

FULL COUNCIL – PROGRESS REPORT

Appendix A

Item	Action Agreed at Committee	Action Taken	Responsibility	Time Schedule
LOCAL PLAN HEARINGS	<p>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.</p> <p>Members considered the letter received regarding the Castle Point Local Plan examination and the various reports submitted and RESOLVED 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 11th May 2021 regarding Matter 1 Procedural/Legal Requirements and Hearing Day 5 on the 26th May 2021 regarding Matter 5 Housing Allocations for the Canvey Island area.</p>	<p>Email sent and confirmation received 30.03.21.</p> <p>DB Booked on 11th May & 26th May 2021.</p>	EDC/DB	Complete
OFFICE	<p>TO CONSIDER AND AGREE PURCHASING A LAPTOP VIA EXTERNAL FUNDING TO PROVIDE AN INTERNET RESOURCE FOR MEMBERS OF THE PUBLIC.</p> <p>Members considered the proposal by the Town Clerk and RESOLVED 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>	Funding rejected 19.04.21.	EDC	In Progress
EVENTS	<p>TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE WORKING GROUP REGARDING THE CHANGES TO THE COMMUNITY AWARDS AND ARMED FORCES DAY FOR 2021.</p> <p>Members unanimously RESOLVED that due to</p>	Council meeting 29 th March - Date agreed for 20 th September 2021.	EDC/LG	In Progress

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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 RESOLVED to purchase special recognition Parker Pen gifts and voted 8 for and 1 against to purchase six only. Members unanimously RESOLVED 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>ARMED FORCES DAY Members considered the recommendations to change the Armed Forces Day event in 2021 and unanimously RESOLVED 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 26th June 2021 and investigate an event to celebrate VJ Day on the 2nd September 2021 with the use of the remaining budget allocated to the Armed Forces Day.</p>	<p>Decoration proposal to council 04.05.21.</p>	<p>EDC/LG</p>	<p>In Progress</p>
<p>MEMORIAL GARDENS</p>	<p>Members AGREED unanimously that investigations should be made for the addition of</p>	<p>Press release done 23.02.21.</p>	<p>EDC/AW</p>	<p>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 AGREED 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 RESOLVED 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 RESOLVED 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 29th March.</p> <p>Working group meeting 24th May 2021 - progress report to full council 28th June.</p>	
	<p>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.</p> <p>Members considered the costs provided and RESOLVED 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>Completed</p>
<p>EMAILS</p>	<p>TO CONSIDER AND AGREE IMPLEMENTING COUNCIL EMAIL ADDRESSES FOR ALL TOWN COUNCILLORS.</p>	<p>Email sent to Hometech 28.04.21. Chased 12.05.21.</p>	<p>EDC</p> <p>Complete</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 RESOLVED 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>Email addresses set up – instructions sent to all members 19.05.21. Live date 7th June.</p>		
<p>BAND STAND</p>	<p>TO CONSIDER AND AGREE THE DESIGN AND COSTS FOR THE SIGNAGE ON THE BAND STAND Members reviewed the proposed design and costs for the band stand signage and RESOLVED 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. W/c 14.06.21 – spikes installed.</p>	<p>EDC/AW</p>	<p>Complete</p>
<p>CHRISTMAS LIGHTS TENDER</p>	<p>Members RESOLVED to agree the submitted specification for the existing council owned lights with no changes to progress the tender for the Christmas Lighting contract. 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>Advertised on website and contract finder 27.04.21. Pre-qualification questionnaires to be reviewed by 21.05.21. Tenders to be received by 18.06.21. To be submitted to council 28.06.21.</p>	<p>LG</p>	<p>In Progress</p>