

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
COMMON LIAISON COMMITTEE
HELD AT THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND ON
WEDNESDAY 15TH MAY 2019 AT 3.00PM**

PRESENT: Cllr P. Varker, Cllr J. Anderson and Cllr D. Anderson

Also present: Mrs E. De Can – Town Clerk

CL/001/19 - APOLOGIES FOR ABSENCE

Apologies were provided by Isobel Donovan.

CL/002/19 – TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations on interest were received.

CL/003/19 – PUBLIC FORUM – TO RECEIVE CONTRIBUTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND ON ITEMS ON THE AGENDA FOR A PERIOD OF NOT EXCEEDING TEN MINUTES

No members of the public were present.

CL/004/19 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON 27TH FEBRUARY 2019

The minutes of the committee meeting held on the 27th February 2019 were **CONFIRMED** as a true record and will be signed at the next available meeting due to a non-draft copy not being available.

CL/005/19 – TO NOTE THE CLERKS REPORT FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report of ongoing projects. Cllr Varker asked whether the multi-agency meeting had been arranged. The Town Clerk confirmed that she had not been contacted by the County members but will chase this up. Cllr J. Anderson asked whether a drop down bollard was to be installed at Link Road. The Town Clerk confirmed that there was no current evidence that vehicles had been entering this site, however, an application can be made to the Highways Panel for consideration.

CL/006/19 - TO CONSIDER AND AGREE THE TIMETABLE OF MEETINGS FOR 2019/20

Members **RESOLVED** to approve the Timetable of Meeting for 2019/20.

CL/007/19 - TO CONSIDER AND AGREE QUOTES PROVIDED FOR THE INSTALLATION OF 2 NEW BINS

Members considered the quotes provided for the installation of 2 new bins at the fishing area of the lake and **RESOLVED** to appoint Kingfisher Direct at a cost of £319.38 to provide the bins and CB Landscapes at a cost of £110.00 to install the bins.

CL/008/19 - TO CONSIDER AND AGREE QUOTES PROVIDED FOR THE TREE WORKS REQUIRED FOLLOWING THE ANNUAL AUDIT

Members considered the quotes provided for the tree works required and **RESOLVED** to appoint Gary Rogers Tree Specialist at a cost of £1,850.00.

CL/009/19 - TO NOTE THE HEALTH & SAFETY REPORT DETAILING INCIDENTS AND ACTIONS COMPLETED

Members noted the health & safety report detailing incidents and actions completed.

*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*

CL/010/19 - TO CONSIDER AND AGREE THE TENDER SUBMISSIONS FOR THE GROUNDS MAINTENANCE AND LITTER SERVICES CONTRACT EXPIRING ON THE 1ST JUNE 2019

Members considered the tender documents submitted and **RESOLVED** to appoint Aspect Maintenance Services for the 5 year contract at a cost of £23,220 per annum. Members **RESOLVED** to vire £6,000 from the General Maintenance budget to the Litter/Grass Maintenance budget.

The meeting closed at 3.35 pm.

CHAIRMAN

4th September 2019