

# Canvey Island Town Council



TO ALL MEMBERS OF THE COUNCIL



Dear Councillors,

I hereby summon you to attend the **ANNUAL MEETING** of **CANVEY ISLAND TOWN COUNCIL** to be held in the **COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB** on **MONDAY 13<sup>TH</sup> MAY 2024** commencing at **7.30pm** 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

8<sup>th</sup> May 2024

*The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing or otherwise reporting of those participating in a meeting. Should any member of the public present and does not wish to participate but who objects to being filmed, recorded, photographed, or otherwise reported about please make yourself known to the Town Clerk.*

## AGENDA

1. To elect the Town Mayor of the Council for 2024/25
2. To receive the Town Mayor's Declaration of Acceptance of Office
3. To appoint a Deputy Town Mayor of the Council for 2024/25
4. Apologies for absence
5. To receive declarations of interest in items on the agenda
6. Members to note the updated Register of Interest Forms provided by the Monitoring Officer to be completed and returned to the Town Clerk within 28 days (Appendix A).
7. 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.
8. To confirm and sign as a true record the minutes of the Council meeting held on 11<sup>th</sup> March 2024.
9. To note the minutes and resolutions of the Personnel Committee meeting held on the 18<sup>th</sup> March 2024.
10. To consider and agree the recommendations from the Policy and Finance Committee meeting held on the 22<sup>nd</sup> April 2024.
11. To review the Terms of Reference for each committee (Appendix B)
12. To appoint the Leader of the Council
13. To appoint a Deputy Leader of the Council
14. To appoint a Chairman to the Councils Committees
  - i) Policy & Finance
  - ii) Planning
  - iii) Personnel

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15. To appoint members to the Councils Committee's.
  16. To note the Councils Standing Orders and Financial Regulations (Appendix C & D)
  17. To appoint members to the existing working groups/panels.
  18. To review the representatives to the outside bodies as detailed in the Clerks Report
  19. Finance:
    - i) To consider and agree the continuation of funding the Clerks membership with the SLCC at a cost of £28.58pcm.
    - ii) To note the bank signatories and consider any required changes.
    - iii) To consider re-joining the EALC and NALC services.
    - iv) To note the Councils Asset Register (Appendix E)
  20. To agree the signing of the Health & Safety Policy by the Town Mayor of the Council (Appendix F)
  21. To consider and agree the Timetable of Meetings for 2024/25 (Appendix G)
  22. To approve and sign the Annual Governance Statement for the year ending 31<sup>st</sup> March 2024 (Appendix H)
  23. To approve and sign the Annual Accounts Statement for the year ending 31<sup>st</sup> March 2024 (Appendix I)
  24. To review members acceptance to receive electronic agendas (Appendix J).
  25. To note there are no Officer Decisions under delegated powers.
  26. To receive a verbal report from the Clerk of ongoing projects and not on the agenda.
  27. To consider and agree the Town Mayor's charity for the year 2024/25.
  28. To note the Electrical Installation report completed on the Deham Road bridge (Appendix K)
  29. To note the ROSPA report completed on the Play Area (Appendix L).
  30. To confirm accounts for payment as previously agreed
  31. To note the Health & Safety reports detailing incidents and actions completed in relation to open spaces (Appendix M).
- 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.*
32. To consider and agree the tender applications for the Canvey Lake grounds maintenance contract (Appendix N).