

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 4TH DECEMBER 2023 AT 7.30PM**

PRESENT:

Councillors: Cllr E. Harvey, Cllr P. May, Cllr A. Acott, Cllr S. Brooke, Cllr J. Anderson, Cllr D. Anderson, Cllr B. Botham, Cllr P. Greig and Cllr S. Sayes.

Also present: Mrs E. De Can – Town Clerk
Mrs A. Wakenell – Community Warden
Mrs K. Bali – Community & Events Officer

CO/099/23 - APOLOGIES FOR ABSENCE

Apologies were accepted for Cllr Blackwell and Cllr Sach.

CO/100/23 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

CO/101/23 - PUBLIC FORUM - TO RECEIVE CONTRIBUTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND ON ITEMS ON THE AGENDA FOR A PERIOD NOT EXCEEDING TEN MINUTES

No members of the public were present.

CO/102/23 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 23RD OCTOBER 2023.

Members **RESOLVED** that the minutes of the Council meeting held on the 23rd October 2023 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/103/23 - TO NOTE THE MINUTES AND RESOLUTIONS OF THE PERSONNEL COMMITTEE MEETING HELD ON THE 16TH OCTOBER 2023.

Members noted the minutes.

CO/104/23 - TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 13TH NOVEMBER 2023.

Members noted the minutes of the Policy & Finance meeting held on the 13th November 2023 and **RESOLVED** that the minutes are adopted by the Council and recommendations made were agreed and the minutes are to be signed by the Chairman of the committee at the next Policy & Finance meeting.

CO/105/23 – TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.

Members noted the activities since the last meeting such as attending the Morrisons Fancy Dress Competition, the Cornelius Vermuyden Awards Evening, two Remembrance Services, Castle Point Transport Museum Award Presentation, Cast & Crew Santa Claus Panto, the Canvey Christmas Light Switch On, attending the HRH Princess Anne visit to Coast Watch, the opening of the seafront Christmas event, Havens Hospice Light up event and the Salvation Army concert. The Deputy Town Mayor attended the Heritage Centre Fish & Chip Supper on behalf of the Town Mayor.

CO/106/23 – TO NOTE THERE HAVE BEEN NO OFFICERS DECISIONS UNDER DELEGATED POWERS SINCE THE LAST MEETING.

Noted.

CO/107/23 – TO RECEIVE A VERBAL REPORT ON THE CLERKS PROGRESS OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report on items progressed and completed.

Clavin Hayes

CO/108/23 - TO CONSIDER AND AGREE THE BUDGET AND PRECEPT FOR 2024/25.

Members considered the Policy & Finance recommendations and discussed the budget reports provided and **RESOLVED** unanimously to set a budget of £370,676 for 2024/25 with a 4.2% increase in the precept. Due to how the precept is devised this will raise a precept of £286,094 with a 4.2% increase based on the Band D equivalent of £23.76. This is an overall annual increase of 0.99p.

Members noted that the tax base figures have yet to be confirmed by CPBC therefore the budget has been calculated using last year's data, therefore, these figures could change slightly but not significantly.

CO/109/23 – TO CONSIDER AND APPROVE THE UPDATED COUNCIL BUSINESS AND ACTION PLAN 2022/2026.

Members considered the proposed plan and amendments and **RESOLVED** unanimously to approve the 2023/2028 plan.

CO/110/23 - TO CONSIDER AND AGREE THE COSTS FOR THE REPLACEMENT OF BROKEN FENCING AROUND THE LABWORTH MEMORIAL GARDENS.

Members considered the costs provided and noted that the remaining fencing along the roadside of the gardens has not only been damaged but is rotting and **RESOLVED** to appoint Jenson Fencing to replace the fencing at a cost of £2,600.00.

CO/111/23 - TO CONSIDER AND AGREE THE REQUIREMENTS FOR THE COMMUNITY AWARDS AND ANNUAL TOWN MEETING.

Members considered the requirements for the Community Awards and **RESOLVED** to hold the awards at the Annual Town Meeting on the 25th March 2023 with an open session for residents after the awards ceremony. Members agreed that investigation should be made to utilise the Paddocks Hall 2 if possible.

CO/112/23 - TO APPROVE PERMISSION FOR TRUST LINKS TO PLANT TREES AT THE GUNNY SITE WHICH HAVE BEEN DONATED THROUGH THE UK SHARED PROSPERITY FUND.

Members **RESOLVED** to approve the planting of the trees.

CO/113/23 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

4th December 2023 — NO 1 ACCOUNT

Company	Reference	Amount	Description
Ice Queen	BACS609	£2,736.00	Ice Rink – Christmas Event
CPBC	BACS610	£1,014.94	Battery Lease - Gunny
Essex County Council	BACS611	£120.00	DBS Checks – all staff
CPBC	BACS612	£23,211.44	2023 Election Costs
D4p Media	BACS613	£68.04	Signs – Christmas Event
Amazon	BACS614	£79.15	Treasure Hunt Prizes
Harry Fairhead Ltd	BACS615	£910.80	Christmas Tree
D. Trower	BACS616	£20.00	Window Cleaner – 31/10 & 14/11
VIP Security Services	BACS617	£1,185.60	Security Christmas Event
Monster Inflatables	BACS618	£630.00	Santa's grotto package/Snow Globe
Essex Community First Aid	BACS619	£150.00	First Aid – Christmas Event
Alfresco Hire Ltd	BACS620	£384.00	Remaining balance for table/chair hire
Blue Cube	BACS621	£480.00	Toilets – Christmas event
1 st Canvey Sea Scouts	BACS622	£500.00	Grant – repairs to storage building
3 rd Canvey Scout Group	BACS623	£500.00	Grant – new hiking tents
Top of the Mops Essex Ltd	BACS624	£64.00	Cleaning – 16/11 & 30/11
Aspect Maintenance Ltd	BACS625	£4,757.49	Open Spaces Maintenance – Nov
Mrs K Monk	BACS626	£518.56	Equipment for the Community Garden

Elaine Hawley

		£37,330.02	
	TOTAL		

CO/114/23 – TO NOTE A REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND AND THE MINUTES FROM THE COMMUNITY SAFETY PARTNERSHIP AWAY DAY.

Members noted the report. The Community Warden confirmed that the Lakeside Path bollard is still ongoing, however, the resident restricted the workers completing the work and now further action is being considered. A start date for the jetty repairs is still to be agreed, the lake water clearance took place on the 14th & 15th November, the side panels on the play equipment have been vandalised and require replacing, the winter plants have been planted in the Covid Memorial Garden and 2 more joints need repairing at the tidal pool. The Community Warden attended the CSP away day on the 2nd November 2023 and advised that discussions were had regarding drug issues on Canvey Island, older residents missing out on the police newsletters as these are only available on social media and networking and shared information opportunities. Members **AGREED** that they were happy for the Community Warden to attend these meetings and report back to Full Council.

CO/115/23 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.

Members noted the reports.

CO/116/23 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr Greig raised a concern that there seemed to be a lot of robberies of sheds on the island and a increase in stabbings.

CO/117/23 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr May advised that he has had his 1st meeting with a new dementia team, attended a meeting with the NHS making a recommendation that the closed Boots at the Primary Care Centre should be refurbished and turned into an A&E and that ECC have advised that the streetlights will be replaced with LED lights by March 2024.

*In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the Council **RESOLVED** that the public and press be excluded from the remainder of this meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

CO/118/23 - TO CONSIDER AND AGREE THE DRAFT LEASE FOR THE BATTERY STORAGE AT THE GUNNY SITE.

Members considered the draft lease for the battery storage and **RESOLVED** to approve in principle the lease on a 25-year term subject to investigations being made into the VAT requirements, registration required for the annual income proposed and the potential of having to provide additional resource.

The meeting closed at 9.20pm.

TOWN MAYOR

22nd January 2023

Clairie Hanley

Canvey Island Town Council - Budget 2024/25

Policy & Finance	2022/23		2023/24				2024/25 BUDGET
	Budget	Actual	Budget	Actual YTD 31/08/2023	Expected up to 31/3/24	Total	
101 Central Costs							
1050 Grants Received	0	0	4725	0	4725	4725	4725
1176 Precept Received	263337	263337	274356	137178	137178	274356	286284
1190 Interest Received	650	1084	0	0	3355	3355	0
1200 Misc Income	0	0	0	0	0	0	0
Total Income	263987	264421	279081	137178	145258	282436	291009
4000 Staff Administration	31011	30262	33089	11620	17956	29576	33812
4008 Staff Training	1000	647	1000	145	334	479	1500
4009 Staff Expenses	250	28	250	19	50	69	250
4011 Rates	8250	8109	8250	4660	4665	9325	10000
4012 Premises Costs	12000	9897	12360	4554	4876	9430	12360
4013 Premises Rent - Office	21000	20400	21000	9333	11067	20400	21000
4020 Telephone/Broadband	2400	1820	2000	856	1218	2074	3500
4021 Stationery and Postage	1200	667	1000	497	350	847	1500
4023 Photocopier	2700	2242	2700	975	1054	2029	2700
4025 Insurance	2200	1973	2545	2736	0	2736	3000
4030 Advert/Publicity/newsletter	500	130	750	100	100	200	750
4040 IT Costs	3600	1839	2500	1004	718	1722	2500
4041 Office Equipment/Clothing	3000	1746	2155	635	0	635	2500
4050 Payroll administration costs	500	318	500	111	161	272	500
4056 Internal Audit	500	410	600	430	0	430	600
4057 External Audit	800	600	800	0	840	840	900
4060 Vehicle Tax/Insurance	900	844	950	859	0	859	950
4061 Vehicle Expenses	700	299	1500	619	140	759	1500
4099 General Expenses	0	6	0	0	0	0	0
Overhead Expenditure	92511	82237	93949	39153	43529	82682	99822
105 Grants							
4500 Grants	2000	474	2000	475		475	2000
Overhead Expenditure	2000	474	2000	475	0	475	2000

Elaine Thomas

4470	Covid-19 Memorial Garden	2500	2280	3000	216	2808	3024	3100
	Overhead Expenditure	58611	54068	61189	17316	33589	50905	64312
	205 Environmental Projects							
1012	Planter/Hanging Basket	0	0	0	0	0	0	0
1050	Grants Received	0	1998	0	0	0	0	0
	Total Income	0	1998	0	0	0	0	0
	205 Environmental Projects							
4216	Hanging Baskets/Planter Maint	9000	8705	9000	3323	5736	9059	9000
4221	Street Furniture	3000	0	3000	0	0	0	3000
4228	CIWCG Partnership	500	500	500	0	500	500	500
	Overhead Expenditure	12500	9205	12500	3323	6236	9559	12500
	206 Allotments							
1005	Allotment Income	3965	4228	3965	3835	33	3868	3965
	Total Income	3965	4228	3965	3835	33	3868	3965
4455	Allotment Costs	2965	2620	2965	2197	904	3101	2965
4465	Allotment Land	1000	-16	1000	0	1000	1000	1000
	Overhead Expenditure	3965	2604	3965	2197	1904	4101	3965
	208 The Gunny Project							
1019	LTO Grant	0	20000	30000	0	30000	30000	0
1020	Reclaimed VAT	0	0	0	0	0	0	0
	Total Income	0	20000	30000	0	30000	30000	0
4240	The Gunny Project	0	4756	30000	45	29955	30000	0
	Overhead Expenditure	0	4756	30000	45	29955	30000	0
	Environment & Open Spaces - Income	3965	32001	35465	6555	30033	36588	3965
	Expenditure	75076	70633	107654	22881	71684	94565	80777
	Movement to/(from) Gen Reserve	-71111	-38632	-72189	-16326	-41652	-57978	-76812
		2022/23			2023/24			2024/25
	Community	Budget	Actual	Budget	Actual YTD	Expected up to 31/3	Total	BUDGET
210	Community Projects							

Elaine Hanley

4099	General Expenses	0	0	3	0	0	0	0	0	0	0	0	0
		2022/23			2023/24			2024/25					
Reserves		Budget	Actual	Budget	Actual YTD as at 31/08	Expected up to 31/3	Total	Budget	Actual YTD as at 31/08	Expected up to 31/3	Total	Budget	Actual YTD as at 31/08
901	Earmarked reserves												
9009	Non Budgetted Expenses	0	1967	0	1906	194	2100	0	1906	194	2100	0	1906
9019	Health & Wellbeing Plan	2500	3876	1500	0	0	0	1500	0	0	0	1500	0
9021	The Gunny Project	6000	0	3500	0	0	0	3500	0	0	0	3500	0
9022	Community Garden - Sycamore Close	0	0	1094	0	1094	1094	1094	0	1094	1094	0	0
9023	Canvey Lake - Signage / Information	0	0	1500	0	0	0	1500	0	0	0	1500	0
*****	Lake Enhancements	0	0	0	0	0	0	0	0	0	0	20000	0
9024	Event for Coronation of King	0	0	2000	1325	31.24	1356.24	2000	1325	31.24	1356.24	0	1325
	Overhead Expenditure	8500	5843	9594	3231	1319	4550	26500	3231	1319	4550	26500	3231
	Reserves - Income	0	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	8500	5843	9594	3231	1319	4550	26500	3231	1319	4550	26500	3231
	Movement to/(from) Gen Reserve	-8500	-5843	-9594	-3231	-1319	-4550	-26500	-3231	-1319	-4550	-26500	-3231
	Total Budget Income	267952	311093	314546	144785	175291	320076	294974	144785	175291	320076	294974	144785
	Expenditure	329343	273694	376709	102649	216905	319554	370676	102649	216905	319554	370676	102649
	Movement to/(from) Gen Reserve	-61391	37399	-62163	42136	-41614	522	-75702	42136	-41614	522	-75702	42136

Clare Johnston