

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE  
COMMUNITY RELATIONS COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL  
HELD AT THE COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND ON  
MONDAY 16<sup>TH</sup> OCTOBER 2017 AT 7.30PM**

**PRESENT:**

Councillors: Cllr P. May (Chairman), Cllr M. Tucker, Cllr J. Blissett, Cllr P. Greig, Cllr D. Anderson, Cllr B. Campagna

Non Committee Members: Cllr A. Acott and Cllr J. Anderson

Also present: Mrs E. De Can – Town Clerk  
Miss Laura Shirley – Community and Events Officer  
Mr Nigel Milner – Deputy Clerk  
2 members of the public

**CR/017/17 – APOLOGIES FOR ABSENCE**

No apologies were required.

**CR/018/17 – TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**CR/019/17 – 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.**

A member of the public advised that the Garden Trail went very well again this year and was very successful.

**CR/020/17 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON 10<sup>TH</sup> JULY 2017**

The minutes of the committee meeting held on 10<sup>th</sup> July 2017 were **CONFIRMED** and signed as a true record.

**CR/021/17 – TO NOTE THE CLERKS REPORT ON ONGOING PROJECTS AND NOT ON THE AGENDA**

Members noted the Clerks report of ongoing projects.

**CR/022/17 – TO CONSIDER AND AGREE THE PRODUCTION OF A MAP OF CANVEY ISLAND FOR DISTRIBUTION**

Members discussed the production of a map of Canvey Island and **RESOLVED** to agree the production of a pocket map of Canvey Island to be produced through advertising and at no cost to the Council.

**CR/023/17 – TO REVIEW AND CONSIDER THE BUDGET AND FOUR YEAR PLAN FOR 2018/19**

Members reviewed the report provided by the Clerk detailing the expected expenditure for the year ending 31<sup>st</sup> March 2018 and the budget proposal for 2018/19 following discussions with the chairman and vice chairman of the committee and **RESOLVED** unanimously to submit the following budget to Full Council:

**Income:**

- Donations – to remain at £0 as money raised is unknown
- Garden Trail Brochure – to remain at £0 as money raised is unknown
- Sponsorship – to remain at £0 as funds sponsored is unknown.

## Proposed Income - unknown

### Expenditure

- Staff Administration – £36,014 – decrease of £920 - Full Time Equivalent of 4 staff including additional funds to cover potential increases in salary and pension costs.
- General Expenses – to remain at £250.
- Christmas Event - to remain at £10,000.
- Festive Lighting – increase to £13,000 to cover new contract and additional items for 2018.
- Events – to be reduced to £3,000 due to non-expenditure.
- Town Guide – to remain at £1,000 due to republishing of Guide in 2018/19.
- Armed Forces – to remain at £5,000.
- Garden Trail – to remain at £1,500.
- Joint Partnership Working – budget heading to be removed.
- Community Awards – to remain at £1,000.
- Legacy XS Partnership – budget to be removed due to lack of youth worker provided – budget of £5,000 to be moved to EMR for the potential of providing a PCSO.
- Youth Council – to remain at £1,000.

**Proposed Community Relations Budget for 2018/19** **£71,764.00**

**Decrease** **£4,920.00**

### Earmarked Reserves

- Town Guide – to remain at £1,000 for potential costs.
- New Budget Heading – Band Stand – budget set at £5,000 due to unknown costs for refurbishment

Members reviewed the four year plan and proposed projects for 2018 - 2021:

- Garden Trail - ongoing
- Armed Forces Day – ongoing
- Annual Christmas festivities – ongoing
- FlyaFlag for the Commonwealth – ongoing
- Beach Fun Day – ongoing
- Summer Events Program (Heritage Trail/Lake picnic) – to be organised
- Neighbourhood Watch Week – promote issues raised - ongoing
- Older generation advice event – providing tips and advice on keeping safe - ongoing

### **CR/024/17 – TO RECEIVE A VERBAL REPORT ON THE SUCCESS OF THE GARDEN TRAIL EVENT**

The Community & Events Officer confirmed that the event was a success and the funding raised went to the Canvey First Responders who purchased one defibrillator which is located at Jones Corner and the remaining funds helped towards the purchase of one more. It was confirmed that investigations would be made to look into different ways to revamp the event for 2018. The Community & Events officer thanked all gardeners who participated and confirmed that dates will be set early January 2018 with the hope that more gardens will participate.

### **CR/025/17 – TO REVIEW THE COMMUNITY AWARDS AND AGREE THE CHANGES TO THE ANNUAL TOWN MEETING**

Members reviewed the Community Awards and considered potential changes to the Annual Town Meeting and **RECOMMENDED** to change of the format of the Annual Town Meeting to the Town

Mayor presenting a review covering all of the Town Council's activities with the Community Awards to follow. Members **RESOLVED** that this recommendation should be approved by Full Council.

**CR/026/17 – TO CONSIDER AND AGREE THE HIRE OF THE SNOW GLOBE FOR THE CHRISTMAS EVENT AT A COST OF £1,750.00**

Members considered the hire of the snow globe for the Christmas event and **RESOLVED** to hire the snow globe at a cost of £1,750.00. Members requested that the location be advertised prior to the event.

**CR/027/17 – TO CONSIDER AND AGREE THE QUOTES PROVIDED FOR THE PURCHASE OF PROMOTIONAL ITEMS**

Members considered the quotes provided for the purchase of additional promotional items and **RESOLVED** to purchase 500 Cotton Shopper Bag, 500 Torch Keyrings and 500 Slim line 50 Sheet Notepads from Everything Branded at a cost of £868.00 to be taken from the General Events budget.

**CR/028/17 – TO CONSIDER AND AGREE THE QUOTES PROVIDED FOR THE PURCHASE OF ADDITIONAL EVENTS BANNERS**

Members considered the quotes provided for the purchase of additional events banners and **RESOLVED** to purchase 4 banners, 2 banners with the crest and wording 'Canvey Island Town Council' and 2 banners with 'Welcome to Canvey Island Town Council's Event' at a cost of £475.00 from Design4Print to be taken from the General Events budget.

**CR/029/17 – TO CONSIDER THE PROPOSAL FOR AN ADVERTISING SIGN AND AGREE FURTHER INVESTIGATION OF COSTS AND LOCATION**

Members considered the proposal to investigate an advertising sign and **RESOLVED** for the Community & Events Officer to carry out initial investigation into costs for LED signage and the potential of funding opportunities in order to promote Town Council activities, convey any urgent information for residents and to display information to residents quickly and prominently.

**CR/030/17 – TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED**

Accounts **APPROVED** and cheques 202961 to 202976 inclusive were signed for a/c No.1.

| <u>Date Paid</u>      | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>     |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|-------------------------------|
| 16/10/2017            | Aspect Maintenance Ltd         | 202961           | 4,503.00           |                       | Maintenance - Sept            |
| 16/10/2017            | Canvey & Hadleigh District New | 202962           | 155.00             |                       | Advert - October 2017         |
| 16/10/2017            | Canvey Island Wildlife Conserv | 202963           | 500.00             |                       | Donation                      |
| 16/10/2017            | Elaine De Can                  | 202964           | 58.90              |                       | Travel & Car Parking Expenses |
| 16/10/2017            | This is Fever Limited          | 202965           | 96.00              |                       | Cloud Hosting - July - Oct    |
| 16/10/2017            | G & K Groundworks Ltd          | 202966           | 110.00             |                       | Rent - October                |
| 16/10/2017            | Gary Rogers                    | 202967           | 180.00             |                       | Tree Cutting Canvey Lake      |
| 16/10/2017            | J & M Payroll Services Limited | 202968           | 36.00              |                       | Payroll Processing - Sept     |
| 16/10/2017            | MB Fire Risk                   | 202969           | 300.00             |                       | Fire Warden Training Sept     |
| 16/10/2017            | North London & Essex News Ltd  | 202970           | 120.00             |                       | Advert for Christmas Event    |
| 16/10/2017            | Land & Water Services Ltd      | 202971           | 1,499.33           |                       | Year 3 Pennywort I nspections |
| 16/10/2017            | N Milner                       | 202972           | 30.50              |                       | Mileage - October 2017        |
| 16/10/2017            | PKF Littlejohn LLP             | 202973           | 960.00             |                       | External Audit                |
| 16/10/2017            | Primrose Cleaning Contractors  | 202974           | 74.00              |                       | Office Cleaning - September   |
| 16/10/2017            | SLCC                           | 202975           | 250.00             |                       | CILCA Registration Fee        |
| 16/10/2017            | Viking Office Supplies         | 202976           | 59.48              |                       | Stamps                        |
| <b>Total Payments</b> |                                |                  | 8,932.21           |                       |                               |

The meeting closed at 8.30pm.

CHAIRMAN

8<sup>th</sup> January 2018