

TO ALL MEMBERS OF THE COUNCIL

Dear Councillors,

I hereby summon you to attend a meeting of the **CANVEY ISLAND TOWN COUNCIL** to be held at **THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND** on **MONDAY 13<sup>TH</sup> JULY 2015** commencing at **7.30pm** for the transaction of business as set out below.

***Any member who is unable to attend the meeting should send their apologies before the meeting.***

Yours faithfully,

Mrs E. De Can  
Town Clerk

7<sup>th</sup> July 2015

*The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing or otherwise reporting of those participating in a meeting. Should any member of the public present and does not wish to participate but who objects to being filmed, recorded, photographed or otherwise reported about please make yourself known to the Town Clerk*

**A G E N D A**

- 1 Apologies for absence
- 2 To receive declarations of interest in items on the agenda
- 3 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
- 4 To confirm and sign as a true record the minutes of the Annual Council meeting held on the 11<sup>th</sup> May 2015
- 5 Matters arising from the ongoing projects and not on the agenda (Appendix A)
- 6 To consider and agree the recommendations from the Policy & Finance Committee held on the 22<sup>nd</sup> June 2015.
- 7 To note the minutes and resolution from the Personnel Committee held on the 21<sup>st</sup> May 2015.
- 8 To note the report of Officer Decisions under delegated powers and background papers
- 9 To consider and agree changes to the committee membership and outside body representatives:
  - Cllr Belford's request to be appointed to the Policy & Finance committee
  - Cllr Belford's request to replace Cllr Blissett as the representative on the CPBC Community Safety Partnership
  - Cllr Blissett's request to replace Cllr Tucker as the representative on the West Canvey Liaison Group
  - A representative for the Citizens Advice Bureau following Cllr Blackwell's withdrawal
- 10 To consider and agree the charity for the Garden Trail for 2015

- 11 To consider and agree the amended Legacy XS partnership agreement
- 12 To consider the partnership request from the Canvey Island Swimming Club
- 13 To note the minutes or reports from the following Forums and Groups:-
  - Wyvern Community Transport
  - Parish Transport Forum
- 14 To confirm accounts for payment previously agreed.
- 15 Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
- 16 Reports from Essex County Councillors on matters relating to Canvey Island.

## Agenda Item No. 8

**Subject: Officer Report**

**Speaker: Town Clerk**

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### **Reason for Report**

Report of officer decisions under the Openness and Local Government Bodies Regulations 2014

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Date: 2<sup>nd</sup> June 2015

Decision taken: The installation of a crest sticker for the wall of the new meeting space was approved with Design 4 Print at a cost of £45.00.

Reason: Investigations to place a crest sticker to apply to the wall of the new meeting space to replace the old wooden plaque.

Alternative Options: No alternative options were required.

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Date: 2<sup>nd</sup> June 2015

Decision taken: Design 4 Print were appointed to install the new signage of No 11 & 13 High Street at a cost of £580.00 inclusive of installation.

Reason: The signage of No 11 had faded and the new premises of No 13 required the Town Council sign to replace the existing shop front signage. The expenditure was taken from the existing refurbishment budget.

Alternative Options: Quotes were obtained as per the Councils financial regulations.

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Date: 9<sup>th</sup> June 2015

Decision taken: RYGA Properties were appointed to replace the leaking toilet at No 11 High Street.

Reason: During the refurbishment works to No 13 High Street the toilet in No 11 cracked and leaked, therefore, the existing agreed contractor was asked to replace and install a new toilet as an emergency at a cost of £200.00 under emergency powers and using the authority to spend under item 3.2 of the Financial Regulations.

Alternative Options: No other options were considered due to the emergency.

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Date: 11<sup>th</sup> June 2015

Decision taken: Alert Alarms required a revisit to install the outside camera to the front of No 13 at a cost of £200.00.

Reason: The revisit was not included in the original quote provided as the work was intended to be completed in one visit. Due to unforeseen additional visits required during the refurbishment works and the installation of the signage being held for the opening of the new premises the additional cost was agreed. The expenditure was taken from the existing refurbishment budget.

Alternative Options: No alternative options were required.

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Date: 17<sup>th</sup> June 2015

Decision taken: Viking were appointed as the suppliers of additional chairs for the meeting room at a cost of £319.84.

Reason: The Council only had 13 chairs for members and staff and required additional seating for the members of the public at Council meetings, therefore, 16 additional chairs were purchased. The expenditure was taken from the existing refurbishment budget.

Alternative Options: Quotes were obtained as per the Councils financial regulations.

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Date: 17<sup>th</sup> June 2015

Decision taken: MJM Software were appointed to move the existing computers during the refurbishment works at a cost of £404.17 in total.

Reason: The Councils current IT support were required to provide support and move the existing computers during the refurbishment works in order to continue to run the Council during the disruption. This was required on 4 separate occasions with various additional minor equipment purchases to ensure the safe and protected backup of Council data and to ensure that the Council had as little disruption to the normal running of the office as possible. The expenditure was taken from the existing refurbishment budget as the current IT budget has been used for the agreed upgrade.

Alternative Options: No alternative options were required due to the Councils appointed IT support supplier.

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