

# FULL COUNCIL – PROGRESS REPORT

Appendix A

Item	Action Agreed at Committee	Action Taken	Responsibility	Time Schedule
<p><b>ARMED FORCES DAY</b></p>	<p><b>TO CONSIDER AND AGREE WHETHER THE COUNCIL WISH TO ORGANISE AN ARMED FORCES DAY EVENT FOR THE 24<sup>TH</sup> JUNE 2023 SUBJECT TO BUDGET ALLOCATION.</b>            Members <b>RESOLVED</b> 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 12<sup>th</sup> October.             Working group minutes sent to all participants 18.10.22 – report to be submitted to next council meeting in December.             12.12.22 – council approved new format.</p>	<p>LG</p>	<p>In Progress</p>
<p><b>CANVEY LAKE</b></p>	<p>12.12.22 - Members noted the minutes from the working group meeting held on the 12<sup>th</sup> October 2022 and the recommendations made. Member <b>RESOLVED</b> unanimously to change the parade format to march from the Paddocks to King Georges field, no service will take place and to hold an event on the field working in partnership with the Royal British Legion.</p>	<p>Email sent to EA on 13.12.22.             Draft statement sent to councillor's on 13.12.22 for approval.             13.12.22 – meeting held with Thames 21 &amp; CPBC and it was suggested that Thames 21 could assist CITC with community engagement – a report will be submitted to the council meeting on the 30.01.23.</p>	<p>EDC</p>	<p>In Progress</p>
<p><b>70<sup>TH</sup> ANNIVERSARY OF CANVEY FLOOD</b></p>	<p><b>TO CONSIDER AND AGREE WORKING WITH THE CANVEY ARCHIVE AND THE LIBRARY TO COMMEMORATE THE 70<sup>TH</sup> ANNIVERSARY OF THE CANVEY FLOOD</b>            Members considered the report provided and <b>RESOLVED</b> unanimously to work with Canvey Library to organise a public event on the 1<sup>st</sup></p>	<p>Update to be given at council meeting on the 12<sup>th</sup> December.             Members requested that the fire service and the Lord Lieutenant is invited to represent the armed forces as both organisations were pivotal during the flood</p>	<p>LG</p>	<p>In Progress</p>

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	<p>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><b>BAND STAND</b></p>	<p><b>THE FUTURE USE OF THE ASSET.</b> Members discussed the future use of the band stand and <b>RESOLVED</b> 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 businesses are not affected.</p>	<p>Water Safety event took place 19.08.22</p>	<p>LG</p>	<p>In Progress</p>
<p><b>OFFICE</b></p>	<p><b>TO REVIEW THE COUNCILS, CALL OUT PROCEDURE.</b> Members reviewed the councils current call out procedure and <b>RESOLVED</b> unanimously that there were no changes required. Members <b>RESOLVED</b> 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><b>GUNNY SITE</b></p>	<p><b>TO CONSIDER THE PROPOSED BUSINESS PLAN FOR THE GUNNY PROJECT AND AGREE THE TRANSFER OF THE LAND TO THE TOWN COUNCIL</b> Members consider the business plan submitted and <b>RESOLVED</b> to approve the land transfer</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</p>	<p>EDC</p>	<p>In Progress</p>

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<p><b>LIST OF COMMUNITY ASSETS</b></p>	<p>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 <b>RESOLVED</b> unanimously to approve the draft Memorandum of Understanding subject to changes made in line with the proposed report. Members <b>RESOLVED</b> 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>transfer.</p> <p>28.02.22 – presentation given by Trust Links to council.</p> <p>Cabinet meeting 16.03.22 - transfer agreed.</p> <p>Meeting with CPBC 19.04.22 to discuss Head of Terms and Lease</p> <p>Draft MOU, Lease &amp; 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 &amp; exp for project for council).</p> <p>Review being undertaken by Big Local to look at costs and what areas can be completed at a later date.</p> <p>New proposals put to council on 17<sup>th</sup> October with draft MOU.</p> <p>Big Local/Trust Links informed of council decision 18.10.22.</p> <p>13.12.22 – signed MOU sent to CPBC and confirmed land transfer approval.</p>	<p>EDC</p>	<p>To be done</p>
<p><b>TO CONSIDER AND AGREE COMMUNITY ASSETS TO BE SUBMITTED TO CPBC TO INCLUDE ON THE ASSETS OF COMMUNITY VALUE LIST</b></p> <p>Members reviewed the report provided and <b>RESOLVED</b> 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 <b>AGREED</b> that the Police Station, Old Council Offices, Transport Museum, Rio Bingo Hall, and</p>				

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	the ATC Building should all be investigated to be included on the list.			
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