

**MINUTES OF THE PROCEEDINGS AT THE ANNUAL MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
ON MONDAY 13<sup>TH</sup> MAY 2024 AT 7.30PM**

**PRESENT:**

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

**Also present:** Mrs E. De Can – Town Clerk  
Mrs A. Wakenell – Community Warden

**CO/001/24 – TO ELECT THE TOWN MAYOR OF THE COUNCIL 2024/25**

Cllr Blackwell nominated Cllr May as Town Mayor for the 2024/25 Council year. The nomination was seconded by Cllr Sayes. There were no other nominations therefore Cllr May was elected as Town Mayor of the Council for 2024/25.

**CO/002/24 - TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Clerk provided Cllr May with the Declaration of Acceptance of Office document which was signed and witnessed by the Council and the Proper Officer.

**CO/003/24 - TO APPOINT A DEPUTY TOWN MAYOR OF THE COUNCIL FOR 2024/25**

Cllr May nominated Cllr Sayes as Deputy Town Mayor and the nomination was seconded by Cllr Harvey. There were no other nominations therefore Cllr Sayes was elected as Deputy Town Mayor of the Council for 2024/25.

**CO/004/24 - APOLOGIES FOR ABSENCE**

All members were present.

**CO/005/24 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declaration of interests was received.

**CO/006/24 – 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.**

Members noted the new forms and confirmed these will be completed and returned to the Town Clerk within 28 days. Cllr Blackwell enquired whether these could be completed online. The Town Clerk advised that only PDF versions were supplied by the Monitoring Officer, but this will be looked into for future use.

**CO/007/24 - 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. The Town Mayor noted on record that Mr Colin Duff would like to thank and commend Cllr Brooke and Cllr Sayes, for the invitation to help on one of their organised litter picks and invasive plant management events at Canvey Lake and thanked them for taking up this initiative to improve Canvey Lakes environment and habitat.

**CO/008/24 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 11<sup>TH</sup> MARCH 2024.**

Members **RESOLVED** that the minutes of the Council meeting held on the 11<sup>th</sup> March 2024 be confirmed as a true record of the proceedings and signed by the Town Mayor.

**CO/009/24 - TO NOTE THE MINUTES AND RESOLUTIONS OF THE PERSONNEL COMMITTEE MEETING HELD ON THE 18<sup>TH</sup> MARCH 2024.**

Members noted the minutes and resolutions of the meeting on the 18<sup>th</sup> March 2024.

**CO/010/24 – TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 22<sup>ND</sup> APRIL 202.**

Members noted the minutes of the Policy & Finance meeting held on the 22<sup>nd</sup> April 2024 and **RESOLVED** that the minutes are adopted by the Council and recommendations made were agreed and the minutes are to be signed by the Chairman of the committee at the next Policy & Finance meeting

**CO/011/24 – TO REVIEW THE TERMS OF REFERENCE FOR EACH COMMITTEE**

Members reviewed the terms of reference and **RESOLVED** to remove the Common Liaison Committee.

**CO/012/24 - TO APPOINT A LEADER OF THE COUNCIL**

Cllr Brooke nominated Cllr Sach as Leader for the 2024/25 Council year. The nomination was seconded by Cllr Sayes. Two members abstained from the vote and as there were no other nominations Cllr Sach was appointed Leader of the Council for 2024/25.

**CO/013/24 - TO APPOINT A DEPUTY LEADER OF THE COUNCIL**

Cllr Blackwell nominated Cllr Harvey as Deputy Leader for the 2024/25 Council year. The nomination was seconded by Cllr Sach. Two members abstained from the vote and as there were no other nominations Cllr Harvey was appointed Deputy Leader of the Council for 2024/25.

**CO/014/24 - TO APPOINT A CHAIRMAN TO THE COUNCIL'S COMMITTEES**

- i) Policy & Finance  
Cllr Blackwell nominated Cllr Acott as Chairman of the Committee. The nomination was seconded by Cllr Grieg. There were no other nominations therefore Cllr Acott was elected as Chairman of the Committee.
- ii) Planning  
Cllr Botham nominated Cllr Sach as Chairman of the Committee. The nomination was seconded by Cllr Greig. There were no other nominations therefore Cllr Sach was elected as Chairman of the Committee.
- iii) Personnel  
Cllr Blackwell nominated Cllr Greig as Chairman of the Committee and the nomination was seconded by Cllr Sayes. Cllr D. Anderson nominated Cllr J. Anderson as Chairman of the Committee. There was no seconder. There were no other nominations therefore Cllr Greig was elected as Chairman of the Committee.

**CO/015/24 - TO APPOINT MEMBERS TO THE COUNCIL'S COMMITTEES**

Members were asked to review each committee membership and **RESOLVED** to appoint the following members to the Council's Committees:

i) Policy and Finance

Cllr Acott, Cllr D. Anderson, Cllr May, Cllr Sach, and Cllr J. Anderson.

ii) Planning

Cllr Sach, Cllr Harvey, Cllr Brooke, and Cllr Botham.

iii) Personnel

Cllr Greig, Cllr J. Anderson, Cllr D. Anderson, Cllr Acott, and Cllr Sach.

iv) Appeals Panel

Cllr Harvey, Cllr Botham, and Cllr Brooke.

#### **CO/016/24 - TO NOTE THE COUNCILS' STANDING ORDERS AND FINANCIAL REGULATIONS**

Members noted the Standing Orders and Financial Regulations.

#### **CO/017/24 - TO APPOINT MEMBERS TO THE EXISTING WORKING GROUPS/PANELS**

Members were asked to review the existing working groups/panel membership and **RESOLVED** to appoint Cllr Sayes and Cllr Brooke to the Lake Stake Holder Group.

#### **CO/018/24 - TO REVIEW THE REPRESENTATIVES TO THE OUTSIDE BODIES AS DETAILED IN THE CLERKS REPORT**

Members appointed the following members to each committee or group:

- i) Community Development Partnership – D. Anderson
- ii) Big Local Gunny Steering Group – S. Sach and Town Clerk
- iii) Community Initiative Fund Panel – Town Clerk
- iv) CPBC Planning Committee – Chairman and Vice Chairman of Planning Committee
- v) CPBC Review Committee – A. Acott and S. Sach
- vi) Heritage Centre Committee – A. Acott
- vii)
- viii) Age Concern – D. Anderson
- ix) Parish Transport – Deputy Clerk
- x) Wyvern Community Transport Board – P. May
- xi) Local Highways Panel – J. Anderson
- xii) Community Safety Partnership – Community Warden

Members requested that the Town Clerk contact the groups to ensure that members were still required and there was a question as to whether the CPBC Review Committee and Local Highways Panels would still require a Town Council representative.

#### **CO/019/24 – FINANCE**

- i) **TO CONSIDER AND AGREE THE CONTINUATION OF FUNDING THE CLERKS MEMBERSHIP WITH THE SLCC AT A COST OF £28.58PCM**  
Members **RESOLVED** to agree the continuation of funding the Clerks membership with the SLCC at a cost of £28.58pcm or £343.00 for 2024.
- ii) **TO NOTE THE BANK SIGNATORIES AND CONSIDER ANY REQUIRED CHANGES.**  
Members noted and **RESOLVED** that there will be no amendments to the bank signatories.
- iii) **TO CONSIDER RE-JOINING THE EALC AND NALC**  
Members considered the option to rejoin the EALC and NALC membership but noted final costs were not yet available. Members **RESOLVED** that the Council should sign up to the EALC and NALC membership for 2024/25.
- iv) **TO NOTE THE COUNCIL'S ASSET REGISTER**  
Members noted the Asset Register.

**CO/020/24 - TO AGREE THE SIGNING OF THE HEALTH & SAFETY POLICY BY THE TOWN MAYOR OF THE COUNCIL**

The Clerk advised that Health & Safety is the responsibility of the Full Council and should therefore sign the policy in accordance with this. Members noted their responsibilities and **RESOLVED** that the Town Mayor sign the policy.

**CO/021/24 – TO CONSIDER AND AGREE THE TIMETABLE OF MEETINGS FOR 2024/25**

Members **RESOLVED** to approve the Timetable of Meetings for 2024/25.

**CO/022/24 – TO APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2024.**

Members considered the findings of the review of the effectiveness of its system of internal controls and **RESOLVED** to approve and sign the Annual Governance Statement for the year ending 31<sup>st</sup> March 2024.

**CO/023/24 – TO APPROVE THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2024.**

Members **RESOLVED** to accept and approve the Annual Statement of Accounts for year ending 31<sup>st</sup> March 2024.

**CO/024/24 – TO REVIEW MEMBERS ACCEPTANCE TO RECEIVE ELECTRONIC AGENDAS**

Members noted the Councils standing orders and all members approved the receipt of electronic agendas. Cllr Blackwell requested that he receive all agendas via email with no paper copies.

**CO/025/24 – TO NOTE THERE ARE OFFICERS DECISIONS UNDER DELEGATED POWERS.**

Noted.

**CO/026/24 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.**

Members noted the report.

**CO/027/24 – TO CONSIDER AND AGREE THE TOWN MAYOR’S CHARITY FOR THE YEAR 2024/25.**

Members **RESOLVED** that Yellow Door will be the Town Mayors charity recipient for the year 2024/25.

**CO/028/24 – TO NOTE THE ELECTRICAL INSTALLATION REPORT COMPLETED ON THE DENHAM ROAD BRIDGE.**

Members noted the report completed and clarification that the electrical work has been completed to a high standard and the type of equipment and protection has been selected well and is compliant to the current BS7671 standards. Members noted the recommendations made in the report and that these have been offered as suggestions and not due to non-compliance, therefore, members **RESOLVED** unanimously that no further work or changes to the existing installation was required.

**CO/029/24 – TO NOTE THE ROSPA REPORT COMPLETED ON THE PLAY AREA.**

Members noted the report and recommended actions.

**CO/030/24 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**

**13<sup>th</sup> May 2024 NO 1 ACCOUNT**

| <b>Company</b>         | <b>Reference</b> | <b>Amount</b> | <b>Description</b>                                  |
|------------------------|------------------|---------------|---|
| Aspect Maintenance Ltd | BACS677          | £5,117.49     | Open Spaces Maintenance – Apr & Gunny Grass cutting |
| D Trower               | BACS678          | £20.00        | Window Cleaner 16/4 & 07/05.                        |
| D4P Media              | BACS679          | £42.00        | Band Stand Banner                                   |
| SLCC                   | BACS680          | £343.00       | SLCC Annual Membership                              |
| Pinnacle Housing Ltd   | BACS681          | £240.00       | ROSPA Playground Inspection                         |
| SLCC Essex             | BACS682          | £25.00        | SLCC Training Day/EDC                               |

|                      |         |                   |   |
|----------------------|---------|-------------------|---|
| Local Trust          | BACS683 | £13,631.98        | Return of funding for Gunny LTO Project |
| The Bungalow Nursery | BACS684 | £270.00           | Summer Plants – Covid Garden            |
| Top of the Mops      | BACS685 | £33.00            | Office Cleaning 03/05                   |
| <b>TOTAL</b>         |         | <b>£19,722.47</b> |   |

**CO/031/24 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.**

Members noted the reports.

*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/032/24 - TO CONSIDER AND AGREE THE TENDER APPLICATIONS FOR THE CANVEY LAKE GROUNDS MAINTENANCE CONTRACT**

Members considered the tender applications and **RESOLVED** 9 votes in favour with 2 abstained to appoint Aspect Maintenance Ltd with an overall 5-year contract cost of £202,532.00. Members noted its budget limitations and **RESOLVED** to vire the Street Furniture budget and to utilise the available income and general reserves to cover the additional costs needed for the 2024/25 year.

The meeting closed at 8.45pm.

TOWN MAYOR

17<sup>th</sup> June 2024