

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 15TH MAY 2023** 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

10th May 2023

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 2023/24
2. To receive the Town Mayor's Declaration of Acceptance of Office
3. To appoint a Deputy Town Mayor of the Council for 2023/24
4. Apologies for absence
5. To receive declarations of interest in items on the agenda
6. Welcome new members appointed following the 2023 Town Council elections held on the 4th May 2023 and approve any late Declarations of Acceptance of Office.
7. Members to review and complete new Register of Interest Forms to be returned to the Town Clerk within 28 days.
8. 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.
9. To confirm and sign as a true record the minutes of the Council meeting held on 27th March 2023.
10. To note the minutes and resolutions of the Personnel Committee meeting held on the 27th March 2023.
11. To consider and agree the recommendations from the Policy and Finance Committee meeting held on the 24th April 2023 and the virement of £345.25 from the Office Equipment budget to the Insurance budget to allow the purchase of Cyber Insurance.
12. To review the Terms of Reference for each committee (Appendix A)
13. To consider and agree the Councils eligibility to exercise the General Power of Competence
14. To appoint the Leader of the Council

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15. To appoint a Chairman to the Councils Committees
 - i) Policy & Finance
 - ii) Planning
 - iii) Personnel
16. To appoint members to the Councils Committee's.
17. To note the Councils Standing Orders and Financial Regulations (Appendix B & C)
18. To appoint members to the existing working groups/panels.
19. To review the representatives to the outside bodies as detailed in the Clerks Report
20. Finance:
 - i) To consider and agree the continuation of funding the Clerks membership with the SLCC at a cost of £27.83pcm.
 - ii) To note the bank signatories which were updated in February 2023.
 - iii) To note the Councils Asset Register (Appendix D)
21. To agree the signing of the Health & Safety Policy by the Town Mayor of the Council (Appendix E)
22. To consider and agree the Timetable of Meetings for 2023/24 (Appendix F)
23. To approve and sign the Annual Governance Statement for the year ending 31st March 2023 (Appendix G)
24. To approve and sign the Annual Accounts Statement for the year ending 31st March 2023 (Appendix H)
25. To review members acceptance to receive electronic agendas.
26. To note there are no Officer Decisions under delegated powers.
27. To note the Clerks report of ongoing projects and not on the agenda (Appendix I)
28. To consider and agree the Town Mayor's charity for the year 2023/24.
29. To note progress so far and consider and agree the proposals for promoting the Save the Bee Campaign.
30. To note the report from the Castle Point and Basildon Transport Meeting – 30th March 2023 (Appendix J)
31. To confirm accounts for payment as previously agreed
32. To note a report from the Community Warden on matters relating to Canvey Island (Appendix K)
33. To note the Health & Safety reports detailing incidents and actions completed in relation to open spaces (Appendix L).
34. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
35. Reports from Essex County Councillor on matters relating to Canvey Island.