

**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  
24<sup>TH</sup> APRIL 2017 AT 7.30PM**

**PRESENT:**

Councillors: Cllr P. May (Chairman), Cllr M. Tucker, Cllr J. Blissett and Cllr P. Greig

Also present: Mrs E. De Can – Town Clerk  
1 member of the public

**CR/067/16 – APOLOGIES FOR ABSENCE**

Cllr D. Anderson and Cllr B. Campagna.

**CR/068/16 – TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**CR/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 of the public wished to speak.

**CR/070/16 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON 14<sup>TH</sup> NOVEMBER 2016**

The minutes of the committee meeting held on 14<sup>th</sup> November 2016 were **CONFIRMED** and signed as a true record.

**CR/071/16 – TO NOTE THE CLERKS REPORT ON ONGOING PROJECTS AND NOT ON THE AGENDA**

Members discussed the Fly A Flag event, the lack of attendance by councillors and the requirement to continue with this event. Members agreed that the location should be reviewed and requested that the Community & Events Officer investigate whether Castle View School would be interested in being involved in 2018 and the possibility of a new flag post in the town centre as part of the regeneration and public realm changes.

**CR/072/16 – TO RECEIVE A REPORT ON THE PROGRESS OF THE WILDLIFE DAY**

Members noted the report on the progress of the Wildlife Day and **AGREED** that there should be more advertising around the event to ensure that the public are aware it is a Town Council event. Members requested that the Community & Events Officer investigate costs for a generic events banner to be used at all events welcoming the public to its event.

Members **AGREED** that banners should be put on the marquees and advertising on the adjacent roundabout should be investigated.

**CR/073/16 – TO RECEIVE A REPORT ON THE PROGRESS OF THE ARMED FORCES DAY**

Members noted the report on the progress of the Armed Forces Day.

**CR/074/16 – TO CONSIDER AND AGREE ATTENDING THE CASTLE POINT SHOW**

Members were asked to consider attending the Castle Point Show on the 9<sup>th</sup> July 2017 with its branded gazebo at a cost of £18.00 for an outside space at the event. Members **RESOLVED** to attend the show at a cost of £18.00 with the gazebo to be staffed by Councillors on a rota basis.

**CR/075/16 – TO CONSIDER AND AGREE A CHARITY FOR THE GARDEN TRAIL**

Members considered the charity for the 2017 Garden Trail and **RESOLVED** Canvey Island First Responders as the chosen charity for 2017.

**CR/076/16 – TO CONSIDER AND AGREE THE HIRING OF REINDEERS AT A COST OF £1,179.00 EX VAT FOR THE CHRISTMAS LIGHT SWITCH ON EVENT**

Members considered the hire of reindeers for the 2017 Christmas event and **RESOLVED** to appoint The Reindeer Hire Company at a cost of £1,179.00 excluding VAT to provide the reindeers.

**CR/077/16 – TO CONSIDER AND AGREE WORKING WITH ESSEX COUNTY COUNCIL ON THE NATIONAL CITIZEN SERVICE YOUTH PROJECT**

Members were asked to consider the Community and Events Officer to investigate working in partnership with Essex County Council Youth Services on the National Citizen Service Youth Project and **RESOLVED** that the Community and Events Officer continue to investigate this partnership and delegated the power to the Town Clerk to approve the use of the office meeting area should it be operationally possible.

**CR/078/16 – TO NOTE THE CORRESPONDENCE FROM CANVEY ISLAND MS WEDNESDAY CLUB REGARDING THE COMMUNITY AWARDS**

Members noted the correspondence from the Canvey Island MS Wednesday Club.

Members requested that consideration be given to the Community Awards being included as part of the Town Guide and more comprehensive advertising of the winners should be investigated for 2018.

**CR/079/16 – TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED**

Accounts **APPROVED** and cheques 202839 to 202854 inclusive were signed for a/c No.1.

**CHEQUES PAID - 24<sup>th</sup> April 2017 — NO 1 ACCOUNT**

<b>Company</b>	<b>Cheque No</b>	<b>Amount</b>	<b>Description</b>
Trojan Tree Care	202839	£264.00	Annual Tree Survey
Rocky's Animals	202840	£100.00	Farm Animals - Deposit
Knightswick Shopping Centre	202841	£600.00	Space Rental – Xmas 2016
BB Grouts Ltd	202842	£254.40	Buffett – W/D 2016
Leigh Times Series Ltd	202843	£960.00	Newsletter – Apr 17
C Black	202844	£1,040.00	Lake – 15 Bollards
Design4print	202845	£114.00	VW Caddy Signage
J&M Payroll Services Ltd	202846	£108.00	Mar Payroll/Year End Admin
G&K Groundworks Ltd	202847	£110.00	Unit Rental – Apr 17
CPBC	202848	£1,107.85	Utility Charges – Year 4
DOTS	202849	£60.00	Copier Charges – Apr 17
Christy Cooling Services	202850	£68.03	Air Conditioning Repair
Primrose Cleaning Contractors	202851	£74.00	Office Cleaning
EALC	202852	£315.00	AR – Playground Exam/Allotments JB – H&S Level 2
Aspect Maintenance Ltd	202853	£4,581.00	Open Spaces Maintenance – Mar 17 Erection of Allotments Sign
D Trower	202854	£20.00	Window Cleaner – Apr 17
		<b>£9,776.28</b>	

The meeting closed at 8.35pm.

CHAIRMAN

10<sup>th</sup> July 2017