

# Canvey Island Town Council



## TO ALL MEMBERS OF THE COMMON LIAISON COMMITTEE

Yianni Andrews (Chairman), Cllr J. Anderson, Cllr T. Skipp, Cllr D. Blackwell and Cllr R Howard

Dear Members,

I hereby summon you to attend a meeting of the **COMMON LIAISON COMMITTEE** to be held in the **TOWN COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, ESSEX, SS8 7RB** on the **23<sup>RD</sup> MAY 2018** commencing at **3.00 PM** 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

16<sup>th</sup> May 2018

*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. All Council meetings are recorded and are available as audio minutes on the Councils website.*

## **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 Committee meeting held on 29<sup>th</sup> November 2017.
5. To note the Clerks Report from the ongoing projects and not on the agenda (Appendix A).
6. To consider and agree the Timetable of Meetings for 2018/19.
7. To consider and agree actions for the final year of the Reed Maintenance works.
8. To consider and agree extending the contract for the Canvey Lake Grounds Maintenance for 1 year with the additional cost of £700.00 ex VAT per annum to maintain the Play Area.
9. To consider and agree the installation of additional bollards to prevent vehicle access
10. To consider and agree the quotes provided for an Annual Tree Audit Survey or a 5 year contract for a Tree Audit Survey.
11. To note the Health & Safety report detailing incidents and actions completed (Appendix B)