

Canvey Island Town Council



TO ALL MEMBERS OF THE COUNCIL

Dear Councillors,

I hereby summon you to attend the **ONLINE ANNUAL MEETING** of **CANVEY ISLAND TOWN COUNCIL** to be held on **TUESDAY 4TH MAY 2021** commencing at **10.00AM** for the transaction of business as set out below.

Any member who is unable to attend the meeting should send their apologies before the meeting.

Yours faithfully

Mrs E. De Can
Town Clerk

28th April 2021

LOGIN DETAILS – Please follow these instructions:

Join Zoom Meeting

<https://us02web.zoom.us/j/85228602388?pwd=RWF0TIRLaHZEWStYMGZnc0t4M01jUT09>

Meeting ID: 852 2860 2388

Passcode: 473978

Please call the Town Clerk on 07985 485328 if you are experiencing any problems logging in.

A G E N D A

1. To elect the Town Mayor of the Council for 2021/22
2. To receive the Town Mayor's Declaration of Acceptance of Office
3. To appoint a Deputy Town Mayor of the Council for 2021/22
4. Apologies for absence
5. To receive declarations of interest in items on the agenda
6. Members to review existing Register of Interest Forms and advise the Clerk of any changes.
7. 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.
8. To confirm and sign as a true record the minutes of the Council meeting held on 29th March 2021.
9. To consider and agree the recommendations from the Policy and Finance Committee meeting held on the 19th April 2021.
10. To review the Terms of Reference for each committee (Appendix A)
11. To appoint a Leader of the Council
12. To appoint a Chairman to the Councils Committees
 - i) Policy & Finance
 - ii) Planning
 - iii) Personnel

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13. To appoint members to the Councils Committee's
14. To note the Councils Standing Orders and Financial Regulations (Appendix B & C)
15. To appoint members to the existing working groups/panels.
16. To review the representatives to the outside bodies as detailed in the Clerks Report
17. Finance:
 - i) To consider and agree the continuation of funding the Clerks membership with the SLCC at an annual cost of £24.08 pcm.
 - ii) To consider and agree the 2021/22 Affiliation Fees for EALC and NALC
 - iii) To review and consider changes to the bank signatories.
 - iv) To note the Councils Asset Register (Appendix D)
18. To agree the signing of the Health & Safety Policy by the Town Mayor of the Council (Appendix E)
19. To consider and agree the Timetable of Meetings for 2021/22 (Appendix F)
20. To approve and sign the Annual Governance Statement for the year ending 31st March 2021 (Appendix G)
21. To approve and sign the Annual Accounts Statement for the year ending 31st March 2021 (Appendix H)
22. To review members acceptance to receive electronic agendas.
23. To note there have been no Officer Decisions under delegated powers.
24. To note the Clerks report of ongoing projects and not on the agenda (Appendix I)
25. To consider and agree the proposals and costs for the decorations to the town centre for Armed Forces Day.
26. To consider and agree the date of the Garden Trail and a charity recipient for 2021.
27. To note and approve the amended Biodiversity Statement which has been approved by the Quality Gold panel (Appendix J)
28. To confirm accounts for payment as previously agreed
29. To note a written report from the Community Warden on matters relating to Canvey Island (Appendix K)
30. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
31. Reports from Essex County Councillor on matters relating to Canvey Island.