

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 9TH DECEMBER 2024 AT 7.00PM**

PRESENT:

Councillors: Cllr S. Sayes, Cllr E. Harvey, Cllr A. Acott, Cllr S. Sach, Cllr B. Botham, and Cllr S. Brooke.

Also present: Mrs E. De Can – Town Clerk
Mrs L. Gould – Deputy Clerk
Mrs K. Bali – Community & Events Officer
Mrs A. Wakenell – Community Officer

CO/118/24 – APOLOGIES FOR ABSENCE

Apologies of absence were accepted for Cllr P. Greig, Cllr May, Cllr D. Blackwell, Cllr J. Anderson and Cllr D. Anderson.

CO/119/24 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

CO/120/24 - PUBLIC FORUM - TO RECEIVE QUESTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND OF WHICH NOTICE HAS BEEN RECEIVED FOR A PERIOD NOT EXCEEDING TEN MINUTES

No questions were received.

CO/121/24 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 14TH OCTOBER 2024.

Members **RESOLVED** that the minutes of the Council meetings held on the 14th October 2024 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/122/24 - TO NOTE THE MINUTES AND RESOLUTIONS OF THE PERSONNEL COMMITTEE MEETING HELD ON THE 4TH NOVEMBER 2024.

Members noted the minutes and resolutions of the meeting on the 4th November 2024.

CO/123/24 - TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 11TH NOVEMBER 2024.

Members noted the minutes of the Policy & Finance meeting held on the 11th November 2024 and **RESOLVED** that the minutes are adopted by the Council and recommendations made were agreed and the minutes are to be signed by the Chairman of the committee at the next Policy & Finance meeting.

CO/124/24 – TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.

Members noted the activities since the last meeting such as attending Castle Point Transport Museums 90th Anniversary celebrations, First Responders meet up, Morrisons Fancy Dress Competition judging, Longview Care Home open day, NCI Coast Watch Anniversary, Remembrance Day service, CPBC Mayors Christmas concert, The Gunny Building Work launch, Cast & Crew performance, Heritage Centre Fish & Chip supper, and Havens Light a Life service. Events confirmed to attend are St Nicholas Church Carol service and Leigh Beck Junior Year 6 Christmas Carols.

CO/125/24 – TO NOTE THERE HAVE BEEN NO OFFICER DECISIONS UNDER DELEGATED POWERS SINCE THE LAST MEETING.

Noted.

CO/126/24 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report and updates provided by the Town Clerk.

CO/127/24 – TO CONSIDER AND AGREE THE BUDGET AND PRECEPT FOR 2025/26.

Members considered the Policy & Finance Committee recommendations and discussed the budget reports provided and **RESOLVED** unanimously to set a budget of £445,894 for 2025/26. Due to how the precept is devised this will raise a precept of £300,366 with a 4.17% increase based on the Band D equivalent of £24.75. This is an overall annual increase of 0.99p per annum.

Members noted that the tax base figures have yet to be confirmed by CPBC therefore the budget has been calculated using last year's data, therefore, these figures could change slightly but not significantly.

CO/128/24 – TO CONSIDER AND APPROVE THE UPDATED COUNCIL BUSINESS AND ACTION PLAN 2024/2028.

Members considered the proposed plan and amendments and **RESOLVED** unanimously to approve the 2024/2028 plan.

CO/129/24 – TO RECEIVE A VERBAL UPDATE ON THE CHRISTMAS EVENT HELD ON THE 30TH NOVEMBER 2024.

Members discussed the Christmas event which was very well attended with approx. 2,000 to 3,000 people. It was noted that some caterers did not turn up which caused a food shortage on site, the gingerbread decorating was received well, there has been great feedback from the event, the location of the grotto was good with queues managed well, the stalls were better placed, and it was useful to have the litter pickers all day. Members noted that music provision will be reviewed with the potential of using a DJ to compliment stage performers and provide updates/announcements during the day for attendees such as the time of the light switch on etc and different attractions will be reviewed in 2025.

CO/130/24 – TO CONSIDER AND COMMENT ON THE ENABLING REMOTE ATTENDANCE AND PROXY VOTING AT LOCAL AUTHORITY MEETINGS CONSULTATION.

Members reviewed the consultation document and commented on questions Q2, Q3, Q5, Q6, Q7, Q8 and Q9 in relation to remote meetings and questions Q10, Q11, Q12 and Q13 regarding proxy voting. Members **RESOLVED** 4 votes for with 3 against that although in favour of remote meetings it was agreed unanimously that these should be in exceptional circumstances or if members are unable to attend due to illness etc and unanimously voted against allowing proxy voting.

CO/131/24 – TO NOTE THE EXTERNAL AUDITORS PROCESS AND POTENTIAL COSTS IN RESPONSE TO A FORMAL COMPLAINT RECEIVED.

Member noted the external auditors process to review and respond to a formal complaint received and the potential cost to the Council of £355.00 per hour and £2,485.00 per day. Members asked where the Council would find this money and whether CPBC could assist, and the Town Clerk confirmed that it would have to be taken from general reserves, and the full costs would be for the Town Council to pay.

CO/132/24 – TO CONSIDER AND AGREE WORKING WITH THE SALVATION ARMY TO FACILITATE WEEKLY EMPLOYMENT DROP-IN SESSIONS UTILISING THE TOWN COUNCILS MEETING SPACE.

Members considered the proposal and **RESOLVED** unanimously to approve working with the Salvation Army and the use of the Town Councils meeting space which will hopefully commence in January 2025.

CO/133/24 – TO NOTE THE MINUTES FROM THE COMMUNITY ENGAGEMENT STRATEGY MEETING AND CONSIDER AND AGREE UTILISING X (TWITTER) AND INSTAGRAM AS ANOTHER FORM OF COMMUNICATION.

Members noted the minutes and **RESOLVED** to utilise X (Twitter) and Instagram as a form of communication only and that comments will be disabled due to the resources not being available to monitor these platforms regularly for responses.

CO/134/24 – TO NOTE THE MINUTES FROM THE COMMUNITY SAFETY PARTNERSHIP MEETINGS HELD ON THE 24TH SEPTEMBER AND 13TH NOVEMBER 2024.

Noted.

*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.*

CO/140/24 – TO CONSIDER AND AGREE OFFICE LEASE ARRANGEMENTS.

Members reviewed the heads of terms provided and **RESOLVED** unanimously to approve lease negotiations with the condition of heating confirmation at a cost of £11,500 per annum with service charges of £2,700. Members requested a site visit, and it was confirmed that up to 3 councillors would be permitted due to the site still being under construction and agreed Cllr Sach, Cllr Acott and Cllr Harvey would attend. Members reviewed the storage containers and **RESOLVED** to purchase a 20ft container and delegated the power to the Town Clerk to review the costs with a maximum budget of £2,500 once the site location has been confirmed.

The meeting closed at 8.35pm.

TOWN MAYOR

20th January 2025