

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
HELD AT THE COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND ON  
MONDAY 17<sup>TH</sup> OCTOBER 2016 AT 7.30PM**

**PRESENT:**

**Councillors:** Cllr M. Tucker (Town Mayor), Cllr J Anderson (Deputy Town Mayor),  
Cllr D. Anderson, Cllr P. Greig, Cllr J. Blissett, Cllr B. Campagna, Cllr  
P. May and Cllr. A. Acott

**Also present:** Mrs E Hunt – Town Clerk  
Mrs A Ruskin – Community Warden  
5 members of the public

**CO/067/16 - APOLOGIES FOR ABSENCE.**

Cllr T. Belford provided his apologies due to holiday commitments. Cllr D. Blackwell and Cllr N. Harvey provided their apologies due to illness.

**CO/068/16 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

**CO/069/16 - 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 wished to speak.

**CO/070/16 - TO RECEIVE A PRESENTATION FROM ESSEX COUNTY FIRE AND RESCUE SERVICE IN RELATION TO THE FIREBREAK PROGRAMME.**

Cllr M. Tucker invited Mr L Nicholls from Essex County Fire and Rescue Service to speak in relation to the Firebreak programme.

Mr Nicholls thanked the Town Council for the opportunity to speak. Mr Nicholls informed members that the Firebreak Programme was developed in London approximately 15 years ago in an attempt to engage with troubled younger people and introduce them to good role models. He explained that the course involves aspects of physical training such as ladder climbing and hose running and is also combined with classroom based programmes. He added that the course teaches the participants respect, encourages team working and confidence building.

Mr Nicholls informed members that on completion of the course, the participants take part in a pass out parade where they are given awards and certificates of achievement. He added that the fire service are very committed to the delivery of positive outcomes from the programme explaining that many of the participants go on to join the fire service.

Mr Nicholls informed members that the PCC challenged the Fire Service with twelve probationers to achieve positive outcomes and six months after their completion of the course not one of the participants had reoffended.

Mr Nicholls explained that a donation of £4,000 would provide for 12 participants to complete a Firebreak Programme including equipping them in fire kit, running the programme at a local fire station, the provision of pumps, primers and other equipment required to complete the course.

Mr Nicholls invited questions from members.

Cllr M. Tucker enquired how the people are referred to the programme.

Mr Nicholls informed members that whilst this opportunity is normally undertaken by students between the ages of 13 – 18 yrs old, it can be rolled out to long term unemployed and probationers, adding that the recipients of the training would be chosen by the organisation who funds the programme. He explained that if the council were to work with the two local schools, it could request that 6 pupils be nominated from each school to join the programme.

Cllr P. Greig asked if Mr Nicholls could keep the Council informed of when the next pass out parades were going to happen.

Mr Nicholls agreed to keep the Council informed.

Cllr J. Blissett explained that the fire station on Canvey is a retained fire station and asked if this would pose a problem with rolling out the programme there.

Mr Nicholls explained that they have rolled out programmes at retained stations before so this should not pose a problem but would need to ask permission from the relevant station.

Cllr B. Campagna enquired whether any courses had been run locally.

Mr Nicholls confirmed that they regularly run courses and that in Southend Fire Cadet training is also available where participants are able to take part in Duke of Edinburgh Award Schemes and community work initiatives.

Cllr J. Anderson enquired about the follow up for participants who have undergone the training programme.

Mr Nicholls confirmed that they always follow up on their participants as they are actively looking to achieve positive outcomes from the programme

Mr Nicholls asked members if there were any further questions.

Cllr M. Tucker thanked Mr Nicholls for his presentation.

**CO/071/16 – TO APPOINT A LEADER OF THE COUNCIL.**

Members discussed appointing a leader of the Council and **RECOMMENDED** that the Town Clerk carry out further investigations into the benefit of the position and the terms of reference for a leader for consideration by members at the next meeting.

**CO/072/16 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 15<sup>TH</sup> AUGUST 2016.**

The minutes of the Council meeting held on the 15<sup>th</sup> August 2016 were **CONFIRMED** and signed as a true record.

**CO/073/16 – TO NOTE THE REPORT OF OFFICERS DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS.**

Members noted the report of officers decisions under delegated powers and background papers.

**CO/074/16 – MATTERS ARISING FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA.**

Members noted the matters arising from the ongoing projects.

**CO/075/16 – TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE HELD ON THE 26<sup>TH</sup> SEPTEMBER 2016.**

Members **RESOLVED** that the minutes of the Policy & Finance meeting held on the 26<sup>th</sup> September 2016 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/076/16 – TO NOTE THE MINUTES AND RESOLUTION FROM THE PERSONNEL COMMITTEE HELD ON THE 22<sup>ND</sup> SEPTEMBER 2016.**

Members noted the Personnel Committee minutes and resolution of the meeting on the 22<sup>nd</sup> September 2016.

**CO/077/16 – TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST MEETING:**

**i) SOCIAL MEDIA COURSE AT A COST OF £50.00 (COMMUNITY AND EVENTS OFFICER)**

Members noted the Social Media Course booked for the Community and Events Officer at a cost of £50.00.

**ii) VAT COURSE AT A COST OF £85.00 (RESPONSIBLE FINANCIAL OFFICER)**

Members noted the VAT Course booked for the Responsible Financial Officer at a cost of £85.00.

**CO/078/16 – TO CONSIDER AND AGREE BOOKING A TRAINING COURSE DELIVERED IN HOUSE BY THE EALC ON COUNCIL BASICS, CODE OF CONDUCT AND MEETING PROTOCOL FOR UP TO 13 COUNCILLORS.**

Members considered booking a training course which would be delivered in house by the EALC for up to 13 Councillors and **RECOMMENDED** that the Clerk provide Councillors with course dates to ascertain councillor availability prior to booking the course.

**CO/079/16 – TO CONSIDER AND AGREE TO THE HIRE OF THE TOWN COUNCILS MEETING SPACE.**

Members discussed the hire of the Town Councils Meeting Space.

Following discussion of the Clerks report and recommendation, the Town Mayor proposed an amendment to the Clerks recommendation in that the Council consider the hire of the premises by Town Council partners from Monday to Friday between the hours of 9:00am and 5:00pm for a maximum hire time of 2 hours.

Members considered the amendment and voted 4 to 4 in favour of the amendment.

The Town Mayor utilised his casting vote in favour of the Town Clerks original recommendation and **RESOLVED** that the Town Council do not hire this space for use by external organisations due to the constraints detailed in the Clerks report.

**CO/080/16 – TO CONSIDER AND AGREE ARTWORK FOR THE TOWN COUNCIL PROMOTIONAL UMBRELLAS.**

Members considered the artwork provided for the Town Council promotional umbrellas and **RESOLVED** to approve the artwork.

**CO/081/16 – TO NOTE THE COMPLETION OF THE ANNUAL EXTERNAL FIRE RISK ASSESSMENT AND RECOMMENDATIONS MADE.**

Members noted the completion of the annual external fire risk assessment and recommendations made.

**CO/082/16 – CORRESPONDENCE:**

**i) TO NOTE CORRESPONDENCE FROM REBECCA HARRIS MP RELATING TO CONCERNS RAISED FOLLOWING THE LONDON SOUTHEND AIRPORT STANDARD INSTRUMENT DEPARTURE (SID) CONSULTATION.**

Members noted the correspondence from Rebecca Harris MP relating to the concerns raised following the London Southend Airport Standard Instrument Departure (SID) Consultation.

**ii) TO NOTE CORRESPONDENCE FROM MULTIPLE SCLEROSIS SOCIETY IN RECOGNITION OF THE DONATION RECEIVED FROM THE ANNUAL CHARITY GARDEN TRAIL.**

Members noted the correspondence from Multiple Sclerosis Society in recognition of the donation received from the annual charity Garden Trail. Cllr M. Tucker commented that the donation ensured that the club could secure a regular booking for the remainder of the year and expressed his thanks to all the gardeners who participated.

**iii) TO NOTE CORRESPONDENCE FROM MR G BRACCI IN RELATION TO INVESTIGATIONS INTO A NEIGHBOURHOOD PLAN.**

Members noted the correspondence from Mr G Bracci in relation to the investigations made into a Neighbourhood Plan. Cllr M Tucker referenced Mr Bracci's comment commending the Town Clerks thorough report in relation to a Neighbourhood Plan.

**iv) TO NOTE CORRESPONDENCE FROM CANVEY ISLAND ROYAL BRITISH LEGION IN APPRECIATION OF THE TOWN COUNCILS ATTENDANCE AT THE POPPY APPEAL LAUNCH EVENING.**

Members noted the correspondence from Canvey Island Royal British Legion in appreciation of the Town Council's attendance at the Poppy Appeal Launch Evening.

**CO/083/16 – TO NOTE REPORTS PROVIDED FROM THE FOLLOWING FORUM GROUPS:**

**i) WYVERN COMMUNITY TRANSPORT**

Members noted the report provided.

**ii) EALC EXECUTIVE COMMITTEE**

Members noted the report provided.

**CO/084/16 – TO APPOINT A REPRESENTATIVE TO THE FOLLOWING EXTERNAL COMMITTEE:**

**i) CITIZENS ADVICE BUREAU**

Members considered the appointment of a representative to the Citizens Advice Bureau and **RECOMMENDED** that the Town Clerk write to the Citizens Advice Bureau to enquire about the responsibilities and involvement of the representative once appointed for consideration by Members at the next meeting.

**CO/085/16 – TO CONSIDER AND AGREE A FORMAL RESPONSE TO THE DCLG LOCAL GOVERNMENT FINANCE SETTLEMENT TECHNICAL CONSULTATION**

Members were provided with a report by the Town Clerk detailing the consultation and its affect on local Councils. The report highlighted that the government is minded to extend referendum principles to a number of larger, higher spending local councils and is prepared to consider extending referendums to ALL parishes. The Town Clerk made the recommendation that all Members personally respond to the DCLG Local Government Finance Settlement Technical Consultation and that the Town Council also submit a formal response to the consultation detailing the affect that it would have on the council if the financial settlement were agreed.

Members requested guidance from the Town Clerk on the affect the settlement would have on local councils in order to aid them in their response. The Town Clerk advised that each councillor should include as much detail about how setting the threshold, at which the referendum principles would take effect for a rise in precept of 2% or £5 per year, whichever is higher, would affect the Town Council's delivery of service to its community.

Members discussed the report and **RESOLVED** that each member individually respond to the consultation and that the Town Clerk also formulate a formal response from the Town Council.

#### **CO/086/16 – TO NOTE THE PROGRESS OF THE COUNCILS FOUR YEAR PLAN**

Members noted the progress of the Councils Four Year Plan.

#### **CO/087/16 – TO CONSIDER THE LOCAL COUNCIL AWARD SCHEME AND CONFIRM THAT THE COUNCIL CONFORMS TO THE REQUIREMENT FOR THE QUALITY STATUS**

The Town Clerk provided members with the completed documentation to consider the Quality Standard level of the Local Council Award Scheme and confirm that the Council conforms to the requirements for the Foundation and Quality Standard. Members reviewed the documentation provided and **RESOLVED** that the Council conforms to the requirements for Foundation and Quality Standard level and confirms that the following documentation; items 1-15 for Foundation Standard level and 24-33 for Quality Standard level have been achieved and are on the Town Council's website.

#### **CO/088/16 – FINANCES:**

**i) TO NOTE THE COMPLETION OF THE EXTERNAL AUDIT AND ANNUAL RETURN FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2016.**

Members noted the completion of the external audit and annual return for year ending 31<sup>st</sup> March 2016.

**ii) TO CONSIDER AND AGREE A BUDGET VIREMENT TRANSFER FROM THE STREET FURNITURE BUDGET HEADING INTO THE SEAFRONT GARDENS AND BUMBLEBEE PARK BUDGET HEADING.**

Members considered the budget virement transfer request of £2,415.00 be taken from the Street Furniture budget heading and transferred into the Seafront Gardens and Bumblebee Park budget heading in accordance with the resolution made at the Environment and Open Spaces Committee Meeting on 12<sup>th</sup> September 2016 and **RESOLVED** to agree to the budget virement transfer.

**iii) TO CONSIDER AND AGREE A BUDGET VIREMENT TRANSFER FROM THE ARMED FORCES DAY BUDGET HEADING INTO THE CHRISTMAS EVENT BUDGET HEADING.**

Members considered the budget virement transfer request of £1,985.00 be taken from the Armed Forces Day budget heading and transferred into the Christmas Event budget heading in accordance with the resolution made at the Community Relations Committee Meeting on 19<sup>th</sup> September 2016 and **RESOLVED** to agree to the budget virement transfer.

**iv) TO CONSIDER AND AGREE A DONATION OF £4,000 TO ESSEX COUNTY FIRE AND RESCUE SERVICE TO DELIVER A FIREBREAK PROGRAMME TO 12 STUDENTS (£333.00 PER STUDENT) ON CANVEY ISLAND**

Members discussed the presentation given by Mr Nicholls at the commencement of the meeting and the donation request of £4,000.00 for Essex County Fire and Rescue Service to deliver a Firebreak Programme on Canvey Island. Members considered the request and **RESOLVED** to a agree a grant of £4,000.00 be made to Essex County

Fire and Rescue Service to deliver a Firebreak Programme to 12 participants on Canvey Island, to be taken from the Town Council's Grants budget.

**v) TO CONSIDER AND AGREE COSTS TO PURCHASE A CANVEY ISLAND TOWN COUNCIL SEAL**

Members considered the costs provided to purchase a Canvey Island Town Council seal press and **RESOVLED** to purchase a seal press from Amazon.co.uk at a total cost of £18.24 exc VAT.

Members considered the costs provided to purchase seal wafers for use with the Town Council seal press and **RESOLVED** to purchase seal wafers from Amazon.co.uk at a total cost of £3.50 exc VAT.

**vi) TO CONSIDER AND AGREE COSTS TO LEASE A COMPANY VEHICLE FOR USE BY OFFICERS IN THE PURPOSE OF THEIR DUTIES.**

The Town Clerk provided members with costs to lease a company vehicle for use by officers in the purpose of their duties.

The Town Clerk informed members that the total cost to the council per annum based on the quotations provided ranged between £4,137.90 and £4,533.90 explaining that the prices provide were exclusive of van insurance costs

Members raised concerns over mileage constraints and the cost of insurance.

The Town Clerk confirmed that mileage would generally be for use around Canvey Island and for the transportation of equipment to and from event locations. The Town Clerk advised that she would investigate insurance costs for consideration by members at the next meeting.

Members discussed the proposal and **RESOLVED** to delegate the decision to the Clerk in accordance with Financial Regulations to agree to the lease of a company vehicle and to investigate and arrange for adequate vehicle insurance to cover use of the vehicle by staff members within an agreed budget of £5,000.00 per annum exc VAT.

**vii) TO CONFIRM ACCOUNTS FOR PAYMENT AS PREVIOUSLY AGREED**

The Town Mayor skipped this item. The accounts are to be **APPROVED** for No1 account cheque numbers 202691 to 202170 at the next available committee meeting.

**CO/089/16 – REPORT FROM COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND**

The Community Warden advised members that she had carried out monthly defect inspection visits at each of the Town Councils open spaces identifying any risks, defects or hazards requiring action.

She added that in addition to these routine inspections, she had increased her routine patrols of Canvey Lake to twice daily and had been working closely with CEFAS and the Environment Agency on matters relating to Canvey Lake.

The Community Warden advised Members that she had received reports of dog fouling at the rugby fields on Dovervelt Road and that she had investigated this with Castle Point Borough Council. She explained that she had been advised that this land was leased to the Rugby club. Cllr P. May advised that this is still classed as an open space when not being used by the Rugby Club. The Community Warden commented that she could target this area as part of her routine patrols.

**CO/090/16 – REPORT FROM BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

No Borough Councillors wished to provide a report on matters relating to Canvey Island.

Cllr P. May requested to make comment to Members that Canvey Bay Watch had been awarded third place in the Britain's Got Spirit Awards.

**CO/091/16 – REPORT FROM COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

No County Councillors were present to provide a report on matters relating to Canvey Island.

The meeting closed at 10.05pm

TOWN MAYOR

23<sup>rd</sup> January 2017