

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 in **THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND** on **MONDAY 25TH APRIL 2016** commencing at **6.45pm** 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 Hunt
Town Clerk

18th April 2016

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 Council meeting held on the 04th April 2016.
- 5 To note the report of Officer Decisions under delegated powers and background papers.
- 6 To receive a presentation from candidates for co-option for a period not exceeding three to four minutes.
- 7 To co-opt a candidate as Town Councillor for Canvey Island East Ward.
- 8 To receive Councillor's Declaration of Acceptance of Office.
- 9 To review committee membership and appoint a member to the grievance panel.
- 10 To appoint a representative to the following external committees or groups
 - i) EALC Executive Committee
 - ii) Citizens Advice Bureau
- 11 To consider and agree a response to the Essex County Council Parking Standards, Design and Good Practice 2016 and associated Strategic Environmental Assessment and Sustainability Appraisal
- 12 To consider and agree a request to utilise the Town Council office as a distribution point for the Neighbourhood Watch quarterly newsletters following the closure of the public counter at Canvey Police station.
- 13 To note correspondence from Friends of St Katherine's Cemetery in recognition of the grant received.
- 14 Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
- 15 Reports from Essex County Councillors on matters relating to Canvey Island.

Subject: Officer Report

Speaker: Town Clerk

Reason for Report

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

Date: 31st March 2016

Decision taken: To purchase 4 no. 13kg gazebo weights for use at outdoor events.

Reason: The gazebo weights provide more stability for the branded gazebo when pitched outside for event use.

Alternative Options: Comparable quotations were researched by the Community and Events Officer and Amazon provided the most competitive quotation.

Date: 31st March 2016

Decision taken: To purchase an Android Tablet for recording of councils audio minutes at a total cost of £70.00 inc VAT.

Reason: Members **RESOLVED** to utilise a free audio broadcasting service for one year, which requires an App available on android tablet devices which allows audio from a meeting to be streamed and recorded.

Alternative Options: Comparable prices were re searched and a good quality used tablet was considered the most competitive option.

Date: 13th April 2016

Decision taken: To purchase an additional 1000 branded dog poop bag holders.

Reason: Existing stock of promotional holders have been depleted.

Alternative Options: Supplier of original stock were approved at full council and members require these to be distributed at upcoming events therefore no other options were considered.
