

# 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 23<sup>RD</sup> MAY 2022** 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

18<sup>th</sup> May 2022

*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 2022/23
2. To receive the Town Mayor's Declaration of Acceptance of Office
3. To appoint a Deputy Town Mayor of the Council for 2022/23
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 11<sup>th</sup> April 2022.
9. To consider and agree the recommendations from the Policy and Finance Committee meeting held on the 9<sup>th</sup> May 2022.
10. To review the Terms of Reference for each committee (Appendix A)
11. To appoint the 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 changes to 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 a cost of £24.08 pcm.
  - ii) To consider and agree the 2022/23 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 2022/23 (Appendix F)
20. To review members acceptance to receive electronic agendas.
21. To note the report of Officer Decisions under delegated powers and background papers.
22. To note the Clerks report of ongoing projects and not on the agenda (Appendix G)
23. To consider and agree adopting the new Local Government Association Model Code of Conduct (Appendix H).
24. To consider and agree the Town Mayor's charity for the year 2022/23.
25. To consider and agree the costs and ongoing maintenance of the Covid Gardens.
26. To confirm accounts for payment as previously agreed
27. To note a written report from the Community Warden on matters relating to Canvey Island (Appendix I)
28. To note the Health & Safety reports detailing incidents and actions completed in relation to open spaces (Appendix J).
29. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
30. Reports from Essex County Councillor on matters relating to Canvey Island.