

**MINUTES OF THE PROCEEDINGS AT THE ANNUAL MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 15TH MAY 2023 AT 7.30PM**

PRESENT:

Councillors: Cllr D. Anderson, Cllr E. Harvey, 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

Cllr D. Anderson addressed the Council as outgoing Town Mayor explaining that she had thoroughly enjoyed her term and wished the new Town Mayor well in their term and duties for the year 2023/24.

CO/001/23 – TO ELECT THE TOWN MAYOR OF THE COUNCIL 2023/24

Cllr D. Anderson nominated Cllr Harvey as Town Mayor for the 2023/24 Council year. The nomination was seconded by Cllr Blackwell. There were no other nominations therefore Cllr Harvey was elected as Town Mayor of the Council for 2023/24.

CO/002/23 - TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

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

CO/003/23 - TO APPOINT A DEPUTY TOWN MAYOR OF THE COUNCIL FOR 2023/24

Cllr D. Anderson nominated Cllr May as Deputy Town Mayor and the nomination was seconded by Cllr Blackwell. There were no other nominations therefore Cllr May was elected as Deputy Town Mayor of the Council for 2023/24.

CO/004/23 - APOLOGIES FOR ABSENCE

Apologies were accepted for Cllr S. Sayes.

CO/005/23 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declaration of interests was received.

CO/006/23 – WELCOME NEW MEMBERS APPOINTED FOLLOWING THE 2023 TOWN COUNCIL ELECTIONS HELD ON THE 4TH MAY 2023 AND APPROVE ANY LATE DECLARATION OF ACCEPTANCE OF OFFICE.

Cllr's Brooke and Botham were welcomed to the Town Council. All Declaration of Acceptance forms have been returned and signed by the Town Clerk.

CO/007/23 – MEMBERS TO REVIEW AND COMPLETE NEW REGISTER OF INTEREST FORMS TO BE RETURNED TO THE TOWN CLERK WITHIN 28 DAYS.

The Clerk confirmed all Register of Interest forms have been completed and returned.

CO/008/23 - 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

No members of the public were present.

CO/009/23 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 27TH MARCH 2023.

Members **RESOLVED** that the minutes of the Council meeting held on the 27th March 2023 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/010/23 - TO NOTE THE MINUTES AND RESOLUTIONS OF THE PERSONNEL COMMITTEE MEETING HELD ON THE 27TH MARCH 2023.

Members noted the minutes and an update that the Community & Events vacancy was still not filled. Members approved interviews to take place for the remaining applicants as agreed by the committee.

CO/011/23 – 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.

Members noted the minutes of the Policy & Finance meeting held on the 24th April 2023 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. Members **RESOLVED** to vire £345.25 from the office equipment budget to the Insurance budget to allow the purchase of Cyber Insurance.

CO/012/23 – TO REVIEW THE TERMS OF REFERENCE FOR EACH COMMITTEE

Members reviewed the terms of reference and **RESOLVED** no changes were required.

CO/013/23 – TO CONSIDER AND AGREE THE COUNCIL’S ELIGIBILITY TO EXERCISE THE GENERAL POWER OF COMPETENCE

Members noted the criteria for eligibility to exercise the General Power of Competence and as it has a qualified Town Clerk, and all vacancies were filled at the last ordinary election **RESOLVED** that it is eligible to exercise the General Power of Competence.

CO/014/23 - TO APPOINT A LEADER OF THE COUNCIL

Cllr Sach nominated Cllr Blackwell as Leader for the 2023/24 Council year. The nomination was seconded by Cllr Botham. There were no other nominations therefore Cllr Blackwell was appointed Leader of the Council for 2023/24. Cllr J. Anderson wished it to be noted that he abstained from the vote.

CO/015/23 - 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 Greig. There were no other nominations therefore Cllr Acott was elected as Chairman of the Committee.
- ii) Planning
Cllr Greig nominated Cllr Sach as Chairman of the Committee. The nomination was seconded by Cllr Blackwell. There were no other nominations therefore Cllr Sach was elected as Chairman of the Committee.
- iii) Personnel
Cllr Greig nominated Cllr Blackwell as Chairman of the Committee and the nomination was seconded by Cllr Botham. There were no other nominations therefore Cllr Blackwell was elected as Chairman of the Committee.

CO/016/23 - 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 Blackwell, Cllr J. Anderson, Cllr D. Anderson, Cllr Acott, and Cllr Sach.

Members **APPROVED** following the minutes noted under CO/010/23 to hold interviews for the post of Community & Events Officer on the 24th May 2023 starting at 9.30am.

iv) Appeals Panel

Cllr Harvey, Cllr Botham, and Cllr Brooke.

v) Common Liaison Committee

Members **RESOLVED** to review this committee if an independent chairman can be found.

CO/017/23 - TO NOTE THE COUNCILS' STANDING ORDERS AND FINANCIAL REGULATIONS

Members noted the Standing Orders and Financial Regulations.

CO/018/23 - TO APPOINT MEMBERS TO THE EXISTING WORKING GROUPS/PANELS

Members were asked to review the existing working groups/panel membership and **RESOLVED** to disband the Community Working Group and only set up groups as and when projects require. Members agreed that a Canvey Lake working group would not be set up at this time as investigations are to be made to reinstate the Common Liaison committee.

CO/019/23 - 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 – D. Blackwell 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) Age Concern – D. Anderson
- viii) Parish Transport – Deputy Clerk
- ix) Wyvern Community Transport Board – P. May
- x) Local Highways Panel – J. Anderson

CO/020/23 – FINANCE

i) TO CONSIDER AND AGREE THE CONTINUATION OF FUNDING THE CLERKS MEMBERSHIP WITH THE SLCC AT A COST OF £27.83PCM

Members **RESOLVED** to agree the continuation of funding the Clerks membership with the SLCC at a cost of £27.83pcm or £334.00 for 2023.

ii) TO NOTE THE BANK SIGNATORIES WHICH WERE UPDATED IN FEBRUARY 2023.

Members noted and **RESOLVED** that there will be no amendments to the bank signatories.

iii) TO NOTE THE COUNCIL'S ASSET REGISTER

Members noted the Asset Register.

CO/021/23 - 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/022/23 – TO CONSIDER AND AGREE THE TIMETABLE OF MEETINGS FOR 2023/24

Members **RESOLVED** to approve the Timetable of Meetings for 2023/24.

CO/023/23 – TO APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31ST MARCH 2023.

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 31st March 2023.

CO/024/23 – TO APPROVE THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2023.

Members **RESOLVED** to accept and approve the Annual Statement of Accounts for year ending 31st March 2023.

CO/025/23 – TO REVIEW MEMBERS ACCEPTANCE TO RECEIVE ELECTRONIC AGENDAS

Members noted the Councils standing orders and all members approved the receipt of electronic agendas.

CO/026/23 – TO NOTE THERE ARE OFFICERS DECISIONS UNDER DELEGATED POWERS.

Noted.

CO/027/23 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report.

CO/028/23 – TO CONSIDER AND AGREE THE TOWN MAYOR'S CHARITY FOR THE YEAR 2023/24.

Members **RESOLVED** that the Castle Point Transport Museum will be the Town Mayors charity recipient for the year 2023/24.

CO/029/23 – TO NOTE PROGRESS SO FAR AND CONSIDER AND AGREE THE PROPOSALS FOR PROMOTING THE SAVE THE BEE CAMPAIGN.

Members reviewed the report provided by the Deputy Clerk and **RESOLVED** to distribute seeds to the interested schools as detailed in Phase 1 and pop-up events should be held outside the Town Council office and in the library to promote and distribute seeds to residents. It was agreed that the dates proposed for the pop-up events in June would be too late for planting, therefore, a Facebook campaign should be started asap to advise residents that they can pick up seeds from the office or Library.

CO/030/23 – TO NOTE THE REPORT FROM THE CASTLE POINT AND BASILDON TRANSPORT MEETING ON THE 30TH MARCH 2023.

Members noted the report.

CO/031/23 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

15th May 2023 — NO 1 ACCOUNT

Company	Reference	Amount	Description
Aspect Maintenance Ltd	BACS525	£4,757.49	Open Spaces Maintenance - Apr
Top of the Mops Essex Ltd	BACS526	£64.00	Cleaning 20/04 & 04/05
Office Needs	BACS527	£92.66	Stationery
Design 4 Print	BACS528	£114.00	Coronation Office Sticker

