

**MINUTES OF THE PROCEEDINGS AT THE ANNUAL MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 18TH MAY 2026 AT 7.00PM**

PRESENT:

Councillors: Cllr S. Brooke, Cllr E. Harvey, Cllr D. Anderson, Cllr S. Sach, Cllr J. Anderson, and Cllr B. Botham

Also present: Mrs E. De Can – Town Clerk
Mrs L. Gould – Deputy Clerk
Mrs A. Wakenell – Community Officer

CO/001/26 – TO ELECT THE TOWN MAYOR OF THE COUNCIL 2026/27

Cllr Harvey nominated Cllr Brooke as Town Mayor for the 2026/27 Council year. The nomination was seconded by Cllr Botham. There were no other nominations therefore Cllr Brooke was elected as Town Mayor of the Council for 2026/27.

CO/002/26 - TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

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

CO/003/26 - TO APPOINT A DEPUTY TOWN MAYOR OF THE COUNCIL FOR 2025/26

Cllr Brooke nominated Cllr Harvey as Deputy Town Mayor and the nomination was seconded by Cllr Sach. There were no other nominations therefore Cllr Harvey was elected as Deputy Town Mayor of the Council for 2026/27.

CO/004/26 - APOLOGIES FOR ABSENCE

Written apologies received, approved and reason given by Cllr D. Blackwell and Cllr R Langley. Other apologies noted for Cllr S. Sayes, Cllr A. Acott and Cllr P. May.

CO/005/26 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declaration of interests was received.

CO/006/26 – MEMBERS TO REVIEW THEIR REGISTER OF INTEREST FORMS AND ANY AMENDMENTS TO BE COMPLETED AND RETURNED TO THE TOWN CLERK.

Members noted the need to review their forms.

CO/007/26 - 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.

CO/008/26 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 23RD MARCH 2026.

Members **RESOLVED** that the minutes of the Council meeting held on the 23rd March 2026 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/009/26 - TO NOTE THE MINUTES AND RESOLUTIONS OF THE PERSONNEL COMMITTEE MEETING HELD ON THE 22ND APRIL 2026.

Members noted the minutes and resolutions of the meeting on the 22nd April 2026.

CO/010/26 - TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 27TH APRIL 2026.

Members noted the minutes of the Policy & Finance meeting held on the 27th April 2026 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/011/26 – TO REVIEW THE TERMS OF REFERENCE FOR EACH COMMITTEE

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

CO/012/26 - TO APPOINT A LEADER OF THE COUNCIL

Cllr Harvey nominated Cllr Sach as Leader for the 2026/27 Council year. The nomination was seconded by Cllr J. Anderson. There were no other nominations therefore Cllr Sach was appointed Leader of the Council for 2026/27.

CO/013/26 - TO APPOINT A DEPUTY LEADER OF THE COUNCIL

Cllr D. Anderson nominated Cllr J. Anderson as Deputy Leader for the 2026/27 Council year. The nomination was seconded by Cllr Harvey. There were no other nominations therefore Cllr J. Anderson was appointed Deputy Leader of the Council for 2026/27.

CO/014/26 - TO APPOINT A CHAIRMAN TO THE COUNCIL'S COMMITTEES

Members proposed that all positions remain the same and there were no other nominations. Members **RESOLVED** unanimously that Cllr Acott was elected as Chairman of the Policy & Finance Committee, Cllr Sach was elected as Chairman of the Planning Committee and Cllr J. Anderson was elected as Chairman of the Personnel Committee.

CO/015/26 - TO APPOINT MEMBERS TO THE COUNCIL'S COMMITTEES

Members proposed that all positions remain the same due to the number of members absent and **RESOLVED** unanimously 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 J. Anderson, Cllr D. Anderson, Cllr Acott, Cllr Botham, and Cllr Sach.

iv) Appeals Panel

Cllr Harvey, and Cllr Brooke - It was agreed that this would be reviewed at the next available Council meeting as three members are required for the Appeals Panel and of the members present only two positions could be filled.

CO/016/26 - TO CONSIDER AND AGREE THE COUNCIL'S FINANCIAL REGULATIONS AND AMENDED STANDING ORDERS.

Members considered the amendments and **RESOLVED** unanimously to approve amendments to section 21, page 16. of the standing orders.

CO/017/26 - 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 Botham, Cllr Sach, Cllr J. Anderson and Cllr D. Anderson to the events working group.

CO/018/26 - 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. CPBC Development Committee – Chairman and Vice Chairman of Planning Committee

- iii. Heritage Centre Committee – A. Acott
- iv. Parish Transport – Deputy Clerk
- v. Wyvern Community Transport Board – B. Botham
- vi. Local Highways Panel – This panel no longer exists.
- vii. Community Safety Partnership – Community Officer
- viii. Pride of Place Board – Town Clerk
- ix. EALC Executive Committee - Vacant

CO/019/26 – FINANCE

- i) TO CONSIDER AND AGREE THE CONTINUATION OF FUNDING THE CLERKS MEMBERSHIP WITH THE SLCC AT A COST OF £376.00 PER ANNUM**
Members **RESOLVED** unanimously to agree the continuation of funding the Clerks membership with the SLCC at a cost of £376.00 for 2026.
- 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 AND AGREE THE EALC AND NALC AFFILIATION FEES FOR 2025/26**
Members **RESOLVED** unanimously to agree to the affiliation fees for 2026/27 at a cost of £2,958.33.
- iv) TO NOTE THE COUNCIL'S ASSET REGISTER**
Members noted the Asset Register.

CO/020/26 - REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION:

Members reviewed its policies in respect of its obligations under Freedom of Information and the Data Protection legislation and noted the updated Publication Scheme, Freedom of Information Policy, Document Retention and Disposal Policy, Computer and Information Security Policy and **RESOLVED** to approve amendments to the Information and Data Protection Policy inclusive of a complaints process.

CO/021/26 - 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/022/26 – TO CONSIDER AND AGREE THE TIMETABLE OF MEETINGS FOR 2026/27

Members **RESOLVED** to approve the Timetable of Meetings for 2026/27.

CO/023/26 – TO REVIEW MEMBERS ACCEPTANCE TO RECEIVE ELECTRONIC AGENDAS

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

CO/024/26 – TO NOTE THAT THERE HAVE BEEN NO OFFICERS DECISIONS UNDER DELEGATED POWERS SINCE THE LAST MEETING.

Noted.

CO/032/26 – TO CONSIDER RECEIVING REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Members considered the reports from Essex County Councillors and **RESOLVED** that this agenda item was no longer needed and should be removed from future agendas.

The meeting closed at 8.15pm.

TOWN MAYOR

22nd June 2026