

FULL COUNCIL – PROGRESS REPORT

Appendix A

Item	Action Agreed at Committee	Action Taken	Responsibility	Time Schedule
ARMED FORCES DAY	<p>TO CONSIDER AND AGREE WHETHER THE COUNCIL WISH TO ORGANISE AN ARMED FORCES DAY EVENT FOR THE 24TH JUNE 2023 SUBJECT TO BUDGET ALLOCATION.</p> <p>Members RESOLVED 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>Working group meeting booked for 12th 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	In Progress
CANVEY LAKE	<p>Members considered the reports and recommendations made and RESOLVED unanimously to follow the advice of experts and appoint Bayswater Fisheries at a cost of £1,950.00 to remove a substantial quantity of fish from the lake and to suspend fishing to help improve the ecology of the lake and to support a 3-year plan to continue this process if required along with suspending fishing for at least this period. It was agreed that a statement would be issued in January to inform residents of the reasons why this is necessary.</p>	<p>Email sent to EA on 13.12.22.</p> <p>Draft statement sent to councillor's on 13.12.22 for approval.</p> <p>13.12.22 – meeting held with Thames 21 & CPBC and it was suggested that Thames 21 could assist CITC with community engagement – a report will be submitted to the council meeting on the 30.01.23.</p> <p>Fish removal 20.02.23 for 3 days.</p> <p>Thames 21 asked to provide estimated costs with report which should have been submitted on 30.01.23 – no costs received to date.</p> <p>Meeting held with Essex Wildlife Trust regarding the Wilder Towns, Wilder Villages project and they have agreed to visit the lake and provide advice on</p>	EDC	Completed

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<p>OPEN SPACES</p>	<p>TO CONSIDER AND AGREE SIGNING UP TO THE WILDER TOWNS, WILDER VILLIAGES SCHEME. Members noted the report provided by the Town Clerk and RESOLVED unanimously to sign up to the scheme.</p>	<p>what the council can achieve. Signed up 01.02.23. Meeting held with Essex Wildlife Trust 06.03.23. Project plan being prepared for consideration by council at a later date.</p>	<p>EDC</p>	<p>Completed</p>
<p>KINGS CORONATION</p>	<p>TO CONSIDER AND AGREE HOW TO COMMEMORATE THE CORONATION OF KING CHARLES III. Members considered the report provided by the Community & 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 RESOLVED 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, Deputy Town Mayor, Leader of the Council and Town Clerk. 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 RESOLVED to offer to fund the advertising banners for the event from the budget allocation of £2,000.</p>	<p>Road Closure documents sent. Budget allocated for banners. Schools advised of competition. Posters created. Best School: £500 amazon vouchers and trophy. Best Business: £250 and trophy. Best House: £100 (cash or vouchers) and coronation coin. Best Crown - £100 and coronation coin Spare coins ordered for runners up. Trophies and coins ordered. Closing date for applications 21st April 2023. Judging w/c 1st May 2023</p>	<p>LG</p>	<p>In Progress</p>
<p>SAVE THE BUMBLEBEE</p>	<p>TO CONSIDER AND AGREE SUPPORTING THE SAVE THE BUMBLEBEE CAMPAIGN.</p>	<p>Locality Fund grant confirmed £2,000.</p>	<p>EDC/LG</p>	<p>In Progress</p>

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	<p>Members considered the request from Cllr Blackwell and RESOLVED 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.</p>	<p>T-shirts, bags and seeds ordered. Total cost - £1966.66</p>		
<p>BAND STAND</p>	<p>THE FUTURE USE OF THE ASSET. Members discussed the future use of the band stand and RESOLVED 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>Water Safety event took place 19.08.22.</p>	<p>LG</p>	<p>To be done</p>
<p>OFFICE</p>	<p>TO REVIEW THE COUNCILS, CALL OUT PROCEDURE. Members reviewed the councils current call out procedure and RESOLVED unanimously that there were no changes required. Members RESOLVED 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>GUNNY SITE</p>	<p>TO CONSIDER THE PROPOSED BUSINESS PLAN FOR THE GUNNY PROJECT AND AGREE THE TRANSFER OF THE LAND TO THE TOWN COUNCIL Members consider the business plan submitted</p>	<p>Email sent to Big Local 18.01.22 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>EDC</p>	<p>In Progress</p>

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	<p>and RESOLVED 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>17.10.22 - Members RESOLVED unanimously to approve the draft Memorandum of Understanding subject to changes made in line with the proposed report. Members RESOLVED 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>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 & 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 & 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>New proposals put to council on 17th October with 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.</p>		
<p>LIST OF COMMUNITY ASSETS</p>	<p>TO CONSIDER AND AGREE COMMUNITY ASSETS TO BE SUBMITTED TO CPBC TO INCLUDE ON THE ASSETS OF COMMUNITY VALUE LIST</p> <p>Members reviewed the report provided and RESOLVED unanimously that all members would review their areas and inform the Town Clerk of any assets that could be investigated to be</p>		<p>EDC</p>	<p>To be done</p>

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	<p>included on the list and that this should be an ongoing project for all members. Members AGREED 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>			
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