

**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 19TH SEPTEMBER 2016 AT 7.30PM**

PRESENT:

Councillors: Cllr P. May (Chairman), Cllr P. Greig (Vice Chairman) Cllr M. Tucker,
Cllr D. Anderson, Cllr J. Blissett, Cllr B. Campagna

Non Committee Members: Cllr J Anderson

Also present: Mrs E. Hunt – Town Clerk
Mrs L. Windley – Community and Events Officer
5 members of the public

CR/033/16 – APOLOGIES FOR ABSENCE

There were none.

CR/034/16 – TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

CR/035/16 – 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/036/16 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON 16TH MAY 2016

The minutes of the committee meeting held on 16th May were **CONFIRMED** and signed as a true record.

CR/037/16 – MATTERS ARISING FROM ONGOING PROJECTS AND NOT ON THE AGENDA (APPENDIX A)

The Community and Events Officer advised members that she was currently working on the quarterly newsletter and asked members for items for inclusion to be forwarded to her.

CR/038/16 – TO CONSIDER AND AGREE CHANGING THE FORMAT OF THE ANNUAL CHAIRMAN'S AWARDS

Cllr P. May delivered a report to members recommending a change of format for the Annual Chairman's Awards advising that the awards have been running for two years and both years the Town Council has struggled to receive nominations.

Cllr M. Tucker advised members that Councillors, through their work in the community, often identify residents and community groups that could be recognised through the Chairman's Awards although the guidance for the event at present does not allow for members to nominate individuals or groups for the awards, so these people are often not recognised.

Cllr J. Blissett and Cllr P. May agreed but explained that the decisions on the recipients of the awards would still need to be agreed by Full Council.

Cllr P. May read the recommendation that the Chairman's Awards be changed in title to the Citizenship Awards and that the Community and Events Officer approach all members of the Town Council for nominations under each category.

Cllr J. Blissett proposed changing the title from Chairman's Awards to the Community Awards, Cllr P. May seconded this proposal. Members were asked to vote and unanimously **RESOLVED** to change the title from Chairman's Awards to Community Awards and to amend the guidance for the event to allow for members to nominate individuals or groups for the awards and the Community Award winners would then be decided by members at Full Council.

CR/039/16 – TO CONSIDER AND AGREE TO APPOINT A YOUTH COUNCIL FOR CANVEY ISLAND

The Community and Events Officer delivered a report to members of her investigations into the Town Council creating a Youth Council. She advised that although Castle Point Borough Council currently have a Youth Council, its productivity was being hindered due to resource availability. She advised members that she had met with a youth worker from Essex County Council who had expressed that he would be willing to work closely with the Town Council in order for it to create a Youth Council and that she had met with the Canvey Schools Partnership, who work closely with the primary school youth councils, and they would also be willing to work with the Town Council should a Youth Council be created.

Cllr B. Campagna raised concerns over members working with a Youth Council and enquired whether DBS checks would be required. The Town Clerk advised that all staff members had been DBS checked and this could be arranged for members who would be tasked with working with the youth.

Cllr P. May read the recommendation that members agree for the Community and Events Officer to continue investigations in relation to budget, group and school involvement, advising that this would then go before Full Council for consideration at its next meeting.

Members were asked to vote on the recommendation and unanimously **RESOLVED** that the Community and Events Officer continue to investigate the merits of creating a Youth Council, for consideration by Full Council at its next meeting.

CR/040/16 – TO CONSIDER AND AGREE WORKING IN PARTNERSHIP WITH CASTLE POINT BOROUGH COUNCIL TO FACILITATE A CRUCIAL CREW EVENT FOR SCHOOLS ON CANVEY ISLAND

The Community and Events Officer provided members with a report detailing the facilitation of a crucial crew event, a personal safety education programme, delivered to 10 and 11 year old school children.

Cllr D. Anderson commented that she had attended at a crucial crew event held at The Paddocks Community Centre a few years previously and that the "stranger danger" scenarios played out had stuck in her mind.

Cllr M. Tucker asked if there are any costs associated with delivering this event and if there were, and the Town Council agree to work in partnership with Castle Point Borough Council that these costs should be jointly met.

The Community and Events Officer advised that at this stage she had only discussed it with Castle Point to see if they would consider jointly delivering this event.

Cllr P. May read the recommendation and members were asked to vote on whether the Community and Events Officer should continue investigating the potential of working in partnership with Castle Point Borough Council and the potential to facilitate a Crucial Crew event. Members voted and unanimously **RESOLVED** for the Community and Events Officer to continue investigations for consideration at Full Council at its next meeting.

CR/041/16 – TO CONSIDER AND AGREE TO TAKE PART IN FLY A FLAG FOR THE COMMONWEALTH ON 13TH MARCH 2017

Cllr P. May provided members with a report detailing the recommendation for the Town Council to take part in Fly a Flag for the Commonwealth on 13th March 2017.

Members considered the recommendation and unanimously **RESOLVED** to take part in Fly a Flag for the Commonwealth on 13th March 2017.

CR/042/16 – TO CONSIDER AND AGREE TO HOLD A PROGRAMME OF EVENTS AT THE SEAFRONT FOR THE SCHOOL SUMMER HOLIDAYS 2017

Cllr P. May provided members with a report detailing a proposal to deliver three additional events, held fortnightly, during the Summer Term Holidays in 2017 utilising the Town Council's open spaces. The cost of delivering these events would require an additional budget allocation to be considered for inclusion in the 2017/18 budget.

Members discussed the proposal and were asked to consider and agree to hold a programme of events during the Summer Term Holidays in 2017. Members voted and unanimously **RESOLVED** for the Community and Events Officer to investigate costs to hold a programme of events during the Summer Term Holidays in 2017 to be considered for inclusion in the 2017/18 budget at the next Committee Meeting.

CR/043/16 – TO CONSIDER AND AGREE CREATING A TOWN COUNCIL FACEBOOK PAGE FOR THE PURPOSE OF PUBLICITY AND ADVERTISING

The Community and Events Officer provided members with a report asking them to consider creating a Facebook page for the Town Council to use for the purpose of publicity and advertising. She advised members that the majority of Parish or Town Councils utilise social media for advertising and for the issue of their press releases, stating that on their Facebook pages, there is a statement issued explaining that the page is only manned during office hours of 9.00am – 5.00pm. The Community and Events Officer recommended that Canvey Island Town Council's page issue a similar statement.

The Community and Events Officer added that Facebook users would not be able to directly post onto the page advising that all posts would require approval from the administrator before being posted.

Members considered the proposal and voted unanimously **RESOLVED** to create a Town Council Facebook page enabling officers to promote Town Council news and activities.

CR/044/16 – TO CONSIDER AND AGREE HOLDING A HERITAGE TRAIL AROUND CANVEY ISLAND

The Community and Events Officer provided members with a report proposing that the Town Council organise a heritage trail around Canvey Island.

The Community and Events Officer advised members that their working partner, Canvey Community Archive, organised a heritage trail around Canvey Island last year and the event proved to be successful. She added that by working with the Town Councils existing working partners, it could potentially deliver a similar event next year.

The Community and Events Officer commented that the heritage trail could also look at working with local schools, as following discussions with Canvey Schools Partnership, it was commented that the trail could be utilised as a Children's University destination.

Members were asked to consider if they would like the Community and Events Officer to investigate associated costs to hold a Heritage Trail event in 2017/18 for consideration at its next meeting.

Members considered the proposal and **RESOLVED** that Community and Events Officer investigate costs for consideration at the next committee meeting.

CR/045/16 – TO CONSIDER AND AGREE TO HIRE REINDEER FOR THE CHRISTMAS LIGHT SWITCH ON EVENT

Cllr P. May provided members with a report detailing the costs to hire reindeer for the annual Christmas Light Switch On event.

Members were asked to consider and agree to hire reindeer for the Christmas Light Switch on Event in 2016 and **RESOLVED** to hire two reindeer from The Reindeer Hire Company at a total cost of £1,179.00 to be taken from the Christmas Event budget.

CR/046/16 – TO CONSIDER AND AGREE TO HIRE ATTRACTIONS TO ENHANCE THE CHRISTMAS LIGHT SWITCH ON EVENT

The Community and Events Officer provided members with a report detailing a toboggan slide attraction that could be hired to enhance the Christmas Event. She advised members that the toboggan slide attraction would provide riders with a photo of their experience to take away from the event. She informed members that having been tasked with enhancing the Christmas Light Switch On Event, budget constraints meant that the Christmas Event Budget could not extend to an additional attraction and therefore if members were to agree to this attraction that a virement transfer would need to be made, in accordance with the Town Councils Budget Virement Policy to cover its cost.

The Community and Events Officer informed members that High Street was a notoriously under attended area of the event and in having this attraction positioned in this location it could draw visitors to the event around to this area.

The Community and Events Officer asked member is they would also consider utilising the Town Council's gazebo which could be set up as a craft station where children could make Christmas cards and decorations. The Community and Events Officer advised members that this would need member or volunteer participation to man this station and that costs for this could be offered for a minimal budget of £150.00, to be taken from either the event budget or sponsorship could be sought to cover this cost.

Cllr P. May asked members to consider and agree to hire a toboggan slide attraction from J H Promotions at a total cost of £1,985.00 exc VAT and for the committee to make a recommendation to Full Council to make a virement transfer from another budget heading into the Christmas Event budget to cover the cost of this attraction.

Members considered the proposal and **AGREED** to the addition of the attraction on the condition that the Budget Virement transfer is **AGREED** by Full Council in accordance with the Town Councils Budget Virement Policy.

Cllr P. May asked members to consider and agree to utilise the Town Council's gazebo as a craft station at a minimal cost of £150.00 to be taken from either the Christmas Event budget or sponsorship sought to cover this cost.

Members considered the proposal and **RESOLVED** to utilise the Town Council's gazebo as a craft station at a cost of £150.00 to either be taken from the Christmas Event Budget or sponsorship sought.

CR/047/16 – TO CONSIDER AND AGREE TO PURCHASE PROMOTIONAL BALLOONS FOR USE AT EVENTS

The Community and Events Officer provided members with a report detailing the costs of promotional balloons to be used at Town Council events which would ensure that the Town Council are visually promoted at each event.

The Community and Events Officer advised members that Helium would be required to ensure the balloons stay in the air.

Members raised concerns about storage and use of the Helium.

The Community and Events Officer commented that it is recommended that the purchase of the Helium is made separately for each event on the basis of giving away 200-300 balloons negating the need to store it. She explained that the cost of buying the helium would be taken from the relevant event budget and that three quotes would be sought for each event ensuring best value.

Members were asked to consider the costs provided to purchase 1,000 promotional balloons for use at events. Members considered the quotations and unanimously **RESOLVED** to purchase 1,000 promotional balloons from 4Imprint at a total cost of £182.95 exc VAT to be taken from the general events budget.

Members considered the purchase of Helium to inflate the promotional balloons for events, and **RESOLVED** that the Community and Events Officer obtain three quotes, ensuring best value, to purchase Helium on the basis of giving away 200-300 balloons for each event that they are used at, to be taken from the relevant event budget heading.

CR/048/16 – TO CONSIDER AND AGREE TO PURCHASE PROMOTIONAL UMBRELLAS

The Community and Events Officer provided a report to members proposing the purchase promotional umbrellas for events. She added that it is a useful promotional item that would ensure continued promotion of the Town Council and continuity of branding.

Member discussed the proposal and asked if they could approve the design before this went to print.

The Community Warden explained that tentative enquiries had been made with the suppliers and that the design could be agreed as late as 18th October and could still guarantee delivery in time for the Christmas Light Switch On event.

Members discussed the proposal and **AGREED** that the Town Council should purchase promotional umbrellas and that the design be bought to Full Council for approval at its next meeting.

Members considered the costs provided and unanimously **RESOLVED** to purchase 250 promotional umbrellas from 4Imprint at a total cost of £717.50 exc VAT to be taken from the general events budget.

CR/049/16 – TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED
Accounts **APPROVED** and cheques 202681 to 202682 inclusive were signed for a/c No.1.

Date: 19/09/2016	Canvey Island Current Year	Page 1			
Time: 11:34	Current Bank Account				
List of Payments made between 19/09/2016 and 19/09/2016					
<hr/>					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/09/2016	Martin Bainbridge	202681	180.00		Fire Risk Assessment
19/09/2016	Alert Alarms	202682	1,200.00		New Fire Alarm/Annual Maint
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Total Payments			<u>1,380.00</u>		

The meeting closed at 8.35pm.

CHAIRMAN
14th November 2016