

TO ALL MEMBERS OF THE COMMON LIAISON COMMITTEE

Isobel Donovan (Chairman), Cllr J. Anderson, Cllr P. Varker, Cllr C. Mumford and Cllr D. Anderson.

Dear Members,

I hereby summon you to attend a meeting of the **COMMON LIAISON COMMITTEE** to be held in the **TOWN COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, ESSEX, SS8 7RB** on the **4<sup>TH</sup> MARCH 2020** commencing at **3.00 PM** 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

26<sup>th</sup> February 2020

*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.*

**A G E N D A**

1. Apologies for absence.
2. To receive Declarations of Interest in items on the Agenda.
3. 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.
4. To confirm and sign as a true record the minutes of the Committee meeting held on 27<sup>th</sup> November 2019.
5. To note the Clerks Report from the ongoing projects and not on the agenda (Appendix A).
6. To receive an update from the Community Warden following a visit to the lake by CEFAS (Appendix B).
7. To consider the costs obtained for the bank erosion and agree how the committee wish to proceed (Appendix C)
8. To consider the costs for the replacement of the vandalised picnic bench by the play area (Appendix D)
9. To note the Health & Safety report detailing incidents and actions completed (Appendix E)