



Council Offices, Kiln Road,
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The **ANNUAL MEETING OF THE COUNCIL** of the Borough of Castle Point will be held in the Council Chamber, Council Offices, Kiln Road, Thundersley, on **WEDNESDAY, 19th MAY, 2021 at 6 p.m.**, and all Members of the Council are hereby summoned to attend to transact the undermentioned business.

Ann C. Horgan
Head of Governance
Proper Officer

AGENDA

PART I **(Business to be taken in public)**

Before commencing the business of the meeting, prayers will be offered by the Chaplain.

- 1. Apologies for absence and Members' Interests**
- 2. Mayor's Announcements and Presentations**
- 3. Election of Mayor***
- 4. Vote of thanks to retiring Mayor**
- 5. Election of Deputy Mayor***
- 6. Election of Leader of the Council***
- 7. Appointment of Deputy Leader of the Council***
- 8. Borough Elections - Report of the Returning Officer**
To receive the report of the Returning Officer which will be circulated separately.
- 9. Political Proportions of the Council and Appointments to Committees etc * -**
A report is to follow, and details of the Political Groups' wishes will be circulated separately.

10. To receive a report from the Leader of the Council regarding Appointments to Cabinet

Subject to agenda Item 6 a report will be circulated separately.

11. To appoint, if so determined, representatives to serve on outside bodies: *

12. Day and Hour of Meetings

To approve the Calendar of Meetings for the Municipal year 2021/2022. Council and Cabinet meetings are shown marked bold (Details of other meetings and events are marked in italics for information). To be circulated separately.

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* Details of nominations for these appointments will be circulated separately.

CASTLE POINT BOROUGH COUNCIL
ELECTION OF BOROUGH COUNCILLORS
IN THIRTEEN WARDS OF THE BOROUGH

19th MAY 2021

REPORT OF THE RETURNING OFFICER

As Returning Officer I have pleasure in submitting the following report on the result of the Borough Council Elections held on 6 May 2021, as follows: -

(a) Result

The number of votes for each candidate was as follows: -

Appleton Ward	
MCCARTHY-CALVERT, Lynsey	635
ROCHA, Toni	254
SKIPP, Tom	1011

Turnout: 36%

Boyce Ward	
BAILLIE, Robert Steven	895
MILLER, Terry George	196
SWINDELL, Ellis	67
THORNTON, Andrew	956

Turnout 40%

Boyce Ward By Election	
EDWARDS, Allan David	654
FORTT, Jack David	979
ROBERTS, Christopher	189
WILSON, Brian	219

Turnout 40%

Cedar Hall Ward	
CHASIA, Moreblessing	177
DIXON, Michael	741
MOUNTFORD, Stephen James	905
NEGUS, Charlotte Madeleine	41

Turnout 37%

St George's Ward	
BREW, Billy	116
DEARSON, Michael, Ernest	457
DUNHILL, Rosalind	315
WALTER, Clive	670
Turnout 35%	

St George's Ward By Election	
CURTIS, Katie Elizabeth	535
MUMFORD, Susan	952
Turnout 34%	

St James' Ward	
AINSLEY, Sharon Anne	483
BAILEY, Gwyneth Ann	298
HART, Simon, Evan	1098
HOPKINS, Miles, Sheridan, Mark	134
Turnout 37%	

St Mary's Ward	
CHAPMAN, Laurence James	348
GOLDFINCH, Roxanne, Catherine, Indianna	766
SAVAGE, Russell	816
Turnout 39%	

St Peter's Ward	
DUFF, Geoffrey Robert	67
EGAN, Beverley	829
EMBERSON, William, Frederick	209
WOODLEY, John, Charles	742
Turnout 36%	

Victoria Ward	
GIBSON, Warren James	922
HARRISON, Thomas, Francis	223
HOPKINS, Victoria, Louise	92
QUARTERMAINE, Sean, Douglas, Brian	735
Turnout 43%	

Canvey Island Central	
ANDERSON, John Marshall	840
SMITH, Kieran	153
STANLEY, Jeffrey	327
Turnout 26%	

Canvey Island East	
CARTEY, Owen Westley	577
REILLY, Jacqueline Constance	128
SACH, Carole Joan	677
Turnout 29%	

Canvey Island North	
MCCARTHUR-CURTIS, Margaret Edith	191
PAYNE, John Albert	863
ROPER, Adrian	501

Turnout – 30%

Canvey Island South	
ANDERSON, Elizabeth	116
BANNISTER, Richard John	25
CAMPAGNA, Barry Charles	864
GRIFFIN, Scott	502
HUNTMAN, Jamie David	38

Turnout 30%

Canvey Island Winter Gardens	
MANCLARK, David George	151
SAVILL, Raymond George	273
STONE, John Andrew Nicol	340
TAYLOR, Allan	465

Turnout 25%

Overall turnout

34%

(b) Postal Voting

The number of postal voters on the register was 10,616 and papers to this number were despatched. This was an increase and reflected the campaign to encourage postal voting as part of steps to ensure a covid safe election. Up to the close of the poll 7391 had been returned and the number of votes recorded in (a) above included the postal votes which were found to be in order.

(c) Return of Expenses

These returns are required from candidates and election agents within 35 days of the election.

(d) Declaration

To receive a report as to declarations of acceptance of office as required by statute.

(e) Commentary on the conduct of the Elections

The poll for the Borough Elections was held in thirteen Wards (there was no election in the Canvey West Ward) with two by elections in Boyce Ward and St George's Wards respectively. The poll and the poll for the election of the Police Fire and Crime commissioner for the Essex Police area had been postponed from May 2020 due to the Covid pandemic. These polls were taken together with the scheduled elections for the Essex County Council.

These were the most complex set of polls in a generation which was complicated further by the Covid 19 pandemic and the overriding requirement to deliver a covid secure election.

The passing of David Marchant, the Returning Officer just before the commencement of the Election period added to the huge task before our Elections team who had worked so closely with Mr Marchant in conducting Elections for just under sixteen years. To honour him we set our personal feelings to one side and got on with the job. Mr Marchant would have expected nothing less of us, we had his complete confidence in our ability to deliver safe and effective elections.

As a consequence of Mr Marchant 's passing the appointment and responsibilities of the Returning Officer were passed to me Miss Ann Horgan to carry out the duties and responsibilities under the Representation of the People Act 1983 together with the associated electoral registration responsibilities of Local Registration Officer.

Official polling cards were delivered to all registered electors between 22nd March and 29th March in an A5 format and the content as prescribed in election rules. The larger format was customer focused and gave sufficient notice to residents to ensure that they were (a) on the Register of Electors and (b) to apply for either a postal or proxy vote in the event that they were unable to attend at a polling station personally. The poll cards at this year's elections owing to the Covid pandemic were delivered by Royal Mail to ensure that residents received their cards in a timely fashion and before key deadlines e.g. the closing date for applications for postal votes.

In terms of polling stations, in the light of the request from Government to avoid where possible the use of schools as polling stations and having assessed all polling stations for the purpose of delivering a covid safe election ,two changes were made .Voters who previously used Hadleigh Junior School moved to St Barnabas Church Hall which became a joint station. Voters using Leigh Beck Junior school moved to Canvey Football Club.

As both the Paddocks, Canvey Island and Runnymede Hall, Benfleet were being used as covid vaccination centres ,the polling stations were relocated to Cisca House in the case of the Paddocks and the Atrium at the Council Offices at Kiln Road Benfleet in the case of Runnymede Hall.

All Voters affected by the changes of venue were notified in March before the issue of Poll cards.

The elections were delivered under the system of Individual Electoral Registration (IER) introduced in June 2014. We saw once again one of the effects seen because of this system with the onus now on the individual to register is a reduction in the number of residents not registered to vote.

As section (b) of this report states, 10,616 postal votes were issued. As part of the arrangements for running a covid safe election, my Elections Team had been proactive in encouraging postal voting with good use being made of the social media assets provided by the Electoral Commission. The preparation of the postal ballot paper packs was outsourced to a mailing house and these arrangements were both efficient and effective. The delivery by Royal Mail in respect of the mailing of the postal vote packs went smoothly this year.

The receipting of the postal votes was undertaken in house with a dedicated team recruited for the task and I am pleased to report that these arrangements worked well with candidate's representatives able to attend to oversee the process if they wished.

In order to ensure a covid safe count arrangements were made for the Counts to take place over three days. the verification of votes for the PFCC took place on Thursday 6th May 2021 followed by the verification and count for the Essex County Council. The counting of votes for the PFCC took place on Saturday 8th May 2021.

The verification and counting of the votes for the Borough Elections which took place on Friday 7th May 2021 was carefully planned by my elections team and delivered timely declarations for each of the thirteen Wards and the By elections. This was achieved by using dedicated count teams of staff and by placing emphasis on accuracy throughout the verification process and the counting of the votes between candidates.

In order to accommodate the numbers attending the count and take precautions against covid it was necessary to schedule the Count across two sessions.

In conclusion, I am pleased to report that the measures implemented by my elections team worked successfully and contributed to the delivery of covid safe, timely and robust election results which should have the confidence of the Council, political parties, candidates and the electorate of the Borough.

May I take the opportunity to record my thanks to everyone who assisted in the delivery of these covid safe and secure Elections.

Ann Horgan
Returning Officer

ANNUAL COUNCIL

19TH MAY 2021

Subject: Political Proportions of the Council and Appointment of Committees etc

1. Purpose of Report

- 1.1 To review the allocation of seats to the political groups on the Council.
- 1.2 To appoint Members to serve on the Committees and to appoint the Chairmen under the structure approved by Council designed to respond to the obligations and duties placed on the Council by the Localism Act 2011.

2. Background

- 2.1 Section 15 of the Local Government and Housing Act 1989 places a duty on the Council to review the allocation of seats to the political groups on the Council at the Annual Meeting of the Council or as soon as possible thereafter.
- 2.2 Borough Elections took place this year on 6 May 2021 as a result of which the allocation of seats to the political groups has changed.
- 2.3 In making the appointments to Council, the Council needs to consider the political proportions of the Council. The allocation of memberships on the Committees has to be on the basis of the political proportions of the Council.
- 2.4 It should be stressed that political proportions relate to proportions based on the respective memberships of political groups and not parties. In law, a group has to contain at least two Members.
- 2.5 Notice has been received of a new Political Group on the Council to be known as the People's Independent Party. The membership comprises:
 - Councillor Russ Savage
 - Councillor Warren Gibson
 - Councillor Steve Mountford
 - Councillor Steve Cole
 - The leader of the Group is Councillor Steve Cole
- 2.6 Throughout the calculations on proportions, the figures have therefore been based on the proportions of the Groups to the total membership of the Council i.e. 41 as shown in the following table.

Party	Seats	Proportions for allocation purposes
Conservative	21	51% (51.21%)
Canvey Island Independent	16	39% (39.02%)
People's Independent Party	4	10% (9.75%)

3. Appointment to Committees etc

- 3.1 In the remainder of this item relating to the appointment of Committees etc, the above political proportions have been applied and the allocations rounded to ensure compliance with the political balance requirement.
- 3.2 The Council also has to look at the overall allocation across all Committees etc to ensure the individual Committee roundings do not distort the overall balance, and there may have to be some overall adjustment to correct any imbalance caused through the roundings.
- 3.3 The table below shows the total number of seats allocated to each Group: -

Party	Actual Allocation
Conservative	39
Canvey Island Independent	30
People's Independent Party	7
Total	76

4. To appoint Members to serve on the Scrutiny Committee, together with the Policy and Scrutiny Committees and the Chairmen

- 4.1 The Council is asked to appoint the following Policy and Scrutiny Committees: -

Policy & Scrutiny Committee	Membership total	Conservative Group	Canvey Island Independent Group	People's Independent Party Group
Scrutiny	8*	4	3	1

*Membership to comprise the Chairmen of the Policy and Scrutiny Committees & Audit Committees

Policy& Scrutiny Committee	Membership total	Conservative Group	Canvey Island Independent Group	People's Independent Party Group
Environment	10	5	4	1
Wellbeing	10	5	4	1
Place & Communities	10	5	4	1
Total	38	19	15	4

5. To appoint Members to serve on the Audit Committee and the Chairman

5.1 The Council is asked to appoint the following Audit Committee: -

Committee	Membership total	Conservative Group	Canvey Island Independent Group	People's Independent Party Group
Audit	5	3	2	0

5.2 Council is also asked to agree that two substitute Members are appointed from the respective Groups on the Audit Committee to ensure that meetings are quorate.

6. To appoint Members to serve on Regulatory Committees and where appropriate Chairmen and Vice Chairmen

6.1 The Council is asked to appoint the following Regulatory Committees: -

Committee	Membership total	Conservative Group	Canvey Island Independent Group	People's Independent Party Group
Licensing	15	8	6	1
Note: the Licensing Sub- Committee will consist of any 3 Members of the Committee				

Committee	Membership total	Conservative Group	Canvey Island Independent Group	People's Independent Party Group
Development Management	10	5	4	1
	plus 2 Canvey Town Council representatives as non-voting members			
Review	8	4	3	1
	plus 2 Canvey Town Council representatives and independent persons appointed pursuant to the Localism Act 2011 as non-voting members			
Total	38	20	15	3
Overall Total	76	38	30	7

6.2 With regard to membership of the Development Management Committee Members' attention is directed to the statutory guidance which suggests that full exchange of information between the Executive and the Committee taking the development control decisions is essential. The statutory guidance advises that the Council should consider including a member of the Executive on the membership of the Committee taking development control decisions although he or she should not be the Chairman of the Committee. Accordingly, the Council's Constitution has been amended to reflect this good practice and the Development Management Committee procedures contained in the handbook has also been revised to that only one member of the Cabinet shall be a member of the Development Management Committee. The Constitution already states that the Cabinet Member shall not be eligible to be the Chairman or Vice Chairman of the Committee.

6.3 Details of the Groups' wishes regarding the appointments will be circulated at the meeting.

Recommendation:

The Council is asked to appoint the Committees as described and confirm the allocations to the political groups as detailed above.

Resolution required.

Background Papers:

Report to Council 15.5.2012

Local Government (Committees and Political Groups) Regulations 1990

Notice to Proper Officer to form a new Group dated 13.5.2021

CALENDAR OF MEETINGS 2021/22

May 2021		
Monday	3	MAY BANK HOLIDAY
Tuesday	4	Canvey Island Independent Group
Wednesday	5	
Thursday	6	ECC ELECTIONS
Friday	7	
Monday	10	
Tuesday	11	<i>Conservative Group</i>
Wednesday	12	
Thursday	13	
Friday	14	
Monday	17	
Tuesday	18	
Wednesday	19	ANNUAL COUNCIL
Thursday	20	<i>Canvey Island Independent Group</i>
Friday	21	
Monday	24	<i>Annual Meeting Canvey Island Town Council</i>
Tuesday	25	
Wednesday	26	
Thursday	27	
Friday	28	
Monday	31	SPRING BANK HOLIDAY
June 2021		
Tuesday	1	Development Management Committee
Wednesday	2	
Thursday	3	<i>Canvey Island Independent Group</i>
Friday	4	
Monday	7	
Tuesday	8	<i>Conservative Group</i>
Wednesday	9	
Thursday	10	
Friday	11	
Monday	14	
Tuesday	15	
Wednesday	16	CABINET
Thursday	17	<i>Canvey Island Independent Group</i>
Friday	18	

Monday	21	
Tuesday	22	
Wednesday	23	Audit Committee
Thursday	24	
Friday	25	
Saturday	26	
Monday	28	
Tuesday	29	
Wednesday	30	Scrutiny/PSC/Member Briefings
July		
Thursday	1	Canvey Island Independent Group
Friday	2	
Monday	5	
Tuesday	6	Development Management Committee
Wednesday	7	
Thursday	8	
Friday	9	
Monday	12	
Tuesday	13	Conservative Group
Wednesday	14	Local Plan Development Group
Thursday	15	Canvey Island Independent Group
Friday	16	
Sunday	18	
Monday	19	
Tuesday	20	
Wednesday	21	CABINET
Thursday	22	
Friday	23	
Monday	26	
Tuesday	27	
Wednesday	28	ORDINARY COUNCIL
Thursday	29	
Friday	30	
August		
Monday	2	
Tuesday	3	
Wednesday	4	
Thursday	5	Canvey Island Independent Group
Friday	6	

Monday	9	
Tuesday	10	<i>Conservative Group</i>
Wednesday	11	
Thursday	12	
Friday	13	
Monday	16	
Tuesday	17	
Wednesday	18	
Thursday	19	<i>Canvey Island Independent Group</i>
Friday	20	
Monday	23	
Tuesday	24	
Wednesday	25	
Thursday	26	
Friday	27	
Monday	30	BANK HOLIDAY
Tuesday	31	
September		
Wednesday	1	
Thursday	2	<i>Canvey Island Independent Group</i>
Friday	3	
Monday	6	
Tuesday	7	Development Management Committee
Wednesday	8	Local Plan Development Group
Thursday	9	
Friday	10	
Monday	13	
Tuesday	14	<i>Conservative Group</i>
Wednesday	15	CABINET
Thursday	16	<i>Canvey Island Independent Group</i>
Friday	17	
Monday	20	
Tuesday	21	
Wednesday	22	Audit Committee
Thursday	23	
Friday	24	
Monday	27	
Tuesday	28	
Wednesday	29	ORDINARY COUNCIL (Statement of Accounts)
Thursday	30	<i>Canvey Island Independent Group</i>
October		
Friday	1	

Monday	4	
Tuesday	5	Development Management Committee
Wednesday	6	Local Plan Development Group
Thursday	7	<i>Canvey Island Independent Group</i>
Friday	8	
Monday	11	
Tuesday	12	<i>Conservative Group</i>
Wednesday	13	
Thursday	14	
Friday	15	
Monday	18	
Tuesday	19	
Wednesday	20	CABINET
Thursday	21	<i>Canvey Island Independent Group</i>
Friday	22	
Monday	25	
Tuesday	26	
Wednesday	27	
Thursday	28	
Friday	29	
November		
Monday	1	
Tuesday	2	
Wednesday	3	
Thursday	4	<i>Canvey Island Independent Group</i>
Friday	5	
Saturday	6	
Monday	8	
Tuesday	9	<i>Conservative Group</i>
Wednesday	10	Local Plan Development Group
Thursday	11	
Friday	12	
Sunday	14	REMEMBRANCE SUNDAY
Monday	15	
Tuesday	16	
Wednesday	17	CABINET
Thursday	18	<i>Canvey Island Independent Group</i>
Friday	19	
Monday	22	
Tuesday	23	
Wednesday	24	ORDINARY COUNCIL
Thursday	25	
Friday	26	

Monday	29	
Tuesday	30	
December		
Wednesday	1	
Thursday	2	<i>Canvey Island Independent Group</i>
Friday	3	
Monday	6	
Tuesday	7	Development Management Committee
Wednesday	8	Local Plan Development Group
Thursday	9	
Friday	10	
Sunday	12	
Monday	13	<i>Canvey Island Town Council Budget Meeting</i>
Tuesday	14	<i>Conservative Group</i>
Wednesday	15	
Thursday	16	<i>Canvey Island Independent Group</i>
Friday	17	
Monday	20	
Tuesday	21	
Wednesday	22	CABINET
Thursday	23	
Friday	24	CHRISTMAS EVE
Saturday	25	CHRISTMAS DAY
Sunday	26	BOXING DAY
Monday	27	
Tuesday	28	
Wednesday	29	
Thursday	30	
Friday	31	
January 2022		
Monday	3	NEW YEARS' DAY BANK HOLIDAY
Tuesday	4	Development Management Committee
Wednesday	5	
Thursday	6	<i>Canvey Island Independent Group</i>
Friday	7	
Monday	10	
Tuesday	11	Conservative Group
Wednesday	12	Local Plan Development Group
Thursday	13	
Friday	14	

Monday	17	
Tuesday	18	
Wednesday	19	CABINET
Thursday	20	<i>Canvey Island Independent Group</i>
Friday	21	
Monday	24	
Tuesday	25	
Wednesday	26	
Thursday	27	
Friday	28	
Monday	31	
February		
Tuesday	1	Development Management Committee
Wednesday	2	
Thursday	3	<i>Canvey Island Independent Group</i>
Friday	4	
Monday	7	
Tuesday	8	<i>Conservative Group</i>
Wednesday	9	
Thursday	10	
Friday	11	
Monday	14	
Tuesday	15	
Wednesday	16	CABINET SPECIAL COUNCIL (6pm) – BUDGET SETTING
Thursday	17	<i>Canvey Island Independent Group</i>
Friday	18	
Monday	21	
Tuesday	22	Scrutiny /PSCs CP
Wednesday	23	<i>Reserved date CABINET (6pm)</i> <i>SPECIAL COUNCIL (Budget Setting)</i>
Thursday	24	
Friday	25	
Monday	28	
March		
Tuesday	1	Development Management Committee
Wednesday	2	
Thursday	3	
Friday	4	<i>Canvey Island Independent Group</i>

Monday	7	
Tuesday	8	<i>Conservative Group</i>
Wednesday	9	
Thursday	10	
Friday	11	
Monday	14	
Tuesday	15	
Wednesday	16	CABINET
Thursday	17	<i>Canvey Island Independent Group</i>
Friday	18	
Monday	21	
Tuesday	22	
Wednesday	23	Scrutiny /PSCs CP
Thursday	24	ORDINARY COUNCIL
Friday	25	
Saturday	26	
Monday	28	
Tuesday	29	
Wednesday	30	
Thursday	31	
April		
Friday	1	
Monday	4	
Tuesday	5	Development Management Committee
Wednesday	6	
Thursday	7	<i>Canvey Island Independent Group</i>
Friday	8	
Monday	11	
Tuesday	12	<i>Conservative Group</i>
Wednesday	13	
Thursday	14	
Friday	15	
Monday	18	
Tuesday	19	
Wednesday	20	CABINET
Thursday	21	Canvey Island Independent Group
Friday	22	
Monday	25	
Tuesday	26	
Wednesday	27	Audit Committee
Thursday	28	

Friday	29	
May		
Monday	2	MAY DAY BANK HOLIDAY
Tuesday	3	Development Management Committee – if required
Wednesday	4	
Thursday	5	BOROUGH ELECTIONS
Friday	6	
Monday	9	
Tuesday	10	<i>Conservative Group AGM</i>
Wednesday	11	
Thursday	12	
Friday	13	
Monday	16	
Tuesday	17	
Wednesday	18	ANNUAL COUNCIL
Thursday	19	<i>Canvey Island Independent Group</i>
Friday	20	
Monday	23	
Tuesday	24	
Wednesday	25	
Thursday	26	
Friday	27	
Monday	30	SPRING BANK HOLIDAY
Tuesday	31	
June		
Wednesday	1	
Thursday	2	<i>Canvey Island Independent Group</i>
Friday	3	
Monday	6	
Tuesday	7	Development Management Committee
Wednesday	8	
Thursday	9	
Friday	10	
Monday	13	
Tuesday	14	
Wednesday	15	
Thursday	16	<i>Canvey Island Independent Group</i>
Friday	17	
Monday	20	
Tuesday	21	
Wednesday	22	CABINET

Thursday	23	
Friday	24	
Monday	27	
Tuesday	28	
Wednesday	29	
Thursday	30	
July		
Friday	1	
Monday	4	
Tuesday	5	Development Management Committee
Wednesday	6	
Thursday	7	<i>Canvey Island Independent Group</i>
Friday	8	
Monday	11	
Tuesday	12	<i>Conservative Group</i>
Wednesday	13	
Thursday	14	
Friday	15	
Monday	18	
Tuesday	19	
Wednesday	20	CABINET
Thursday	21	<i>Canvey Island Independent Group</i>
Friday	22	
Monday	25	
Tuesday	26	
Wednesday	27	ORDINARY COUNCIL
Thursday	28	
Friday	29	
August		
Monday	1	
Tuesday	2	Development Management Committee
Wednesday	3	
Thursday	4	<i>Canvey Island Independent Group</i>
Friday	5	
Monday	8	
Tuesday	9	<i>Conservative Group</i>
Wednesday	10	
Thursday	11	
Friday	12	
Monday	15	
Tuesday	16	
Wednesday	17	<i>CABINET (if required recess)</i>
Thursday	18	<i>Canvey Island Independent Group</i>

Friday	19	
Monday	22	
Tuesday	23	
Wednesday	24	
Thursday	25	
Friday	26	
Monday	29	BANK HOLIDAY
Tuesday	30	
Wednesday	31	
September		
Thursday	1	<i>Canvey Island Independent Group</i>
Friday	2	

Notes

*** Meetings of the Cabinet begin at 7pm unless otherwise advised.**

Meetings of the Licensing, Policy and Scrutiny Committees/ Scrutiny Committee or Review Committee will be scheduled in consultation with the Chairman of the relevant Committee.

Meetings and events shown in italics are for Members' information.