

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 20TH JANUARY 2025 AT 7.00PM**

PRESENT:

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

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

CO/142/24 – APOLOGIES FOR ABSENCE

Apologies of absence approved for Cllr P. Greig.

CO/143/24 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

CO/144/24 - PUBLIC FORUM - TO RECEIVE QUESTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND OF WHICH NOTICE HAS BEEN RECEIVED FOR A PERIOD NOT EXCEEDING TEN MINUTES

No questions were received.

CO/145/24 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 9TH DECEMBER 2024.

Members **RESOLVED** that the minutes of the Council meeting held on the 9th December 2024 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/146/24 – TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.

Members noted there had been no activities since the last reported event on the 17th December 2024.

CO/147/24 – TO NOTE THERE HAVE BEEN NO OFFICER DECISIONS UNDER DELEGATED POWERS SINCE THE LAST MEETING.

Noted.

CO/148/24 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report and updates provided by the Town Clerk and Deputy Clerk. Members agreed that a small unveiling event should be arranged for the plaque which should consist of Town Councillors, surgery invitee's and the Freeman of the Borough.

CO/149/24 – TO CONSIDER AND AGREE THE DOCUMENTED VISION FOR CANVEY LAKE.

Members reviewed the documented vision proposed following the workshop held on the 27th November 2024 and **RESOLVED** unanimously that this is the Councils vision for Canvey Lake.

CO/150/24 – TO CONSIDER AND AGREE PROPOSALS FOR CHRISTMAS 2025 AND THE DATES FOR THE 2025 EVENTS.

Members noted the report provided by the Community & Events Officer and **RESOLVED** unanimously to the following:

- Armed Forces Day – 28th June 2025
- Canvey Island Charity Garden Trail – Saturday 26th July

- VE Day – 8th May - members **RESOLVED** to approve a small flag raising event for the 80th anniversary of VE day to be held at Castlevew School at 9am with the purchase of an official flag at a cost of £77.10.
- Chalk Art Event - 23rd July - to be held at the Bandstand and free to join and for all ages. Members suggested linking in with the Festuary event taking place this year.
- Wildlife Picnic – Tewkes Creek – 6th August – to include a small animal experience, where families can interact with a range of different creatures in an educational setting.
- Sen by the Sea – 20th August.
- Christmas Shop Front Competition – Mid December Judging.
- Canvey Island Christmas Event – Saturday 29th November – members approved the Santa's Grotto location to be outdoors as per 2024 and a new attraction of a Bavarian Slide at a cost of £3,000.

CO/151/24 – TO CONSIDER SELLING THE COUNCIL BICYCLE AND AGREE ON A PRICE FOR ADVERTISING.

Members noted the report provided and **RESOLVED** unanimously to advertise the sale of the bicycle at a cost of £250.00 ono.

CO/152/24 – TO CONSIDER AND AGREE A 1-YEAR EXTENSION TO THE PROVISION OF HANGING BASKET/PLANTERS CONTRACT WITH ASPECT MAINTENANCE SERVICES UNTIL 1ST APRIL 2026.

Members considered the extension of the contract and **RESOLVED** unanimously that the contract should be extended for 1 year to the 1st April 2026 as per the existing contract.

CO/153/24 – TO CONSIDER AND APPROVE THE DRAFT BUSINESS CONTINUITY PLAN FOR THE OFFICE.

Members noted the draft business continuity plan for the office and **RESOLVED** unanimously to approve the plan as a working document.

CO/154/24 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

16th December 2024 NO 1 ACCOUNT

Company	Reference	Amount	Description
Francesca Clarke	BACS779	£2,500.00	No 11 Rent – Jan to March 2025
TOTAL		£2,500.00	

20th January 2025 NO 1 ACCOUNT

Company	Reference	Amount	Description
Aspect Maintenance Ltd	BACS780	£6,335.08	Maintenance – Nov
Top of the Mops	BACS781	£66.00	Cleaner 14/11
Spark X	BACS782	£12,000.00	Christmas Lighting Contract
SFB Solutions	BACS783	£180.00	Wiring to office
Hook & Partners	BACS784	£300.00	Disbursement costs
D Trower	BACS785	£20.00	Window Cleaner 17/12 & 14/01
Office Needs	BACS786	£86.37	Stationery/Storage Boxes
EALC	BACS787	£120.00	LG – Part 1 & 2 of Training Course
CITC	Debit Card	£125.77	Petty Cash Top Up
TOTAL		£19,233.22	

CO/155/24 – TO NOTE A REPORT FROM THE COMMUNITY OFFICER ON MATTERS RELATING TO CANVEY ISLAND.

Members noted the report. The Community Officer advised that the electric to Denham Road bridge was now connected, quotes were being investigated for the replacement fencing, the bridges along the lake open space have all been painted as per the contract, there has been more graffiti on the play equipment and a briefcase with personal documents was found at the lake which has been given to the Police.

CO/156/24 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.

Members noted the reports.

CO/157/24 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr Blackwell provided details of the devolution plans in Castle Point which are to be completed by 2028, the waste strategy consultation has been completed, and a consultation is taking place for the corporate plan. It was also advised that the CPBC offices will be lit up in purple on the 27th January to commemorate Holocaust Day.

CO/158/24 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr Blackwell advised that there are to be yellow lines installed along Nordland Road due to complaints received regarding parked cars.

*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/159/24 – TO CONSIDER AND AGREE QUOTES OBTAINED THE DISTRIBUTION OF BARLEY STRAW AND CHALK IN CANVEY LAKE.

Members considered the quotes provided and **RESOLVED** unanimously to defer the decision until the next available meeting to seek further information on barley straw bales rather than extract.

CO/160/24 - TO CONSIDER AND AGREE QUOTES OBTAINED FOR A VOIP TELEPHONE SYSTEM, IT AND CCTV TRANSFER COSTS.

Members considered the quotes obtained and **RESOLVED** to appoint Hometech Centre to provide the VOIP telephone system at a cost of £1,407.00 as an initial set up cost with a cost of £30.00 per month, Hometech Centre to provide the IT transfer at a cost of £1,661.24 and SFB Solutions to transfer the existing CCTV at a cost of £1,200.00.

The meeting closed at 8.30pm.

TOWN MAYOR

24th February 2025