

TO ALL MEMBERS OF THE COMMON LIAISON COMMITTEE

Isobel Donovan (Chairman), Cllr J. Anderson, Cllr P. Varker and Cllr B. Campagna

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 **15TH MAY 2019** 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

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.

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 27th February 2019.
5. To note the Clerks Report from the ongoing projects and not on the agenda (Appendix A).
6. To consider and agree the Timetable of Meetings for 2019/20.
7. To consider and agree quotes provided for the installation of 2 new bins (Appendix B)
8. To consider and agree quotes provided for the tree works required following the annual audit (Appendix C)
9. To note the Health & Safety report detailing incidents and actions completed (Appendix D)

*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*

10. To consider and agree the tender submissions for the Grounds Maintenance and Litter Services contact expiring on the 1st June 2019.