

Canvey Island Town Council



TO ALL MEMBERS OF THE COMMON LIAISON COMMITTEE

Natalie Holt (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 **29TH NOVEMBER 2017** 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

21st November 2017

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 Committee meeting held on 20th September 2017.
5. To note the Clerks Report from the ongoing projects and not on the agenda (Appendix A).
6. To note the completion of the Annual Reed Maintenance works
7. To note the installation and the opening of the new Play Area
8. To consider and agree the standard letter for complaints received in relation to the Councils responsibilities regarding the un-adopted road
9. To consider and agree the quotes for the installation of a litter bin in the Play Area
10. To note the Health & Safety report detailing incidents and actions completed (Appendix B)