

Canvey Island Town Council



TO ALL MEMBERS OF THE COUNCIL

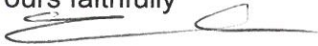


Dear Councillors,

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 13TH MAY 2019** 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

8th May 2019

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. All Council meetings are recorded and are available as audio minutes on the Councils website.

AGENDA

1. To elect the Town Mayor of the Council for 2019/20
2. To receive the Town Mayor's Declaration of Acceptance of Office
3. To appoint a Deputy Town Mayor of the Council for 2019/20
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 advice 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 25th February 2019
9. To note the minutes from the Environment & Open Spaces Committee meeting held on the 1st April 2019
10. To note the minutes from the Community Relations Committee meeting held on the 15th April 2019
11. To consider and agree the recommendations from the Policy and Finance Committee meeting held on the 29th April 2019
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 a Leader of the Council

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15. To appoint a Chairman to the Councils Committees
 - i) Environment & Open Spaces
 - ii) Community Relations
 - iii) Policy & Finance
 - iv) Planning
 - v) 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 an annual cost of £273.00.
 - ii) To consider and agree the 2019/20 Affiliation Fees for the EALC and NALC
 - iii) To review and consider changes to the bank signatories.
 - iv) 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 2019/20 (Appendix F)
23. To approve and sign the Annual Governance Statement for the year ending 31st March 2019 (Appendix G)
24. To approve the Annual Accounts for the year ending 31st March 2019 (Appendix H)
25. To review members acceptance to receive electronic agenda's
26. To note the report of Officer Decisions under delegated powers and background papers
27. To note the Clerks report of ongoing projects and not on the agenda (Appendix I)
28. To note the reports provided from the following forums and groups:-
 - Wyvern Community Transport (Appendix J)
 - EALC Executive Committee Meeting (Appendix K)
29. To confirm accounts for payment as previously agreed
30. Report from Community Warden on matters relating to Canvey Island
31. Reports from Castle Point Borough Councillors on matters relating to Canvey Island
32. Reports from Essex County Councillor on matters relating to Canvey Island