

FULL COUNCIL – PROGRESS REPORT

Appendix A

Item	Action Agreed at Committee	Action Taken	Responsibility	Time Schedule
<p>STANDING ORDERS</p>	<p>TO CONSIDER AND AGREE THE AMENDMENTS TO STANDING ORDER NO 24 IN RELATION TO EMERGENCY DELEGATED POWERS AND THE AMENDMENTS TO THE SCHEME OF DELEGATION POLICY. Members considered the proposed amendments to Standing Order No 24 and the Scheme of Delegation Policy and RESOLVED unanimously to approve the amendments for emergency delegated powers.</p>	<p>Updated 19.10.22</p>	<p>EDC</p>	<p>Complete</p>
<p>CONSULTATIONS</p>	<p>TO CONSIDER AND AGREE COMMENTING ON THE GAMBLING POLICY CONSULTATION. Members considered the consultation document and RESOLVED unanimously that no comments were required as the Council were happy with the proposed policy. Members requested that the Town Clerk enquire whether future consultations could highlight the proposed changes to existing policies to make it easier for consultees rather than reviewing large documents when it may not be necessary.</p>	<p>Response sent 19.10.22</p>	<p>EDC</p>	<p>Complete</p>
	<p>TO CONSIDER AND AGREE COMMENTING ON THE CASTLE POINT COUNCIL TAX REDUCTION SCHEME. Cllr Blackwell advised members that this review was to streamline the previous process to make it easier for residents to understand and apply for council tax relief. Members considered the consultation document and RESOLVED unanimously that no comments were required as the Council were happy with the proposed scheme.</p>	<p>Response sent 19.10.22</p>	<p>EDC</p>	<p>Complete</p>
	<p>TO NOTE THE LOCAL GOVERNMENT BOUNDARY COMMISSION'S DRAFT RECOMMENDATIONS FOR THE</p>	<p>Letter sent 19.10.22</p>	<p>EDC</p>	<p>Complete</p>

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	<p>CASTLE POINT ELECTORAL REVIEW. Members noted the draft recommendations and RESOLVED unanimously that the Council is not in favour of the proposed recommendations. It was noted that the population of Canvey Island will increase and therefore the Council does not agree with the proposal to reduce its representation on the island by two councillors and the removal of West Ward. It was noted that these proposals will be challenged at Borough level and members RESOLVED that the Council is happy for the Borough Council to challenge these recommendations on its behalf and that the Town Clerk should write to the Chief Executive confirming the Councils concerns and requesting these are included with the Borough Councils response.</p>			
<p>MEMORIAL POLICY</p>	<p>TO CONSIDER AND AGREE A REQUEST TO PLANT A MEMORIAL TREE AT CANVEY LAKE. Members considered the request for a memorial tree at the Canvey Lake open space and RESOLVED unanimously that sadly this is not recommended due to the level of vandalism at this open space, the resident should be referred to the Borough Council as they have better locations, and that the memorial policy should be amended to exclude memorials at the Canvey Lake open space.</p>	<p>Resident informed 19.10.22. Policy updated to remove Canvey Lake memorials.</p>	<p>EDC/AW</p>	<p>Complete</p>
<p>CLIMATE CHANGE INFORMATION DAY</p>	<p>TO CONSIDER AND AGREE RUNNING A CLIMATE CHANGE INFORMATION DAY DURING THE OCTOBER HALF TERM Members discussed the proposal of running a climate change information day and RESOLVED unanimously that this should go ahead in October but felt that half term would not be the appropriate time. Members requested that this is held in the Knightswick Centre working in partnership with CPBC and it should include stalls and</p>	<p>Lee Sayer has provided a lot of investigation work and contacts for Laura to work with. Progress report to be provided to council on the 17th October. Taking place 1st and 2nd November.</p>	<p>LG</p>	<p>Complete</p>

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	<p>organisations who can advise and educate on sustainable living and climate change to help residents during the current energy crisis and the cost-of-living increases. Members RESOLVED to set a maximum allowance of £150.00 for the event to be taken from the Community Engagement budget.</p>			
<p>CHRISTMAS EVENT</p>	<p>TO CONSIDER AND AGREE THE FORMAT FOR THE 2022 CHRISTMAS EVENT. Members reviewed the report provided and noted the date of the event of Saturday 26th November. Members RESOLVED 6 votes in favour to 1 abstained to no staged entertainment. Members reviewed the proposals made by the Community & Events Officer and RESOLVED unanimously that the market should be run by the council, a Santa's grotto should be provided working in partnership with the Knightswick Centre, provision of an Ice Rink, an attraction inside of the council meeting room of a Father Christmas writing station with the possibility of making reindeer food outside. The purchasing of gifts to give away to children at a cost of £700.00 for 500 books, the Christmas tree light switch on with a countdown at the tree, the attendance of Rotary Santa and Sleigh, funfair rides and walkabout children's entertainment such as Christmas characters. Members requested that choirs singing Christmas carols or the salvation army band should be investigated. Members noted the budget constraints and AGREED that sponsorship or partnership working should be a priority to ensure the delivery of the recommended proposals. Members RESOLVED unanimously to set up a working group of Cllr Blackwell, Cllr E. Harvey, Cllr S. Sach, Cllr A. Acott and Cllr J. Anderson to</p>	<p>Working group meeting took place on the 12th August and 30th September. Progress report to be provided to council on the 17th October. Verbal update to be given at council meeting on 12th December.</p>	<p style="text-align: center;">LG</p>	<p style="text-align: center;">Complete</p>

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<p>ARMED FORCES DAY</p>	<p>assist the Community & Events Officer to review the requirements of the event and what can be achieved with the budget allocated.</p>			
<p>70TH ANNIVERSARY OF CANVEY FLOOD</p>	<p>TO CONSIDER AND AGREE WHETHER THE COUNCIL WISH TO ORGANISE AN ARMED FORCES DAY EVENT FOR THE 24TH JUNE 2023 SUBJECT TO BUDGET ALLOCATION. Members RESOLVED unanimously that an Armed Forces Day event should be held in 2023 subject to budget allocation and a meeting with the Royal British Legion should be organised to discuss the event and consider partnership working.</p>	<p>Working group meeting booked for 12th October. Working group minutes sent to all participants 18.10.22 – report to be submitted to next council meeting in December.</p>	<p>LG</p>	<p>In Progress</p>
<p>70TH ANNIVERSARY OF CANVEY FLOOD</p>	<p>TO CONSIDER AND AGREE WORKING WITH THE CANVEY ARCHIVE AND THE LIBRARY TO COMMEMORATE THE 70TH ANNIVERSARY OF THE CANVEY FLOOD Members considered the report provided and RESOLVED unanimously to work with Canvey Library to organise a public event on the 1st February 2023 with an unveiling of a plaque which will be provided by sponsorship organised by the Town Council and then gifted to the Library with entertainment from the Canvey Community Choir outside of the library and an interactive exhibition from Essex Record Office inside the library.</p>	<p>Update to be given at council meeting on the 12th December.</p>	<p>LG</p>	<p>In Progress</p>
<p>BAND STAND</p>	<p>THE FUTURE USE OF THE ASSET. Members discussed the future use of the band stand and RESOLVED unanimously that the two proposed events for the school holidays of a dance showcase and a water safety event should be organised, the bandstand should be used for children's entertainment, and it should be promoted for organisations to use the asset for community projects not just entertainment that may clash with local businesses. Members agreed that businesses should be made aware of events taking place to ensure continuity and local</p>	<p>Water Safety event took place 19.08.22</p>	<p>LG</p>	<p>In Progress</p>

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	<p>businesses are not affected.</p> <p>TO REVIEW THE COUNCILS, CALL OUT PROCEDURE. Members reviewed the councils current call out procedure and RESOLVED unanimously that there were no changes required. Members RESOLVED unanimously that as there were no contracted staff to work weekends costs should be investigated from organisations to cover any issues that cannot be dealt with during working hours and relevant numbers are to be provided to the designated councillors for action as weekends.</p>	<p>Call out costs being investigated.</p>	<p>EDC</p>	<p>In Progress</p>
<p>GUNNY SITE</p>	<p>TO CONSIDER THE PROPOSED BUSINESS PLAN FOR THE GUNNY PROJECT AND AGREE THE TRANSFER OF THE LAND TO THE TOWN COUNCIL Members consider the business plan submitted and RESOLVED to approve the land transfer subject to negotiated leases and accept option 2 of the plan to become a Local Trusted Organisation for the project and to lease the whole site to a charity. Members agreed that draft leases would be sent to all members for comments prior to final approval at a council meeting.</p> <p>17.10.22 - Members RESOLVED unanimously to approve the draft Memorandum of Understanding subject to changes made in line with the proposed report. Members RESOLVED that should these amendments be made as per the proposal and report the Town Clerk is given delegated powers to sign off the Memorandum of Understanding and approve the land transfer without further consultation with the Council.</p>	<p>Email sent to Big Local 18.01.22 19.01.22 - Email to Jason Bishop to enquire about leases and costs – CPBC confirmed will assist with leases at a reduced cost. 02.02.22 – letter sent to T Bragg regarding the land transfer. 28.02.22 – presentation given by Trust Links to council. Cabinet meeting 16.03.22 - transfer agreed. Meeting with CPBC 19.04.22 to discuss Head of Terms and Lease Draft MOU, Lease & transfer documents received 23.05.22. Awaiting MOU from Jan to put to council for approval before transfer progressed (requested up to date budget/income & exp for project for council). Review being undertaken by Big Local to look at costs and what areas can be completed at a later date.</p>	<p>EDC</p>	<p>In Progress</p>

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<p>SCARECROW TRAIL</p>	<p>Members considered the report provided by the Community & Events Officer and RESOLVED unanimously to approve the recommendations provided and organise a Scarecrow Competition working with Morrisons, local schools, local businesses, and residents to provide a Scarecrow trail around Canvey Island. The competition will be held in October around the harvest festival celebrations or Halloween with four prize winning categories.</p> <p>Members noted that a local business had offered schools free hay bales and it was suggested that there could be a separate competition for the schools should there be restrictions on entering the grounds to view the scarecrows.</p>	<p>New proposals put to council on 17th October with draft MOU.</p> <p>Big Local/Trust Links informed of council decision 18.10.22.</p> <p>Report submitted to council meeting on the 27th June.</p> <p>Schools contacted w/c18.07.22.</p> <p>Forms to be returned 30.09.22 – judging 17.10.22</p> <p>Verbal update to be given to council on 12th December.</p>	<p>LG</p>	<p>Complete</p>
<p>COMMUNITY GARDEN</p>	<p>TO CONSIDER AND AGREE THE PROPOSAL FOR THE INSTALLATION OF A COMMUNITY GARDEN</p> <p>Members reviewed the report and proposal provided and RESOLVED unanimously to agree the proposal for the community garden at the Sycamore Close location subject to funding being sought and that this should be used as a pilot scheme to assess its success before any further areas are considered.</p>	<p>Meeting held with Calor Gas on 29.06.22 regarding funding.</p> <p>Calor Gas confirmed offer of £5,000 sponsorship – invoice sent – plan is to order material once money received and groundwork to take place October.</p> <p>£5,057.53 received from Calor 08/08/2022.</p> <p>Materials ordered from Canvey Supply 10/08/2022.</p> <p>Meet CB Landscapes on site 20/09/2022.</p> <p>Worked planned for end of October, weather dependent - commencement date for construction of garden – 12/10/2022</p> <p>Garden completed 14/10/2022. Launch to be held 23/11/2022</p>	<p>JSP</p>	<p>Complete</p>

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<p>LIST OF COMMUNITY ASSETS</p>	<p>TO CONSIDER AND AGREE COMMUNITY ASSETS TO BE SUBMITTED TO CPBC TO INCLUDE ON THE ASSETS OF COMMUNITY VALUE LIST Members reviewed the report provided and RESOLVED unanimously that all members would review their areas and inform the Town Clerk of any assets that could be investigated to be included on the list and that this should be an ongoing project for all members. Members AGREED that the Police Station, Old Council Offices, Transport Museum, Rio Bingo Hall, and the ATC Building should all be investigated to be included on the list.</p>		<p>EDC</p>	<p>To be done</p>
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