

**MINUTES OF THE PROCEEDINGS AT THE ONLINE MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
ON MONDAY 27<sup>TH</sup> JULY 2020 AT 11.00AM**

**PRESENT:**

**Councillors:** Cllr A. Acott, Cllr B. Palmer, Cllr D. Blackwell, Cllr E. Harvey, Cllr P. Greig, Cllr J. Anderson, Cllr D. Anderson, Cllr B. Campagna, Cllr P. May and Cllr C Sach arrived at 11.30am.

**Present:** Mrs E. De Can – Town Clerk  
Mrs L. Gould – Community and Events Officer  
Mrs A. Wakenell – Community Warden

**CO/010/20 – APOLOGIES FOR ABSENCE.**

Cllr N. Harvey.

**CO/011/20 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

No declarations of interest were received.

**CO/012/20 - 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.**

No members of the public were present.

**CO/013/20 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE ONLINE COUNCIL MEETING HELD ON 8<sup>TH</sup> JUNE 2020.**

Members **RESOLVED** that the minutes of the Online Council meeting held on the 8<sup>th</sup> June 2020 be confirmed as a true record of the proceedings and are to be signed by the Town Mayor at the next available opportunity.

**CO/014/20 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE ENVIRONMENT AND OPEN SPACES COMMITTEE MEETING HELD ON 16<sup>TH</sup> DECEMBER 2019.**

Members **RESOLVED** that the minutes of the Environment and Open Spaces Committee meeting held on the 16<sup>th</sup> December 2019 be confirmed as a true record of the proceedings and are to be signed by the Town Mayor at the next available opportunity.

**CO/015/20 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMUNITY RELATIONS MEETING HELD ON 13<sup>TH</sup> JANUARY 2020.**

Members **RESOLVED** that the minutes of the Community Relations Committee meeting held on the 13<sup>th</sup> January 2020 be confirmed as a true record of the proceedings and are to be signed by the Town Mayor at the next available opportunity.

**CO/016/20 – TO NOTE THE MINUTES AND RESOLUTIONS FROM THE COMMON LIAISON COMMITTEE MEETING HELD ON THE 4<sup>TH</sup> MARCH 2020.**

Members noted the minutes and resolutions made at the Common Liaison Committee meeting held on the 4<sup>th</sup> March 2020.

**CO/017/20 – TO CONSIDER AND AGREE THE TIMETABLE OF MEETINGS FOR 2020/21.**

Members **RESOLVED** to approve the Timetable of Meetings for 2020/21 and agreed unanimously that online meetings were to be held during the day until normal meetings could resume.

**CO/018/20 – TO REVIEW THE COUNCILS BUSINESS CONTINUITY PLAN IN RELATION TO THE CURRENT GOVERNMENT GUIDANCE INCLUDING THE REMAINING EVENTS PROGRAMME FOR 2020.**

Members reviewed the updated business continuity response to COVID-19 and current government guidance and **RESOLVED** to approve all recommendations made.

**CO/019/20 – TO CONSIDER AND AGREE THE COSTS PROVIDED FOR REPLACEMENT FESTIVE LIGHTING IN THE TOWN CENTRE.**

Members noted the update provided on the festive lighting for 2020 and considered the costs to replace lighting in the town centre and **RESOLVED** to approve the cost of up to £2,000 to purchase additional motifs with associated costs. Members **AGREED** that Cllr Blackwell enquire whether the CPBC Town Centre Working Group would use some of its funds to increase the Christmas experience in the town.

**CO/020/20 – TO NOTE THE INTERNAL AUDITORS REPORT FOR 2020 WITH NO RECOMMENDATIONS MADE.**

Members noted the Internal Auditors report with no recommendations made.

**CO/021/20 – TO NOTE THE REPORT OF OFFICER DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS AND THE DELEGATED POWERS AGREED DURING THE COVID-19 LOCKDOWN.**

Members noted the report of officer’s decisions under delegated powers and background papers.

**CO/022/20 – TO NOTE THE COUNCILS RESPONSE TO THE CONSULTATION TO EXTEND THE PUBLIC SPACES PROTECTION ORDER IN RELATION TO DOG FOULING FOR A FURTHER 3 YEARS.**

Members noted the response to the consultation and the councils continued support.

**CO/023/20 – FINANCE:**

**i) TO NOTE THE CONTINUATION OF FUNDING THE CLERKS MEMBERSHIP WITH THE SLCC AT AN ANNUAL COST OF £282.00.**

Members noted the continuation of funding the Clerks membership with the SLCC at a cost of £282.00 per annum for 2020.

**ii) TO NOTE THE 2020/21 AFFILIATION FEES FOR THE EALC AND NALC AT A COST OF £2,471.00.**

Members noted the cost of £2,471.00 for the affiliation fees for the EALC and NALC for 2020/21 and asked Cllr Acott to raise concerns that a lot of information received seems to be only relevant to rural towns.

**CO/024/20 – TO NOTE THE REPORTS PROVIDED FROM THE FOLLOWING FORUMS AND GROUPS:-**

**• WYVERN COMMUNITY TRANSPORT – 9<sup>TH</sup> MARCH 2020**

Members noted the minutes provided for the meeting on the 9<sup>th</sup> March 2020.

**CO/025/20 – TO NOTE THE PAYMENTS PREVIOUSLY AGREED UNDER DELEGATED POWERS.**

Members noted the payments previously agreed under delegated powers:

**25<sup>th</sup> March 2020 — NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
K. Reader – Dream Clean	BACS003	£105.00	Office cleaning 12/02,26/02 &11/03
E. De Can	BACS004	£55.80	Travel expenses July 2019 – Jan 2020
Coolfields Consulting	BACS005	£600.00	Accessibility review on Council Website
Barnard & Westwood Ltd	BACS006	£560.24	Condolence Folder and paper
Christy Cooling Services Ltd	BACS007	£220.80	Annual maintenance of air conditioning
Castle Point Borough Council	BACS008	£154.18	Annual Bin hire 01/04/20-31/03/21
Aspect Maintenance Ltd	BACS009	£4844.00	February Maintenance

This is Fever Ltd	BACS010	£24.00	March cloud hosting
Tindle Newspapers Essex & Kent Ltd	BACS011	£960.00	February Newsletter wrap – Canvey & Benfleet Times 11/02/2020
UK Archive Ltd	BACS012	£8.40	2x Shredding sacks 21/02/2020
Viking Payments	BACS013	£15.47	A4 Laminating pouches
Initial Washroom Hire	BACS014	£64.90	Annual hygiene bin contract
J & M Payroll Services Ltd	BACS015	£36.00	Payroll processing – February
Office Needs	BACS016	£134.51	Paper & stamps
Stanley Marsh & Co. Ltd	BACS017	£2500.00	No.11 rent – 25/03/2020-26/06/2020
Carter Security Ltd	BACS018	£72.00	Replacement batteries - alarm
J. Smith	BACS019	£8.90	Travel & parking expenses 04/03/2020
C. Black	BACS020	£125.00	Annual maintenance – trees at Picnic area Dovervelt Road
WH Darby	BACS021	£1054.39	2x Made to Order Chain of Office Cases
Essex Association of Local Councils	BACS022	£2478.80	H&S on-line training – JS EALC & NALC affiliation fees
<b>TOTAL</b>		<b>£14,022.39</b>	

**1<sup>st</sup> April 2020 — NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
Canvey Island Youth Project	BACS023	£1,000.00	Donation to food bank for vulnerable during COVID-19
MJM Software	BACS024	£2,395.99	New PC's, monitors, Office 365, Bullguard & Server update
All Security Solutions Ltd	BACS025	£312.00	Investigate error with CCTV at Memorial Gdns and repair
E. De Can	BACS026	£29.99	Printer toner
EALC	BACS027	£9.00	Balance payment on-line H&S training - JS
Aspect Maintenance Ltd	BACS028	£4,844.00	Maintenance - March
<b>TOTAL</b>		<b>£8,590.98</b>	

**9<sup>th</sup> April 2020 — NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
Castle Point Association of Voluntary Services	BACS029	£1,000.00	Donation to food bank for vulnerable during COVID-19
UK Archive	BACS030	£8.40	2x Shredding sacks
Design 4 Print	BACS031	£54.00	4x A3 Bank Erosion warning signs
J & M Payroll Services	BACS032	£108.00	March processing & YE payroll processing
Aspect Maintenance Ltd	BACS033	£276.00	Move bins to Memorial Gdns & Composite for benches at Lake
Eon	BACS034	£82.97	Electric for Festive lighting
Police & Crime Commissioner for Essex	BACS035	£105.02	Contribution to costs of Community Special 01/09-31/12/19 (original chq lost in post)
<b>TOTAL</b>		<b>£1,634.39</b>	

**21<sup>st</sup> April 2020 — NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
J&M Payroll Services	BACS036	£9,300.92	Payroll Transfer
<b>TOTAL</b>		<b>£9,300.92</b>	

**6<sup>th</sup> May 2020 — NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
Jim Dellow	BACS037	£48.89	No 13 - Annual insurance
SLCC	BACS038	£438.00	Membership fees – E. De Can & Website Accessibility Webinars – L. Gould
Aspect Maintenance Ltd	BACS039	£4,844.00	Maintenance - April
CPBC	BACS040	£20,013.27	Election costs – May 2019
EALC	BACS041	£408.00	Playground Inspections course & Exam - AW
Police & Crime Commissioner for Essex	BACS042	£21.14	Contribution towards cost of Community Special Constable
<b>TOTAL</b>		<b>£25,773.30</b>	

**20<sup>th</sup> May 2020 — NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
J & M Payroll	BACS043	£36.00	Payroll processing - April
E. De Can	BACS044	£143.88	Zoom – Annual subscription
R. Dolphin	BACS045	£726.00	Car-parking rental 01/06 to 30/11/2020
Phuse Media	BACS046	£900.00	Design & development of Town Council website
<b>TOTAL</b>		<b>£1,805.88</b>	

**22<sup>nd</sup> May 2020 — NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
J&M Payroll Services	BACS047	£9,300.92	Payroll Transfer
<b>TOTAL</b>		<b>£9,300.92</b>	

**10<sup>th</sup> June 2020 — NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
Design 4 Print	BACS047	£135.00	10x A3 Covid signage
J & M Payroll	BACS048	£36.00	Payroll processing - May
Aspect Maintenance Ltd	BACS049	£4579.00	Maintenance – May / Credit note – April
J. Smith	BACS050	£36.28	Ink cartridge & stationary
Heelis & Lodge	BACS051	£390.00	Internal Audit for YE 31.03.2020
Anglian Water Business (National) Ltd	BACS052	£324.96	Water SG – 21/11/19 to 20/05/2020
Essex County Council	BACS053	£200.00	Seasonal Decoration Application
EALC	BACS054	£20.99	Locals Councils Explained publication
<b>TOTAL</b>		<b>£5722.23</b>	

**17<sup>th</sup> June 2020 — NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
J&M Payroll Services	BACS055	£9,300.92	Payroll Transfer
<b>TOTAL</b>		<b>£9,300.92</b>	

**24<sup>th</sup> June 2020 - NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
This is Fever Limited	BACS055	£192.00	Domain + fees (May/June)
E. De Can	BACS056	£2.40	Bal. ink toner (April)
Aspect Maintenance Ltd	BACS057	£316.80	Safety & Covid signs
Stanley Marsh & Co. Ltd	BACS058	£2,500.00	No. 13 rent - 25/06 to 29/09
Wave (Anglian Water)	BACS059	£165.28	Water No 11&13- 05/12to05/06

<b>TOTAL</b>		<b>£3,176.48</b>	
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**15th July 2020 - NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
E. De Can	BACS060	£66.58	Makro - antibac supplies
Viking Office Supplies	BACS061	£89.33	Stationary & Hand towels
Office Needs	BACS062	£52.75	A4 Paper x 4 boxes
Design4Print	BACS063	£78.00	9' x 3' Thank you banner
Aspect Maintenance Ltd	BACS064	£4,711.50	Maintenance - June
J & M Payroll Services Limited	BACS065	£36.00	Payroll processing - June
<b>TOTAL</b>		<b>£5,034.16</b>	

The meeting closed at 12.00pm.

TOWN MAYOR

7<sup>th</sup> September 2020