

**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 15TH OCTOBER 2018 7.30PM**

PRESENT:

Councillors: Cllr P. May (Chairman), Cllr M. Tucker, Cllr P. Greig, Cllr D Anderson and Cllr B Palmer.

Non Committee Members: Cllr A. Acott and Cllr J. Anderson

Also present: Mrs E. De Can – Town Clerk
Miss L. Shirley – Community and Events Officer

CR/013/18 – APOLOGIES FOR ABSENCE

Cllr J. Blissett.

CR/014/18 – TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Cllr Palmer declared a non-pecuniary interest in item 8 on the agenda as he takes part in the event as a member of Canvey Bay Watch and item 12 on the agenda as he opens his garden as part of the Garden Trail.

CR/015/18 – 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 public were present.

CR/016/18 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON 2ND JULY 2018

The minutes of the committee meeting held on 2nd July 2018 were **CONFIRMED** and signed as a true record.

CR/017/18 – TO NOTE THE CLERKS REPORT ON ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the report and update given.

CR/018/18 – TO REVIEW AND CONSIDER THE BUDGET AND FOUR YEAR PLAN FOR 2019/20

Members reviewed the report provided by the Clerk detailing the expected expenditure for the year ending 31st March 2019 and the budget proposal for 2019/20 following discussions with the chairman of the committee and **RESOLVED** unanimously to submit the following budget to Full Council:

Income:

- Donations – to remain at £0 as money raised is unknown
- Garden Trail Brochure – to remain at £0 as money raised is unknown
- Sponsorship – to remain at £0 as funds sponsored is unknown.

Proposed Income - unknown

Expenditure

- Staff Administration – £37,430; increase of £1,416 - Full Time Equivalent of 4 staff inc of additional funds to cover potential increases in salary and pension costs, staff changes and additional resource.
- General Expenses – budget to be removed as funds available elsewhere

- Christmas Event - to remain at £10,000.
- Festive Lighting – decrease to £12,000 to cover unknown costs of new contract and contingency for failures of infrastructure and lighting and £1,000 to be transferred to the EMR for the Enforcement Officer Capital Costs.
- Events – to be remain the same but split into 3 categories a) promotion £1,000, b) general events programme £1,000 and Community Engagement Events £1,000.
- Town Guide – to be removed as republishing Guide in 2019 at no expense to the council and to be transferred to the EMR for the Enforcement Officer Capital Costs.
- Armed Forces – to remain at £5,000.
- Garden Trail – to reduce to £1,000 and £500 to be transferred to the EMR for the Enforcement Officer Capital Costs.
- Joint Partnership Working – budget heading removed.
- Community Awards – decrease to £500 due to non-expenditure and £500 to be transferred to the EMR for the Enforcement Officer Capital Costs. .
- Legacy XS Partnership – partnership now ceased.
- Youth Council – to remain at £1,000 but change the focus of the budget to Youth Engagement.

Proposed Community Relations Budget for 2019/20 **£69,930.00**

Decrease **£1,834.00**

Earmarked Reserves

- Town Guide – to remove reserve due to guide being published at no cost to the council and to be transferred to the EMR for the Enforcement Officer Capital Costs.
- Band Stand – to remain at £5,000 due to unknown costs for refurbishment

Members reviewed the four year plan and projects from 2018 - 2021:

- Garden Trail - ongoing
- Armed Forces Day – ongoing
- Annual Christmas festivities – ongoing
- FlyaFlag for the Commonwealth – ongoing
- Summer Events Program (Punch & Judy/Beach Fun Day/Lake picnic) – ongoing
- Older generation advice event – providing tips and advice on keeping safe – ongoing

Members **RESOLVED** to propose to Full Council to move the Wildlife Day budget to the Community Relations Committee from the Environment & Open Spaces Committee.

CR/019/18 – TO CONSIDER AND AGREE COSTS FOR ACTIVITIES AT THE CHRISTMAS EVENT

Members considered the activities proposed and **RESOLVED** to book the Festive Green Screen indoor unit at a cost of £1,650.00, the Balloon Modeller for 3 x 45 minute slots at a cost of £500 per performer including travel expenses and the Reindeer Food at a total cost of £75.00.

Members agreed that 3 quotes were to be obtained for the fun fair rides and noted that the stage has not been booked through Heart FM.

CR/020/18 – TO CONSIDER AND AGREE ENTERING THE CHRISTMAS TREE FESTIVAL HELD BY ST NICHOLAS CHURCH

Members considered the Christmas Tree Festival and **RESOLVED** to enter a Christmas Tree at a maximum cost of £100.00.

CR/021/18 – TO CONSIDER AND AGREE PROVIDING ADDITIONAL SECURITY STAFF TO ASSIST ESSEX POLICE ON HALLOWEEN

Members considered the request from Essex Police and **RESOLVED** to appoint Castle Point Security Services to provide 4 additional security guards to assist Essex Police on the evening of Halloween

for a total of 6 hours per guard at a cost of £228.00 to be taken from the General Expenses budget on the provision that there will also be a police presence. Members requested that the Town Clerk establish whether any other organisation had taken part and whether Castle Point Borough Council were assisting.

CR/022/18 – TO RECEIVE A VERBAL REPORTS ON THE PROGRESS OF THE LITTER PICKS

The Community & Events Officer confirmed that the Beach Clean took place on the 15th September 2018 with over 20 bags of rubbish being collected. It has been confirmed that the Town Council had the highest attendance rate this year over the whole scheme in the South East Essex area and collected the most rubbish.

The litter pick for Bramble Road will take place on the 18th October 2018 with the assistance of volunteers and Castle View School pupils. The litter pick at the Avenues was cancelled due to the lack of volunteers and members **RECOMMENDED** that this be re-arranged in partnership with the Borough Council due to level of litter involved.

CR/023/18 - TO RECEIVE A REPORT ON THE PROGRESS OF SPEED WATCH

Members noted that the Council had agreed to take part in the Community Speed Watch scheme that assists Essex Police in increasing road safety in the local area and support activities to reduce road traffic collisions and injuries and that following a successful volunteer recruitment campaign, the Town Council are now able to start this initiative, once the necessary equipment has been delivered to the Town Council. There are now five volunteers who have been trained by Essex Police, Fire and Rescue and are able to begin the Community Speed Watch recording. The scheme requires sites to be risk assessed by Essex Police and the Town Council has seven sites on Canvey Island which have been fully approved and are ready for volunteers to record speed and poor driving.

Members noted that that volunteers can be trained at any point by Essex Police, Fire and Rescue and that they are happy to come to the Town Council office and administer more training to other volunteers who were not able to make the first session. In being trained by Essex Police, Fire and Rescue the Community Speed Watch team are then covered by their insurance, rather than the Town Councils' when carrying out the volunteer work.

The Community & Events Officer asked members to put forward additional roads that could be assessed and it was proposed that Seaview Road and Point Road be added to the list.

CR/024/18 - TO RECEIVE A VERBAL REPORT ON THE GARDEN TRAIL

Members noted that the event was again a success this year and that there were 3 new gardeners taking part. The event raised £1,036 which has been donated to Canvey Island FC Soccability Team.

CR/025/18 – TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED

Accounts **APPROVED** and cheques 203247 to 203260 inclusive were signed for a/c No.1

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/10/2018	J & M Payroll Services Limited	203247	36.00		Payroll - Sept
15/10/2018	WH Darby Ltd	203248	58.02		Restraining chain
15/10/2018	Design4Print	203249	42.00		Crest Vinyl Stickers
15/10/2018	Primrose Cleaning Services	203250	74.00		Office cleaning - Sept
15/10/2018	Confabulate Limited	203251	180.00		Audio Minutes Mar18 - Mar19
15/10/2018	SLCC Essex	203252	15.00		EDC/SLCC Event 08.10.18
15/10/2018	MB Fire Risk Limited	203253	204.00		Fire Risk Assessment 2018
15/10/2018	All Security Solutions Ltd	203254	388.80		Annual CCTV Oct 18
15/10/2018	Aspect Maintenance Ltd	203255	4,573.00		Maintenance - Sept
15/10/2018	Petty Cash	203256	167.86		Petty Cash Top Up
15/10/2018	British Gas	203257	63.77		Electric Bill/CCTV
15/10/2018	Breheny Civil Engineering	203258	1,872.85		Replacement of 4 Joints
15/10/2018	Mr D Trower	203259	20.00		Window Cleaner
15/10/2018	This is Fever Limited	203260	24.00		Cloud Hosting - Oct
Total Payments			7,719.30		

*In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the Council **RESOLVED** that the public and press be excluded from the remainder of this meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted*

CR/026/18 - TO CONSIDER AND AGREE THE TENDERS FOR THE 2019/21 FESTIVE LIGHTING CONTRACT

Members reviewed the tenders received in relation to the 2019/21 Festive Lighting Contract and **RESOLVED** to appoint Aylesford Electrical Ltd at a cost of £5,500 per annum. Members noted that as part of this contract were the additional lamp columns previously supplied by Castle Point Borough Council and **RESOLVED** to include the additional lamp columns and noted that the existing lights were to be gifted to the Town Council from the Borough Council for use. Members noted that the addition of the lights along Foksville Road will be investigated and tested in 2019 for inclusion next year once the additional costs for any infrastructure, lighting locations and purchase of new lights have been agreed by the committee.

The meeting closed at 9.00pm.

CHAIRMAN

14th January 2019

DRAFT