House: £100 (cash or vouchers) and coronation coin.<br/>Best Crown - £100 and coronation coin</p> <p>Spare coins ordered for runners up.</p> <p>Trophies and coins ordered.</p> <p>Closing date for applications 21<sup>st</sup> April 2023.<br/>Judging w/c 8<sup>th</sup> May 2023</p> | LG             | Completed     |

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|                           | Deputy Town Mayor, Leader of the Council and Town Clerk.<br><br>Members requested that the Town Council work in partnership with Monico Leisure to assist with the administration of road closures and other local authority requirements and <b>RESOLVED</b> to offer to fund the advertising banners for the event from the budget allocation of £2,000.                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |             |
| <b>SAVE THE BUMBLEBEE</b> | <b>TO CONSIDER AND AGREE SUPPORTING THE SAVE THE BUMBLEBEE CAMPAIGN.</b><br>Members considered the request from Cllr Blackwell and <b>RESOLVED</b> unanimously to support the scheme and work with the schools to provide sunflower seeds for children to grow at home and promote the scheme during the year with banners, posters, the purchase of t-shirts for volunteers and tote bags for giveaways from the funding provided by the Locality Fund.                                   | Locality Fund grant confirmed £2,000.<br><br>T-shirts, bags and seeds ordered.<br><br>Total cost - £1966.66<br><br>Project agreed at the ACM on 15.05.23 – to distribute seeds to the interested schools as detailed in Phase 1 and pop-up events should be held outside the Town Council office and in the library to promote and distribute seeds to residents. It was agreed that the dates proposed for the pop-up events in June would be too late for planting, therefore, a Facebook campaign should be started asap to advise residents that they can pick up seeds from the office or Library.<br><br>More seeds purchased. | EDC/LG | In Progress |
| <b>CANVEY LAKE</b>        | <b>TO NOTE THE REPORT FROM THAMES 21, THE INVESTIGATIONS MADE REGARDING THE RECOMMENDATIONS AND TO CONSIDER AND AGREE HOW THE COUNCIL WISH TO PROCEED.</b><br>Members considered the reports provided and <b>RESOLVED</b> unanimously to defer any action until after the May elections when a working party will be set up with environmental organisations such as the Essex Wildlife Trust, Environment Agency and Buglife to draw on their expertise and review all options available. | MAG took place 19.06.23 – plan to be agreed at council meeting on 26.06.23.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | EDC    | In Progress |

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| OFFICE                   | <p><b>TO REVIEW THE COUNCILS, CALL OUT PROCEDURE.</b><br/> 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     | In Progress |
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| <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><br/> 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.<br/><br/> 17.10.22 - Members <b>RESOLVED</b> unanimously to approve the draft Memorandum of Understanding subject to changes made in line with the proposed report. Members <b>RESOLVED</b> that should these amendments be made as per the proposal and report the Town Clerk is given delegated powers to sign off the Memorandum of Understanding and approve the land transfer without further consultation with the Council.</p> | <p>Email sent to Big Local 18.01.22<br/> 19.01.22 - Email to Jason Bishop to enquire about leases and costs – CPBC confirmed will assist with leases at a reduced cost.<br/><br/> 02.02.22 – letter sent to T Bragg regarding the land transfer.<br/><br/> 28.02.22 – presentation given by Trust Links to council.<br/><br/> Cabinet meeting 16.03.22 - transfer agreed.<br/><br/> Meeting with CPBC 19.04.22 to discuss Head of Terms and Lease<br/><br/> 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).<br/><br/> Review being undertaken by Big Local to look at costs and what areas can be completed at a later date.<br/><br/> New proposals put to council on 17<sup>th</sup> October with</p> | EDC | In Progress |

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|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>draft MOU.</p> <p>Big Local/Trust Links informed of council decision 18.10.22.</p> <p>13.12.22 – signed MOU sent to CPBC and confirmed land transfer approval.</p> <p>28.02.23 – transfer documents signed – paperwork to be submitted to Land Registry 05.04.23.</p> <p>LTO responsibility being transferred to Trust Links – lease to be agreed.</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>LG</p> | <p>To be done</p> |