

Canvey Island Town Council



TO ALL MEMBERS OF THE COUNCIL

Dear Councillors,

I hereby summon you to attend the **ANNUAL MEETING** of **CANVEY ISLAND TOWN COUNCIL** to be held in the **DELLAWAY ROOM, PADDOCKS COMMUNITY CENTRE, LONG ROAD, CANVEY ISLAND, SS8 0JA** on **MONDAY 18TH MAY 2026** commencing at **7.00pm** 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

Elaine De Can

Mrs E. De Can, Town Clerk

13th May 2026

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. To elect the Town Mayor of the Council for 2026/27
2. To receive the Town Mayor's Declaration of Acceptance of Office
3. To appoint a Deputy Town Mayor of the Council for 2026/27
4. Apologies for absence
5. To receive declarations of interest in items on the agenda
6. Members to review their existing Register of Interest Forms and advise the Clerk of any changes.
7. Public forum – to receive questions from members of the community of Canvey Island of which notice has been received for a period not exceeding ten minutes.
8. To confirm and sign as a true record the minutes of the Council meeting held on 23rd March 2026.
9. To note the minutes and resolutions of the Personnel Committee meeting held on the 22nd April 2026.
10. To consider and agree the recommendations from the Policy and Finance Committee meeting held on the 27th April 2026.
11. To review the Terms of Reference for each committee (Appendix A)
12. To appoint the Leader of the Council
13. To appoint a Deputy Leader of the Council
14. To appoint a Chairman to the Councils Committees
 - i) Policy & Finance
 - ii) Planning
 - iii) Personnel



15. To appoint members to the Councils Committee's.
16. To consider and agree the Councils Financial Regulations and amended Standing Orders (Appendix B & C)
17. To appoint members to the existing working groups/panels.
18. To review the representatives to the outside bodies as detailed in the Clerks Report
19. Finance:
 - i) To consider and agree the continuation of funding the Clerks membership with the SLCC at a cost of £376.00 per annum.
 - ii) To note the bank signatories and consider any required changes.
 - iii) To consider and agree the EALC and NALC Affiliation Fee's for 2026/27.
 - iv) To note the Councils Asset Register (Appendix D)
20. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation:
 - a. Publication Scheme (Appendix E)
 - b. Freedom of Information Policy (Appendix F).
 - c. Document Retention and Disposal Policy (Appendix G)
 - d. Computer and Information Security Policy (Appendix H)
 - e. To note the amendments to the Information and Data Protection Policy (Appendix I)
21. To agree the signing of the Health & Safety Policy by the Town Mayor of the Council (Appendix J)
22. To consider and agree the Timetable of Meetings for 2026/27 (Appendix K)
23. To review members acceptance to receive electronic agendas (Appendix L)
24. To note there have been no Officer Decisions under delegated powers since the last meeting.
25. To receive a verbal report from the Clerk of ongoing projects and not on the agenda.
26. To consider and agree the Town Mayor's charity for the year 2026/27.
27. To consider and agree postponing the Garden Trail due to the lack of interest in 2026.
28. To confirm accounts for payment as previously agreed
29. To note a report from the Community Officer on matters relating to Canvey Island (Appendix M)
30. To note the Health & Safety reports detailing incidents and actions completed in relation to open spaces (Appendix N).
31. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
32. To consider receiving reports from Essex County Councillors on matters relating to Canvey Island.

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 23RD MARCH 2026 AT 7.00PM**

PRESENT:

Councillors: Cllr S. Sayes, Cllr S. Brooke, Cllr P. May, Cllr D. Anderson, Cllr A. Acott, Cllr S. Sach, Cllr E. Harvey, Cllr D. Blackwell, Cllr R. Langley, Cllr J. Anderson, and Cllr B. Botham

Also present: Mrs E. De Can – Town Clerk
Mrs L. Gould – Deputy Clerk
Mrs K. Bali – Community & Events Officer
Mrs A. Wakenell – Community Officer

CO/158/25 - APOLOGIES FOR ABSENCE

All members were present.

CO159/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Cllr Langley declared a non-pecuniary interest in items 11 and 18 of the agenda.

CO/160/25 - PUBLIC FORUM - TO RECEIVE QUESTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND OF WHICH NOTICE HAS BEEN RECEIVED FOR A PERIOD NOT EXCEEDING TEN MINUTES

No questions were received.

CO/161/25 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETINGS HELD ON THE 23RD FEBRUARY 2026.

Members **RESOLVED** that the minutes of the Council meetings held on the 23rd February 2026 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/162/25 – TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.

The Town Mayor provided details of events and activities invited to such as the St Josephs Primary School 70th Anniversary, the Trust Links Easter Community Fair at the Gunny, Castle Point Transport Museum Easter event and the Dart Presentation at Smallgains Hall.

CO/163/25 – TO NOTE THE OFFICER DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS SINCE THE LAST MEETING.

Members noted no decisions under delegated powers have been made since the last meeting.

CO/164/25 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report.

CO/165/25 – TO NOTE THE OUTCOME OF THE CASTLE POINT BOROUGH COUNCIL CABINET MEETING HELD ON THE 18TH MARCH 2026 REGARDING THE REQUEST FOR EARLY SURRENDER OF THE LEASE FOR CANVEY LAKE.

Members noted that Castle Point Borough Council agreed the early surrender of the Canvey Lake lease at its Cabinet meeting on the 18th March 2026 and further information regarding the transition and legal requirements are awaited. The Council is committed to its vision for Canvey Lake and will continue to support the Borough Council by funding the Grounds Maintenance contract until the existing contract ends.

CO/166/25 – TO CONSIDER AND AGREE ADDITIONAL WORK TO POLLARD OF WEEPING WILLOW TREE AT A COST OF £800.00 DUE TO THE IMPACT TO AN ADJACENT RESIDENCE.

Members considered the work required and **RESOLVED** to appoint Essex Tree Brothers at a cost of £800.00.

CO/167/25 – TO CONSIDER AND AGREE THE WORKING PARTY RECOMMENDATIONS AND DRAFT NEW STYLE TOWN GUIDE.

Members considered the recommendations and **RESOLVED** to approve the new format for the Town Guide and requested that further quotes were obtained for the design and production of 1,000 leaflets. Members noted that the map provided was just a draft and an amended and updated version will be submitted to the Council prior to production.

CO/168/25 – TO CONSIDER AND AGREE TO A REPLACEMENT REPRESENTATIVE FOR THE WYVERN COMMUNITY TRANSPORT BOARD.

Members noted that Cllr May wishes to step down as the Councils representative and **RESOLVED** to leave this position vacant at this time.

CO/169/25 - TO CONSIDER AND AGREE THE EVALUATION PANEL FOR THE LABWORTH MEMORIAL GARDENS AND BAND STAND CONTRACT TENDER.

Members **RESOLVED** to appoint Cllr D. Anderson, Cllr B. Botham, Cllr E. Harvey, Cllr D. Blackwell and Cllr S. Sach on the evaluation panel for the tendered contract.

CO/170/25 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

23rd March 2026 NO 1 ACCOUNT

| Company | Reference | Amount | Description |
|--------------------------|------------------|-------------------|---|
| Top of the Mops | BACS954 | £36.00 | Cleaning – 03/3 & 17/03 |
| Aspect Maintenance Ltd | BACS955 | £6,959.09 | Feb Maintenance/Jul-Jan Underpayment |
| SLCC Enterprises | BACS956 | £168.00 | ILCA Qualification – Deputy Clerk |
| Office Needs | BACS957 | £59.54 | Stationery |
| Elite Aquatics Uk Ltd | BACS958 | £300.00 | Silt Testing 2025 |
| Amazon | BACS959 | £34.98 | ATM Balloon Arch Kit |
| James Hallam | BACS960 | £704.00 | Van Insurance 03/26-03/27 |
| Mulberry Local Authority | BACS961 | £78.00 | Chairman Training – Cllr Botham |
| CPBC | BACS962 | £13,907.66 | By Election 2025/Hall Hire 30/5 & 03/10 |
| National Pen | BACS963 | £902.42 | Promotional items |
| EDF | BACS964 | £227.47 | Electric Bill Jan/Feb – Denham Road |
| | | | |
| TOTAL | | £23,377.16 | |

CO/171/25 – TO NOTE A REPORT FROM THE COMMUNITY OFFICER ON MATTERS RELATING TO CANVEY ISLAND.

Members noted the report. The Community Officer advised that the water works at South Walters was still ongoing and the plants in most planters in the Town Centre have been vandalised and the Police will be looking to attempt to recover the funds of this vandalism.

CO/172/25 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.

Members noted the reports.

CO/173/25 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND.

No reports were provided. Members noted following a query from the Town Clerk that the fencing along the banks of the seawall should be removed in April.

CO/174/25 – REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr Blackwell advised that the contractor responsible for changing the road markings around Waterside roundabout has been instructed to put these back to the original markings.

*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.*

CO/175/25 – TO CONSIDER AND AGREE THE TENDER FOR THE PERMANENT AND TEMPORARY SEASONAL PLANTING DECORATIONS CONTRACT.

Members considered the report and recommendation following the evaluation panel members assessment and scoring of the tender submissions and **RESOLVED** to appoint Aspect Maintenance Ltd on a 5-year contract at a cost of £8,949.12 per annum.

CO/176/25 – TO CONSIDER AND AGREE THE TENDER FOR THE MAINTENANCE SERVICE FOR THE CONCORD BEACH TIDAL POOL CONTRACT.

Members considered the report and recommendation following the evaluation panel members assessment and scoring of the tender submissions and **RESOLVED** to appoint Aspect Maintenance Ltd on a 5-year contract at a cost of £6,555.40 per annum.

The meeting closed at 8.00pm.

TOWN MAYOR

18th May 2026

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
POLICY AND FINANCE COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL
HELD IN THE COUNCIL MEETING ROOM, PADDOCKS COMMUNITY CENTRE, LONG
ROAD, CANVEY ISLAND ON
MONDAY 27TH APRIL 2026 AT 7.00PM**

PRESENT:

Councillors: Cllr A. Acott, Cllr D. Anderson, Cllr S. Sach, Cllr P. May, and Cllr J. Anderson.

Also, present: Mrs L Gould – Deputy Clerk

P&F/028/25 - APOLOGIES FOR ABSENCE

All members were present.

P&F/029/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/030/25 - PUBLIC FORUM – TO RECEIVE QUESTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND OF WHICH NOTICE HAS BEEN RECEIVED FOR A PERIOD NOT EXCEEDING TEN MINUTES.

No questions were received.

P&F/031/25 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 9TH FEBRUARY 2026.

The minutes of the committee meeting held on the 9th February 2026 were **CONFIRMED** as a true record and signed by the chair.

P&F/032/25 – TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the Clerks report and an update on the mobile phones.

P&F/033/25 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES AND TO CONSIDER AND AGREE AMENDMENTS TO THE:

i) MEDIA/PUBLICITY POLICY.

Members approved and **RECOMMENDED** that the amendments are adopted by the Council

ii) CCTV POLICY.

Members approved and **RECOMMENDED** that the amendments are adopted by the Council.

iii) PUBLICATION SCHEME.

Members approved and **RECOMMENDED** that the amendments are adopted by the Council.

iv) FLEXIBLE WORKING POLICY.

Members approved and **RECOMMENDED** that the amendments are adopted by the Council.

P&F/034/25 - TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST MEETING.

Members noted the courses booked or attended, which are Biodiversity Crisis webinar at a cost of £60.00 each for the Town Clerk, Deputy Clerk and Community Officer, Employment Law update at a cost of £60.00 for the Town Clerk and Permitted Development Rights at a cost of £72.00 for the Community Officer.

P&F/035/25 – FINANCE

i) GRANT APPLICATIONS

a) TO CONSIDER AN APPLICATION FROM CASTLE POINT DISTRICT PHOENIX CLUB

Members considered the grant application from Castle Point District Phoenix Club for the purchase of a gazebo and **RECOMMENDED** the award of a £500.00 grant.

b) TO CONSIDER AN APPLICATION FROM KINDER ESSEX CASTLE POINT

Members considered the grant application from Kinder Essex Castle Point for the purchase of wool for the Hug in a Shrug community knitting group and **RECOMMENDED** the award of a £250.00 grant.

c) TO CONSIDER AN APPLICATION FROM WYVERN COMMUNITY TRANSPORT

Members considered the grant application from Wyvern Community Transport for the purchase of new uniforms for volunteers and **RECOMMENDED** the award of a £250.00 grant.

ii) TO VERIFY THE COUNCIL FINANCES AS OF 31ST MARCH 2026

Members **NOTED** the Council Finances as of 31st March 2026 inclusive of the bank reconciliation, statements and payments issued from 1st January 2026 to 31st March 2026 and no questions were raised. Members confirmed that Cllr Acott can sign the reconciliation documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2.

iii) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.

27th April 2026 NO 1 ACCOUNT

| Company | Reference | Amount | Description |
|-----------------------------|------------------|-------------------|--------------------------------------|
| Top of the Mops | BACS965 | £36.00 | Cleaning – 31/3 & 14/4 |
| Aspect Maintenance Ltd | BACS966 | £8,429.09 | Mar Maintenance/Privet Bushes |
| Office Needs | BACS967 | £42.00 | Confidential Shredding |
| Amazon | BACS968 | £32.62 | Archive Boxes |
| Rialtas Business Solutions | BACS969 | £735.60 | Annual Accounting Package 2026/27 |
| Council Wise | BACS970 | £216.00 | Biodiversity Training – EDC/LG/AW |
| CI Horticultural Society | BACS971 | £416.50 | 10% management fee |
| Essex & Herts Air Ambulance | BACS972 | £500.00 | Grant – Defibrillator |
| Premier Trophies | BACS973 | £204.93 | Community Awards Trophies |
| CB Landscapes | BACS974 | £150.00 | Covid Garden Maintenance Nov25-Apr26 |
| | | | |
| TOTAL | | £10,762.74 | |

The meeting closed at 7.40pm

CHAIRMAN

29. Terms of Reference of Committee's

All committees have delegated power to act on behalf of the council within their terms of reference with the exception of the Policy & Finance committee.

Each committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights

Responsibilities common to all committees:

1. To be responsible for compiling its annual budget.
2. To be responsible for compiling its four-year plan as part of the annual budget. No additions will be made once approved by Full Council and new projects will be considered in the next budget year.
3. To present and obtain approval for its annual budget from the Full Council.
4. Membership of the Committee shall only consist of a chair, vice chair and 4 other councillors unless stated otherwise.
5. Members shall not be on more than 3 committees with the exception of Policy & Finance which should hold each committee chair.

Planning Committee

The overall purpose of the committee, within council policies and approved budgets is:

1. To consider matters relating to planning applications, development control or planning policy in the parish of Canvey Island and to respond on behalf of the Council (via the Council Office).
2. The Chair and Vice Chair of the Committee, as representatives on Castle Point Borough Council's Development Control Committee, are invited to be present and may also attend any other training events organised by Castle Point Borough Council.
3. To reserve the right to consider any planning issue of significant local interest for:
 - o Major Change of use (if considered to affect residential housing or quality of life)
 - o Large scale new developments
 - o New properties/structures or controversial builds (to be reviewed by chairman/vice chairman to make a decision whether a meeting is required)
 - o New development on green open spaces
4. Not considering applications for:
 - a. Alterations to or extensions of any existing residential dwelling;
 - b. Advertising/signage;
 - c. Conservatories;
 - d. Replacement homes
 - e. Crossover
 - f. building or street naming

Policy and Finance Committee

The overall purpose of the committee, within council policies and approved budgets is:

1. In conjunction with the Clerk/RFO to monitor its functions and expenditure.
2. Membership must consist of all committee chairman.
3. To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible.
4. To review and update the Council's Financial Regulations and Standing Orders at least once every 4 years and to ensure the Regulations are observed by the Council.
5. To oversee the financial administration of the Council.
6. To monitor the Council's income and expenditure against budgets and make recommendations for action to the Council.
7. To monitor purchasing decisions to ensure a value for money approach to all aspects of Council activity.
8. To receive and review Audit reports and make recommendations to the Council in respect of Auditor's observations.
9. To recommend the appointment of the internal auditor and to approve the internal audit plan.
10. To develop, maintain and monitor the effectiveness of the Council's policies.
11. To monitor the Council's banking arrangements and investments.
12. To make recommendations to the Council in respect of the Council's insurance obligations.
13. To consider the draft annual budget and make a recommendation for the forthcoming year's precept.
14. To monitor and review processes for risk assessment.
15. To consider subscriptions, grants and donations.
16. To consider any other matters deemed relevant to the Committee.

Personnel Committee

The overall purpose of the committee, within council policies and approved budgets is:

1. To act in all matters relating to the personnel interests of the Council.
2. To discharge the functions of the Council relating to Personnel.
3. To discharge the functions of the day-to-day management of staff to the Clerk to the Council including all appraisals which are reviewed in line with the Councils overall objectives.
4. To, if required spend council funds in relation to this.
5. To report the decisions of the Personnel committee to full council where appropriate to do so unless the decisions made are with reference to legal proceedings or are strictly private and confidential/personal to staff members.
6. Membership of the Committee shall not exceed 6 councillors.
7. To meet on an ad-hoc basis as required with no less than 1 meeting per year.
8. To determine the pay, conditions, and job descriptions of staff and to review and update these as necessary to comply with the law and good practice.
9. To determine staffing levels necessary to efficiently discharge the Council's functions and duties and to review workloads periodically. To inform the Council of outcomes and recommendations.
10. To undertake the process of staff recruitment, to form an Appointments Panel with the power to advertise, shortlist, interview and appoint staff in line with Council's policies and decisions.
11. To ensure the health and safety and well-being of staff by providing appropriate workspace, tools and equipment and through training staff to safeguard their health and safety at work.
12. To determine all matters in relation to disciplinary action and grievance matters.
13. Any member who is deemed to have a friendship or personal relationship with a member of staff will not be permitted to be a member of the Personnel Committee. Any concerns should be raised with the Town Clerk prior to the Annual Council Meeting in May where the committee membership is agreed. Any concerns of inappropriate action of a member of the Personnel Committee during the year's term should be reported to the Town Clerk or Personnel Chair/Vice Chair for investigation.
14. To appoint a grievance and disciplinary panel from the membership of the Committee to consider issues relating to complaints or grievance. (If the issue progresses to an appeal, an Appeals Panel would be formed by the Council and would consist of 3 Council members who were not members of the Personnel Committee).
15. The chair of the committee to undertake an annual appraisal of the Clerk to the Council which will be reviewed in line with the Councils overall objectives.
16. To consider any other matters deemed relevant to the Committee.

Leader to the Council

- The Leader will have no civic ceremonial responsibilities.
- Town Council meetings will be chaired by the Town Mayor.
- The Leader (and all Councillors) should channel significant requests for information, advice, and other support via the Town Clerk.
- Employment policies have been set by the Council and are implemented by the Town Clerk. All responsibilities of the Personnel Committee will remain unchanged.
- The Town Mayor will act as the channel for a complaint by the Town Clerk about the Leader.
- The Town Clerk and other officers exercise statutory functions and have individual responsibilities. The Leader should not interfere with these responsibilities.

Leader and Town Clerk

- The Leader will work closely with the Town Clerk on issues which are considered priorities of the Council.
- Where a decision is required following discussion between the Leader and the Town Clerk, the matter will be submitted to the Council or a committee for consideration, unless the matter is already delegated to the Town Clerk, or in consultation with the Leader.
- Matters wholly delegated to the Town Clerk will not require consultation with the Leader.
- The Leader should be properly briefed on all significant aspects of the work of the Council. The Town Clerk and Leader must agree an appropriate information flow to ensure that the Leader can lead effectively.
- Planned and programmed meetings should be held with the Leader and the Town Clerk. The Leader must avoid making requests for unanticipated briefings.
- The Leader should not approach other staff directly with requests for information or seek to commission work from individual staff. All office protocol and the Town Clerks management responsibilities should not be impeded.
- The Leader will liaise with the Town Clerk on forward plans and matters of policy or strategic direction.
- When the Leader wishes to put forward proposals of their own, it is their responsibility via the Town Clerk to produce a report to the relevant committee for consideration. The Town Clerk may wish and has a right to add comments to such reports.

Leader and Councillors

- The Leader is the most senior Councillor politically. They lead the decision-making process at Councillor Level.
- The Leader should ensure that they consult with colleagues in the early stages of formulating proposals. Committee Chair in particular must be consulted on issues relevant to their committee's and the Town Mayor should be involved in any civic related matters or issues which may affect the conduct of Council meetings.
- The Leader will be the first line of control of any member who be behaving inappropriately towards colleagues or staff.
- The Leader does not have to chair a committee, nor are they barred from doing so.
- The Leader will not be an ex-officio voting member of any committee or sub-committee unlike the Town Mayor and Deputy Town Mayor.

**CANVEY ISLAND TOWN COUNCIL
FINANCIAL REGULATIONS**

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These Financial Regulations were adopted by the council at its meeting held on 19th May 2025.

1. GENERAL

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO, and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council.
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the council its accounting records and control systems.
 - ensures the accounting control systems are observed.
 - ensures the accounting records are kept up to date.
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements.**
 - **approving an annual governance statement.**
 - **borrowing.**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors.**
- 1.7. In addition, the council shall:
 - determine and regularly review the bank mandate for all council bank accounts.
 - authorise any grant or single commitment in excess of £5,000.

2. RISK MANAGEMENT AND INTERNAL CONTROL

- 2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk/RFO shall prepare, for approval by the Policy & Finance Committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.4. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed.**
 - **ensure the prompt, accurate recording of financial transactions.**
 - **prevent and detect inaccuracy or fraud.**
 - **allow the reconstitution of any lost records.**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.5. At least once in each quarter, and at the end of each financial year, a member other than the Town Mayor shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Policy & Finance Committee.
- 2.6. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. ACCOUNTS AND AUDIT

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate.**
 - **a record of the assets and liabilities of the council.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council or Policy & Finance committee and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council.
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year.
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - is not involved in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council.
 - initiate or approve accounting transactions.
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. BUDGET AND PRECEPT

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Personnel Committee at least annually in October for the following financial year and documented within the minutes of that meeting. The RFO will inform committees of any salary implications before they consider their draft their budgets.

- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the Policy & Finance Committee not later than the end of December/January each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Policy & Finance Committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. PROCUREMENT

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes unless the council has adopted the General Power of Competence.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Procurement Act 2023 and the Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (except for items listed in paragraph 5.12) obtain prices as follows:

- 5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk shall seek at least three fixed price quotes.
- 5.9. where the value is between £1,000 and £5,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes.
 - ii. repairs to, or parts for, existing machinery or equipment.
 - iii. works, goods or services that constitute an extension of an existing contract.
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or duly delegated committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £5,000 excluding VAT without referral to the council or duly delegated committee.
 - the council for all items over £5,000 or a duly delegated committee of the council for all items of expenditure within their delegated budgets.
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,500 excluding VAT on repair,

replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Town Mayor as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared, or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. BANKING AND PAYMENTS

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council or Policy & Finance committee.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. All payments are to be evidenced by two authorised signatories, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council or Clerk before being certified by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the council or Policy & Finance committee, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO with delegated authority may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), and may authorise in advance for the year.

6.7. The Clerk/RFO shall have delegated authority to authorise payments in the following circumstances:

- i. any payments of up to £5,000 excluding VAT, within an agreed budget.
- ii. payments of up to £2,500 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council or delegated committee, where the Clerk/RFO certify that there is no dispute or other reason to delay payment,

provided that a list of such payments shall be submitted to the next appropriate meeting of council or delegated committee.

- iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy & Finance Committee.

6.8. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be signed by two authorised signatories and all invoices initialled. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting. Any signatures obtained away from council meetings shall be reported to the council or duly delegated committee at the next convenient meeting and attached to the minutes of that meeting.

7. ELECTRONIC PAYMENTS

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk and Deputy Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices and purchase orders, will be available in the office the day after the payments have been approved at a meeting and will be authorised online by two signatories.

7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.

7.8. Regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit. The approval of the use of each variable direct debit shall be monitored by the RFO.

7.9. Payment may be made by BACS or CHAPS provided that each payment is approved online by two authorised bank signatories, evidence is retained, and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be monitored by the RFO.

- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by authorised signatories, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be monitored by the RFO.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk or RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. CHEQUE PAYMENTS

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two authorised signatories.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. PAYMENT CARDS

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and RFO, unless in an emergency where written authorisation has been given to another employee by the Clerk or RFO or in the absence of the Clerk or RFO, the Deputy Clerk is authorised to use the debit card for budgeted items only. The use of the card is restricted to a single transaction maximum value of £500.
- 9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 9.3. Personal credit or debit cards of members or staff shall not be used except for expenses and in emergency situations, incurred in accordance with council policy.

10. PETTY CASH

- 10.1. The RFO shall maintain a petty cash float of £200 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. PAYMENT OF SALARIES AND ALLOWANCES

- 11.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or Personnel Committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. LOANS AND INVESTMENTS

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. INCOME

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly and at least annually at the end of the financial year.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. STORES AND EQUIPMENT

- 15.1. Employees shall be responsible for the care and custody of stores and equipment.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. ASSETS, PROPERTIES AND ESTATES

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent,

plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. INSURANCE

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Policy & Finance Committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

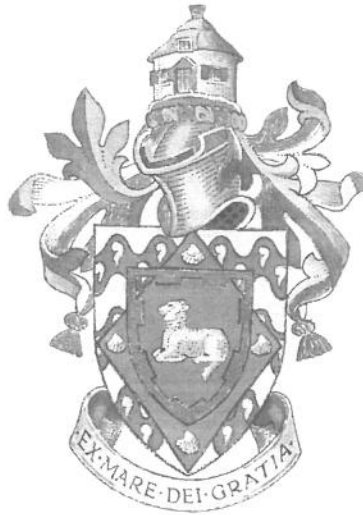
18.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

APPENDIX 1 - TENDER PROCESS

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 (C - E) and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



CANVEY ISLAND TOWN COUNCIL

Standing Orders

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1. Rules of Debate at Meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise of a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) except those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed two minutes without the consent of the chair of the meeting.

2. Disorderly Conduct at Meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregards the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings Generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings
- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting**

unless the meeting is convened at shorter notice.

- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may ask questions relating to items on an agenda only. A question shall not require a response at the meeting nor start a debate on the question but may be discussed as part of the agenda item. The member of public is not permitted to speak during the agenda item discussion unless directed by the Town Mayor.
- f Members of the public may make representations if invited to do so, answer questions and give evidence at a meeting in respect of the business on the agenda.
- g Members of the public may ask questions of the Leader of the Council, the Town Mayor, or Chair of a Committee subject to notice being given:
 - Questions will be asked in the order that notice of them was received.
 - A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Town Clerk not later than seven clear working days before the day of the meeting. (Example, any notice must be received by the Town Clerk by 5.00p.m. on the Wednesday of the week two weeks before the week of the meeting). Each questioner must give the name and address of the questioner.
 - No person may submit more than one question.
 - The Town Clerk, in consultation with the Town Mayor, may reject a question if it:-
 - a) is not about a matter for which the Council has a responsibility, or which directly affects Canvey Island.
 - b) is defamatory, frivolous or offensive.
 - c) is substantially the same as a question which has been put at a meeting of the Council in the past two years; or
 - d) requires the disclosure of confidential or exempt information.
 - e) is subject to separate mediation or dispute resolution.
 - The Town Clerk will include the question as part of the minutes of the meeting for public inspection and will immediately send a copy of the question to the Member to whom it is to be put. Rejected questions will include reasons for rejection.
 - Copies of all questions accepted will be circulated to all Members and will be made available to the public attending the meeting.
 - The person asking the question must be present at the meeting. The Town Mayor may invite the questioner to read the question, however, may exercise their discretion to allow a question to be read out by an officer in the absence of the person making it.
 - An answer may be:-
 - a) oral;
 - b) written and circulated at the meeting;

c) written and sent to the member of the public within seven working days of the meeting;

- No secondary or supplementary question will be permitted.
- No other Councillor shall be permitted to speak.

h The period of time designated for public participation at a meeting in accordance with standing order 3 (e, f & g) above shall not exceed ten minutes unless directed by the chair of the meeting.

i The chair may limit or disallow any address which is felt to be inappropriate, abusive, frivolous, irrelevant or otherwise unacceptable.

j No item will be deferred owing to the absence of someone who had indicated an intention to address the meeting.

k A councillor shall raise their hand when requesting to speak and remain seated when speaking. A member of the public shall raise their hand or will be called upon by the chair to speak and will be asked to stand whilst speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.

l A person who speaks at a meeting shall direct their comments to the chair of the meeting.

m Only 1 person is permitted to speak at a time. If more than 1 person wants to speak, the chair of the meeting shall direct the order of speaking.

n Subject to standing order 3(o), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

o A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

p The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

q Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor of the Council may in their absence be done by, to or before the Deputy Town Mayor of the Council.

r The Town Mayor of the Council, if present, shall preside at a meeting. If the Town Mayor is absent and the Deputy Town Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

s Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or non-councillors with voting

- **rights present and voting.**
- **t The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
See standing orders 5(h) and (i) for the different rules that apply in the election of the Town Mayor of the Council at the annual meeting of the council.
- **u Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- v The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. officers report of decisions made under delegated powers
 - viii. resolutions made.
- **w A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter and must leave the room.**
- **x No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.** *See standing order 4d (v) below for the quorum of a committee meeting.*
- **y If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- z A meeting shall not exceed a period of 1 and a half hours and shall finish no later than 8.30 pm. Should an item of business still require a decision the chair can extend the meeting at their discretion but no later than 9.00 pm.

4. Committees and Sub-Committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and**

a sub-committee of the advisory committee may be non-councillors.

- d The council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iii. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - iv. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
 - v. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vi. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - vii. Shall appoint a vice chair;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
 - xiii. The Town Mayor and Deputy Town Mayor of the council (ex officio) shall be voting members of every committee but will not sit as a chair on any committee or sub-committee.

5. Ordinary Council Meetings

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council decides.**
- c **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council decides.**
- e **The first business conducted at the annual meeting of the council shall be the election of the Town Mayor and Deputy Town Mayor of the Council.**
- f **The Town Mayor of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.**
- g **The Deputy Town Mayor of the Council, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Town Mayor of the Council at the next annual meeting of the council.**

- h **In an election year, if the current Town Mayor of the Council has not been re-elected as a member of the council, they shall preside at the meeting until a successor Town Mayor of the Council has been elected. The current Town Mayor of the Council shall not have an original vote in respect of the election of the new Town Mayor of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Town Mayor of the Council has been re-elected as a member of the council, they shall preside at the meeting until a new Town Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Town Mayor of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Town Mayor and Deputy Town Mayor of the Council at the annual meeting of the council, the business of the annual meeting shall include:
 - i. **In an election year, delivery by the Town Mayor of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor of the Council of their acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Revision of councillors registers of interest forms;
 - iii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iv. Receipt of the minutes of the last meeting of a committee;
 - v. Consideration of the recommendations made by a committee;
 - vi. Review of the terms of reference for committees;
 - vii. Appoint a Leader of the Council;
 - viii. Appoint a chair to each committee;
 - ix. Appointment of members to existing committees;
 - x. Appointment of any new committees in accordance with standing order 4;
 - xi. Review of the appropriate standing orders and financial regulations, inclusive of delegation arrangements to committees, sub-committees, staff and other authorities;
 - xii. Review of arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses;
 - xiii. To appoint representatives to outside bodies and review arrangements for reporting back on activities of outside bodies;
 - xiv. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
 - xv. Review of the council's and staff subscriptions to other bodies;
 - xvi. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - xvii. Review of the Councils Asset Register;
 - xviii. Review the arrangements for insurance cover in respect of all insurable risks;
 - xix. Sign the councils Health & Safety policy; and
 - xx. Determining the time and place of ordinary meetings of the full council and its committees up to and including the next annual meeting of full council.

6. Extraordinary Meetings of the Council and Committees and Sub-Committees

- a **The Town Mayor of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Town Mayor of the Council does not call an extraordinary meeting of the council within 7 days of having been requested in writing to do so by 2 councillors, any 2 councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two**

councillors.

- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of a committee. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by those councillors and specify the business to be transacted.

7. Previous Resolutions

- a A resolution shall not be reversed within 6 months except either by a special motion, which requires written notice by at least 7 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved within a further 6 months.

8. Voting on Appointments

- a Where more than 2 persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of 1 person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer on or before the 5th clear day of the next meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 5 working days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer for their rejection.
- i Every motion and resolution shall relate to the council's statutory functions, powers and lawful obligations and shall relate to an issue which specifically affects the council's area or its residents.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to appoint a person to preside at a meeting
 - ii. to correct an inaccuracy in the draft minutes of a previous meeting;
 - iii. to alter the order of business on the agenda for reasons of urgency or expedience;
 - iv. to proceed to the next business on the agenda;
 - v. to move to a vote;
 - vi. to defer consideration of a motion;
 - vii. to refer a motion to a particular committee or sub-committee;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and it's members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or a member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Management of Information

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. Draft Minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of Conduct and Dispensations

See also standing order 3(v).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office or of the adoption of a new code.
- c Unless granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- d Unless granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- e **Dispensation requests shall be in writing and submitted to the Monitoring Officer as soon as possible before the meeting.**
- f A decision as to whether to grant a dispensation shall be made by the Monitoring Officer and that decision is final.
- g A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- h Subject to standing orders 13(e) and (g) above, dispensations requests shall be considered by the Monitoring Officer before the meeting.
- i **A dispensation may be granted in accordance with standing order 13(f) above if having regard to all relevant circumstances the following applies:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of Conduct Complaints

- a The Monitoring Officer has delegated powers to resolve all complaints that a councillor or non-councillor with voting rights has breached the council's code of conduct.
- b Upon receipt of a notification that there has been an alleged breach of the code of conduct, the Proper Officer shall refer the complaint to the Monitoring Officer.
- c **Upon notification by the Monitoring Officer that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against them following the recommendations by the Monitoring Officer. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the Town Clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), (all committee members will receive a copy of the summons by post only) and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of full council for the election of a new Town Mayor of the Council, occasioned by a casual vacancy in their office;

- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. retain acceptance of office forms from councillors;
- vii. retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection, ensuring these are also available on the Council's website;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. may liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. assist in the organisation, storage of, access to and destruction of information held by the council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
See also standing order 23 below.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in a way approved by the council;
- xv. refer a planning application received by the council to the Chair or in their absence Vice-Chair of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee;
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.
See also standing order 23 below.

16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and Accounting Statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply the Policy & Finance Committee at each meeting a summary of the accounts which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide to the full council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The yearend accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for

consideration and formal approval before 30 June.

18. Financial Controls and Procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised on the Council's website and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer or via electronic submission;
 - v. tenders shall be opened by the Proper Officer after the deadline for submission of tenders has passed and will be sent to the tender evaluation panel;
 - vi. recommendations from the tender evaluation panel will be reported to and considered by the appropriate meeting of the council or a committee with delegated responsibility.
- d. Neither the council, nor a committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender. The council's decision is final and no correspondence will be entered into on the reasons which a tender has been rejected.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. Handling Staff Matters

- a. A matter personal to a member of staff that is being considered by a meeting of the Personnel committee is subject to standing order 11.

- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chair of the Personnel committee or, if they are not available, the vice-chair of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
- c The chair of the Personnel Committee or in their absence, the vice-chair shall conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal of all staff shall be reported in writing and are subject to approval by resolution by the Personnel committee.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee shall contact the chair of the Personnel committee or in their absence, the vice-chair in respect of an informal or formal grievance matter. The grievance panel shall review the matter and make recommendations to be progressed by resolution of the Personnel committee. Any matters referred to the disciplinary or appeals panel shall be progressed by resolution of the Personnel committee following recommendations.
- e Should an informal or formal grievance matter raised by an employee relate to the chair or vice-chair of the Personnel committee, this shall be communicated to another member of the Personnel committee, and this matter shall be progressed as per 19 (c) excluding the chair or vice chair from the proceedings.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to Provide Information

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. Responsibilities under Data Protection Legislation

See also standing order 11.

- a **The Council may appoint a Data Protection Officer (under section 7 of the DPA 2018, Parish Councils are exempt from this requirement)**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the Press/Media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and Sealing of Legal Deeds

See also standing orders 15(b)(xii) and (xviii).

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. Delegation of Urgent Matters

There shall be delegated to the Town Clerk the authority to act in respect of any function of the Council which, in their opinion, does not admit of delay. Such authority shall only be exercised after consultation with the Town Mayor, Deputy Town Mayor, or the Chair of Policy & Finance, unless they cannot be contacted, and the urgency is such that action is paramount.

25. Official Communications

- a All official communications made whether made on behalf of the council or of committee shall be issued by the Town Clerk.
- b No member of the council shall communicate with nor issue orders, instructions or directions in the name of the council to any outside person or authority upon the business of the Council except through the Town Clerk, unless such communication shall be in pursuance of express authority given by the council or a committee to a named individual in respect of a matter specified in the resolution of the authority.
- c No member of the council shall issue orders, instructions or directions to any member of the council's staff except through the Town Clerk, unless such communication shall be in pursuance of express authority given by the council or a committee to a named individual in respect of a matter specified in the resolution of the authority.

26. Communicating with Borough and County councillors

- a An electronic notification of each meeting of the council shall be sent to the ward councillors of the Borough and County Council representing the area of the council.

27. Restrictions on Councillor Activities

- a Unless authorised by a resolution, no councillor shall:
 - i. hold a position on the council without having completed mandatory training or the relevant associated training course;
 - ii. attend at the council offices for purposes other than to attend at a meeting or following prior notice.
 - iii. inspect any land and/or premises which the council has a right or duty to inspect;

iv. issue orders, instructions or directions;

28. Standing Orders Generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

29. Terms of Reference of Committee's

All committees have delegated power to act on behalf of the council within their terms of reference with the exception of the Policy & Finance committee.

Each committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights

Responsibilities common to all committees:

1. To be responsible for compiling its annual budget.
2. To be responsible for compiling its four year plan as part of the annual budget. No additions will be made once approved by Full Council and new projects will be considered in the next budget year.
3. To present and obtain approval for its annual budget from the Full Council.
4. Membership of the Committee shall only consist of a chair, vice chair and 4 other councillors unless stated otherwise.
5. Members shall not be on more than 3 committees with the exception of Policy & Finance which should hold each committee chair.

Planning Committee

The overall purpose of the committee, within council policies and approved budgets is:

1. To consider matters relating to planning applications, development control or planning policy in the parish of Canvey Island and to respond on behalf of the Council (via the Council Office).
2. The Chair and Vice Chair of the Committee, as representatives on Castle Point Borough Council's Development Control Committee, are invited to be present and may also attend any other training events organised by Castle Point Borough Council.
3. To reserve the right to consider any planning issue of significant local interest for:
 - o Major Change of use (if considered to affect residential housing or quality of life)
 - o Large scale new developments
 - o New properties/structures or controversial builds (to be reviewed by chair/vice chair to make a decision whether a meeting is required)
 - o New development on green open spaces
4. Not considering applications for:
 - a. Alterations to or extensions of any existing residential dwelling;
 - b. Advertising/signage;
 - c. Conservatories;
 - d. Replacement homes
 - e. Crossover
 - f. building or street naming

Policy and Finance Committee

The overall purpose of the committee, within council policies and approved budgets is:

1. In conjunction with the Clerk/RFO to monitor its functions and expenditure.
2. Membership must consist of all committee chair.
3. To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible.
4. To review and update the Council's Financial Regulations and Standing Orders at least once every 4 years and to ensure the Regulations are observed by the Council.
5. To oversee the financial administration of the Council.
6. To monitor the Council's income and expenditure against budgets and make recommendations for action to the Council.
7. To monitor purchasing decisions to ensure a value for money approach to all aspects of Council activity.
8. To receive and review Audit reports and make recommendations to the Council in respect of Auditor's observations.
9. To recommend the appointment of the internal auditor and to approve the internal audit plan.
10. To develop, maintain and monitor the effectiveness of the Council's policies.
11. To monitor the Council's banking arrangements and investments.
12. To make recommendations to the Council in respect of the Council's insurance obligations.
13. To consider the draft annual budget and make a recommendation for the forthcoming year's precept.
14. To monitor and review processes for risk assessment.
15. To consider subscriptions, grants and donations.
16. To consider any other matters deemed relevant to the Committee.

Personnel Committee

The overall purpose of the committee, within council policies and approved budgets is:

1. To act in all matters relating to the personnel interests of the Council.
2. To discharge the functions of the Council relating to Personnel.
3. To discharge the functions of the day-to-day management of staff to the Clerk to the Council including all appraisals which are reviewed in line with the Councils overall objectives.
4. To, if required spend council funds in relation to this.
5. To report the decisions of the Personnel committee to full council where appropriate to do so unless the decisions made are with reference to legal proceedings or are strictly private and confidential/personal to staff members.
6. Membership of the Committee shall not exceed 6 councillors.
7. To meet on an ad-hoc basis as required with no less than 1 meeting per year.
8. To determine the pay, conditions, and job descriptions of staff and to review and update these as necessary to comply with the law and good practice.
9. To determine staffing levels necessary to efficiently discharge the Council's functions and duties and to review workloads periodically. To inform the Council of outcomes and recommendations.
10. To undertake the process of staff recruitment, to form an Appointments Panel with the power to advertise, shortlist, interview and appoint staff in line with Council's policies and decisions.
11. To ensure the health and safety and well-being of staff by providing appropriate workspace, tools and equipment and through training staff to safeguard their health and safety at work.
12. To determine all matters in relation to disciplinary action and grievance matters.
13. Any member who is deemed to have a friendship or personal relationship with a member of staff will not be permitted to be a member of the Personnel Committee. Any concerns should be raised with the Town Clerk prior to the Annual Council Meeting in May where the committee membership is agreed. Any concerns of inappropriate action of a member of the Personnel Committee during the year's term should be reported to the Town Clerk or Personnel Chair/Vice Chair for investigation.
14. To appoint a grievance and disciplinary panel from the membership of the Committee to consider issues relating to complaints or grievance. (If the issue progresses to an appeal, an Appeals Panel would be formed by the Council and would consist of 3 Council members who were not members of the Personnel Committee).
15. The chair of the committee to undertake an annual appraisal of the Clerk to the Council which will be reviewed in line with the Councils overall objectives.
16. To consider any other matters deemed relevant to the Committee.

Leader to the Council

- The Leader will have no civic ceremonial responsibilities.
- Town Council meetings will be chaired by the Town Mayor.
- The Leader (and all Councillors) should channel significant requests for information, advice, and other support via the Town Clerk.
- Employment policies have been set by the Council and are implemented by the Town Clerk. All responsibilities of the Personnel Committee will remain unchanged.
- The Town Mayor will act as the channel for a complaint by the Town Clerk about the Leader.
- The Town Clerk and other officers exercise statutory functions and have individual responsibilities. The Leader should not interfere with these responsibilities.

Leader and Town Clerk

- The Leader will work closely with the Town Clerk on issues which are considered priorities of the Council.
- Where a decision is required following discussion between the Leader and the Town Clerk, the matter will be submitted to the Council or a committee for consideration, unless the matter is already delegated to the Town Clerk, or in consultation with the Leader.
- Matters wholly delegated to the Town Clerk will not require consultation with the Leader.
- The Leader should be properly briefed on all significant aspects of the work of the Council. The Town Clerk and Leader must agree an appropriate information flow to ensure that the Leader can lead effectively.
- Planned and programmed meetings should be held with the Leader and the Town Clerk. The Leader must avoid making requests for unanticipated briefings.
- The Leader should not approach other staff directly with requests for information or seek to commission work from individual staff. All office protocol and the Town Clerks management responsibilities should not be impeded.
- The Leader will liaise with the Town Clerk on forward plans and matters of policy or strategic direction.
- When the Leader wishes to put forward proposals of their own, it is their responsibility via the Town Clerk to produce a report to the relevant committee for consideration. The Town Clerk may wish and has a right to add comments to such reports.

Leader and Councillors

- The Leader is the most senior Councillor politically. They lead the decision making process at Councillor Level.
- The Leader should ensure that they consult with colleagues in the early stages of formulating proposals. Committee Chair, in particular must be consulted on issues relevant to their committee's and the Town Mayor should be involved in any civic related matters or issues which may affect the conduct of Council meetings.
- The Leader will be the first line of control of any member who be behaving inappropriately towards colleagues or staff.
- The Leader does not have to chair a committee nor are they barred from doing so.
- The Leader will not be an ex-officio voting member of any committee or sub-committee unlike the Town Mayor and Deputy Town Mayor.

ASSET REGISTER

| Asset | Date of acquisition | Cost/Value | Insured Value - August 2025 | Estimated life | Location | Responsibility (if not Council office) | Present Use or Capacity | Serial number or other identification | Valuation basis | Disposal/Upgrade date |
|-------------------------------|---------------------|------------|------------------------------|----------------|---|--|-------------------------|---------------------------------------|-------------------------------------|-----------------------|
| Printer | Mar-08 | £188.00 | £ | 5 years | Office | | Clerk | HP - MY815111V | Purchase Price | Disposal April 2025 |
| CCTV | Apr-08 | £2,411.00 | Included with upgrade Aug 22 | 5 years | Office | | Office | | Purchase Price | Upgraded 2011 |
| Alarm System | April/May 2008 | £1,390.00 | Included with upgrade Aug 22 | | Office | | Office | | Purchase Price | |
| Office furniture | May-08 | £3,295.00 | | 15-20 years | Office | | Office | | Purchase Price | |
| Rotating Floor Stand | Jun-08 | £140.00 | | | Office | | Office | | Purchase Price | |
| Projector/Screen | Jul-08 | £903.00 | | 10 years | Office | | Meetings/Presentations | | Purchase Price | |
| 6 x planters | Sep-08 | £7,146.00 | | 20 years | Furtherwick Road | | Planting | | Purchase Price | |
| Town Mayor's Pendant | Oct-08 | £940.00 | | 50 years | Office | Chairman when in use | Safe | | Purchase Price | |
| 7 x meeting tables | Dec-08 | £1,090.00 | | 15-20 years | Office | | Public meetings | | Purchase Price | |
| 20 x Hanging Baskets | Mar-09 | £869.00 | £2,438.42 | 5 years | Furtherwick Road | | Planting | | Purchase Price | |
| Nobo Boards | Jun-09 | £326.00 | | 5 years | Paddocks Green Room | | Presentations | | Purchase Price | |
| Frederick Hester Plaque | Jun-09 | £175.00 | £314.99 | 10 years | Winter Gardens Baptist Church, Hilton Road | | | | Purchase Price | |
| 18 x Hanging Baskets | Nov-09 | £790.00 | £347.28 | 5 years | Furtherwick Road/High Street | | Planting | | Purchase Price | |
| Portable Radios | Dec-09 | £635.00 | | 5 years | Paddocks Green Room | | Events | | Purchase Price | Disposal March 2026 |
| 5 x Notice Boards | Apr-10 | £7,145.35 | £10,501.82 | 10 - 15 years | Long Road, Third Avenue, Point Road, Canvey Road & Furtherwick Road | | Notices | | Purchase Price | |
| Planters x2 | Oct-10 | £1,518.00 | | 20 years | Jones Corner | | Planting | | Purchase Price | |
| 1953 Flood Victims Plaque | Dec-10 | £2,553.00 | £3,752.43 | 10 years | Library Wall | | | | Purchase Price | |
| Laptop | Jan-11 | £308.00 | | 5 years | Office | | Meetings | | Purchase Price | Disposal April 2025 |
| CCTV Upgrade | Jan-11 | £1,379.00 | Included with upgrade Aug 22 | | Office | | Office | | Purchase Price | |
| Safe | Aug-11 | £525.00 | | 10 years | Office | | Office | | Purchase Price | |
| 7 x planters (Seafont) | N/K | £0.00 | | 10 years | Eastern Esplanade | | | | £5313 purchase price of new planter | |
| Deputy Mayor Pendant & Ribbon | Jan-12 | £516.64 | £759.90 | 50 years | Office | Vice Chairman | Safe | | Purchase Price | |
| Office Desk | Feb-12 | £109.00 | | 5 years | Office | | Office | | Purchase Price | |
| Office Pedestal | Feb-12 | £107.00 | | 5 years | Office | | Office | | Purchase Price | |
| 3 tier planter | Mar-12 | £949.00 | | 5 years | Jones Corner | | Planting | | Purchase Price | |
| Nobo Boards | Jun-12 | £167.00 | | 10 years | Paddocks Green Room | | Office/Presentations | | Purchase Price | |
| Ceremonial Flag | Jul-12 | £390.00 | £573.23 | 10 to 15 years | Office | | Office/AFD Parade | | Purchase Price | |
| Fridge | Sep-12 | £129.99 | | 5 years | Office | | Office | | Purchase Price | |
| H&S Signage Lake | Oct-12 | £676.00 | £983.60 | 5 years | Canvey Lake | | | | Purchase Price | |
| 60th Anniversary Flood Plaque | Jan-13 | £822.00 | £1,095.87 | 10 years | Library Wall | | | | Purchase Price | |
| Hi Vis Vests x 25 | Apr-13 | £122.50 | £1,208.19 | 5 years | Paddocks Green Room | | Events | | Purchase Price | |

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|---|--------|------------|---|--|---------|-------|---|---|
| Meeting Chairs x 16 | Mar-19 | £392.00 | 5 years | Office | | | Public meetings | Purchase Price - £24.50 ea |
| Office Chairs x 2 | Mar-19 | £130.00 | 5 years | Office | | | Staff use | Purchase Price - Disposal April 2025 £65.00 ea |
| Welcome Sign Planter | Apr-19 | £655.31 | 10 years (includes 17 planters & 2 plaques Nov 15) | Canvey Way | | | | Purchase Price |
| Netgear Nighthawk Wifi Modem Router | May-19 | £125.00 | | Office | | | Staff Use | Purchase Price Disposal April 2025 |
| Window blinds - No. 13 | May-19 | £500.00 | | Paddocks Community Centre | | | | Purchase Price Sold April 2025 |
| White polo shirts x 10 | Jul-19 | £110.00 | | Office | | | | |
| Oxyguard Handy | Oct-19 | £675.00 | £907.95 | Office | | 13000 | Community Warden | Purchase Price |
| Polaris Meter | Nov-19 | £360.00 | included in above | Foksville Road | Spark X | | Christmas display | Purchase price - £20.00 each |
| Bespoke lamp colour brackets x 18 | Nov-19 | £1,020.00 | included in above | Foksville Road | Spark X | | Christmas display | Purchase price - £170.00 each |
| Infra structure for lamp columns x 6 | Feb-20 | £0.00 | £1,073.71 | Office /employee home | | | Clerk & Community warden | No value for each phone as within contract |
| 2 No. iPhone 8 | Feb-20 | £466.87 | £628.16 | Office | | | | Purchase price |
| Condolence folder & paper | Mar-20 | £858.66 | £1,155.43 | Office / Mayor | | | | Purchase price |
| Bespoke fitted chain of Office case x 2 | Apr-20 | £1,793.34 | | Office | | | | Purchase price Disposal October 2025 |
| New PCs x 4 | Sep-20 | £1,074.71 | £1,403.47 | Waterside Allotments | | | H & S | Purchase price + £679.71 + 395.00 |
| Bridal Path Gate | Oct-20 | £395.00 | £515.83 | Waterside Allotments | | | H & S | Purchase price including installation. |
| Knee Rail Fencing | Nov-20 | £166.81 | £217.83 | Canvey Lake Play Area | | | H & S | Purchase price |
| Covid safety sign - Play area | Feb-21 | £1,238.00 | £1,570.89 | | | | H & S | Purchase Price + £789 + £450 |
| H&S Tidal Pool Signs x 2 | Feb-21 | £12,600.00 | | Paddocks Community Centre | | | Staff Use | Installation Market value at time of purchase |
| VW Caddy | Apr-21 | £5,176.12 | £6,759.55 | 1 @ 3 High Street (Library) 1 @ 95/97 Furberwick Road (Opposite The Haystack) | | | | Paid outstanding balance of £6,616.56 as this had been our lease vehicle. |
| 2x Wayfinder sign | Apr-21 | £1,718.00 | £2,178.21 | Paddocks Green Room | | | Staff / Councillors / Volunteers for Events | Purchase price + 2816.12 purchase + Installation 2360 installation |
| 50x Litterpick kits | Apr-21 | £287.00 | £363.88 | Paddocks Green Room | | | Staff / Councillors / Volunteers for Events | Purchase price |
| Handicart Pro | Sep-21 | £370.00 | £469.12 | Seafont Memorial Garden | | | | Purchase price |
| Covid-19 Memorial Garden Plaque | Oct-21 | £5,546.74 | £7,032.57 | Seafont Memorial Garden | | | | Purchase price + 2142.35 materials + Installation 667.98 plants + 1430 installation + 1306 sleepers |

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|---|--------|--------------------|------------|--|--|---------|--|----------------|---|
| Ada E. Andrews Blue Plaque | Nov-21 | £248.90 | £378.98 | Concord Beach Hut | | | | | Purchase price |
| Clara Grace James Blue Plaque | Nov-21 | £273.90 | £347.28 | Heritage Centre | | | | | Purchase price |
| Samsung Tablet x 3 | Jan-22 | £0.00 | £760.73 | Office | | | Staff / Councillors / Volunteers / Residents for IT support sessions | | Donated by ECC |
| Dell Laptop x 4 | Feb-22 | £1,642.43 | £2,082.39 | Office | | | Staff / Councillors / Volunteers / Residents for IT support sessions | | Purchase price 1463.30 4x Laptops + 116.63 Bullguard + 62.50 set-up costs |
| Battery Powered Lawn Mower | Apr-22 | £489.00 | £550.15 | Canvey Island Horticultural Society | | | CIHS | | Purchase price |
| CCTV 8 Channel Box | Aug-22 | £1,300.00 | £15,558.17 | Office | | 3 years | | | Purchase Price |
| Community Garden - Sycamore Close | Oct-22 | £3,847.53 | £4,241.91 | Sycamore Close | | | | | Purchase price + Installation |
| Picket Fencing Panels | Nov-22 | £448.00 | £493.92 | Canvey Supply Yard | | 3 years | | Christmas Tree | Purchase Price |
| Portable PA System | Jan-23 | £375.00 | £413.44 | Paddocks Green Room | | 5 years | | | Purchase Price |
| Gazabo | Jan-23 | £1,031.67 | £1,137.41 | Paddocks Green Room | | 3 years | | | Purchase Price |
| Office Chairs x 3 | Feb-23 | £387.00 | | Office | | 5 years | | | £129.00 each |
| Office Manager Chair | Feb-23 | £149.00 | | Clerks Office | | 5 years | | | Purchase Price |
| Bee Posts x 4 | Mar-23 | £2,600.00 | £2,866.50 | Open Spaces | | | | | Purchase Price |
| Gazabo Frame | Feb-24 | £279.53 | £321.46 | Paddocks Green Room | | 5 years | | | Purchase Price |
| Electric Box | Mar-24 | £1,000.00 | £1,050.00 | Canvey Lake - Denham Road | | 5 years | | | Purchase Price |
| Aqua Jet Aerator | May-24 | £2,212.17 | £2,322.78 | Aspect Maintenance Ltd | | 3 years | | Canvey Lake | Purchase Price |
| Allotment Signs & Posts x 116 | Feb-25 | £591.85 | | Winter Gardens Allotments | | | | | Purchase Price |
| Wildlife Crossing Signs x 6 | Feb-25 | £444.20 | | Various Locations around Canvey Island | | 3 years | | | Purchase Price |
| New VOIP Phones x 4 | Feb-25 | £505.60 | | Office | | 5 years | | | Purchase Price |
| New VOIP/IT Cabinets and supporting equipment | Feb-25 | £939.24 | | Office | | 5 years | | | Purchase Price |
| Steel Lockable Cupboards x 2 | May-25 | £374.00 | | Office | | 5 years | | | Purchase Price |
| Office Notice Board | Jul-25 | £300.00 | | Paddocks - Communal Area | | 5 years | | | Purchase Price |
| Computers x 4 | Oct-25 | £2,436.10 | | Office | | 5 years | | | Purchase Price |
| Memorial Plaques x 2 | Dec-25 | £403.95 | | Labworth Memorial Gardens | | | | | Purchase Price |
| Events Radios x 8 | Jan-26 | £219.99 | | Office Storage | | 5 years | | | Purchase Price |
| Total | | £153,324.55 | | | | | | | |

RECONCILIATION CALCULATION FOR AUDIT PURPOSES:

| | |
|-------------------------------------|--------------------|
| Total Asset Register 2024/25 | £149,590.51 |
| Plus New Purchases in 2025/26 | £3,734.04 |
| Disposals in 2025/26 | £4,419.33 |
| ASSET REGISTER TOTAL 2025/26 | £148,905.22 |

LAND ASSETS

| Asset | Date of acquisition | Cost/Value £ | Insured Value £ | Estimated life | Location | Responsibility (if not Council) | Serial number or other identification | Valuation basis | Disposal date |
|-----------------------------------|---------------------|-----------------|---|----------------|-----------------------------------|---------------------------------|---|-----------------|---------------|
| Office Premises | Apr-25 | £15,000 | | 10 years | Paddocks | CPBC | | Leased | 2035 |
| Allotments | Sep-08 | £1 | | Indefinite | Smallgains & Wintergardens | | | Owned | |
| Canvey Lake | Mar-10 | £0 | Litter Bins £3,184 Fishing Signs £2,750 Benches £2,606 | 99 years | Canvey Lake | | 8 benches - £277 each 1x picnic bench - £390 each 16 Litter Bins - £199 each (£3,184) 3 Double Litter Bins - £219 each 13 Dog Bins - £186 each (£2,418) 25 Fishing Signs - £110 each (£2,750) 15 Bollards - £69 each (Cherry Close) 2 Removable Bollards - £80.88 each (Cherry Close) 30 Bollards - £70.50 each (Link Road) | Leased | 2109 |
| Canvey Lake Play Area | | | Play equipment - £31,995 Fencing & installation £4,102.25 Signage to play area, inc installation £468 | | | | Playground Equipment - Little Explorers (Explore Play Unit) - Toddler Cradle Swing Unit - Wobble Board Balance Unit - Loud Speakers - Bench - Balance Bean Unit - Signage & Fencing | Purchased | 2017 |
| Tidal Pool | Jul-11 | £1 | | 50 years | Concord Beach | | H&S Signage x2 - £549 | N/K | 2061 |
| Land north of Winter Gardens Path | Jul-11 | £1 | | Indefinite | Next to Winter Gardens Allotments | | Scrub Land - Bridleway Gate | N/K | |

| | | | | | | | | |
|-----------------------------------|--------|--------|---|------------|-------------------|--|--------|------|
| Labworth Memorial Gardens | Oct-12 | £0 | Included in lake benches 4 x signed boards £10,963.96 Entrance sign £2,183.06 | 3 years | Labworth Park | 38 benches - £277 each 4 signed boards - £2056 each maintenance signs x 2 £396 each Entrance Sign - £1637.50 Covid Garden - £3,000 | Leased | 2018 |
| Tewkes Creek Wildflower Meadow | Sep-13 | £0 | | 3 years | Tewkes Creek | Wildflower Meadow & 42 Silver Birch Tree's (£94.00 ea) 6 Betula utilis Jaquemontii - £85.90 each | Leased | 2019 |
| Band Stand | Apr-19 | £0 | £10,355 | 25 years | Eastern Esplanade | Band Stand (£8k to replace), 8 benches @£277ea, 4 lamp columns, 4 bins, 8 bollards, 7 railings and 1 Sail sign | Leased | 2044 |
| Community Garden | Oct-22 | £3,848 | £3,848 | 10 years | Sycamore Close | 1 x raised bed | Owned | |
| Gunny Park | Feb-23 | £0 | | Indefinite | Off Cedar Road | | Owned | |

Information available from Canvey Island Town Council under the Freedom of Information Model Publication Scheme

Appendix E

| Information to be published | How the information can be obtained | Cost |
|--|--|----------------------|
| Class 1 - Who we are and what we do. (Organisational information, structures, locations, and contacts) This will be current information only | | |
| List of Council Members and its Committees | Website, newsletters, and notice boards Hard copy from Council office | FOC 10p per sheet |
| Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website, newsletters, and notice boards Hard copy from Council office | FOC 10p per sheet |
| Location of main Council office and accessibility details | Website, newsletters, and notice boards | FOC |
| Staffing structure | Website Hard copy from Council office | FOC 10p per sheet |
| Class 2 – What we spend and how we spend it. (Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit) Current and previous financial year as a minimum | | |
| Annual Return & Internal Auditor report | Website Hard copy from Council office | FOC 10p per sheet |
| Finalised budget | Website Hard copy from Council office | FOC 10p per sheet |
| Precept | Website Hard copy from Council office | FOC 10p per sheet |
| Borrowing-Approval letter | N/a | |
| Financial Standing Orders and Regulations | Website Hard copy from Council office | FOC 10p per sheet |

| | | |
|--|--|----------------------|
| Grants given and received | Website Hard copy from Council office | FOC 10p per sheet |
| Expenditure over £500.00 | Website Hard copy from Council office | FOC 10p per sheet |
| List of current contracts awarded and value of contract (inc contracts exceeding £5,000) | Hard copy from Council office | 10p per sheet |
| Members' allowances and expenses | Hard copy from Council office | 10p per sheet |
| Tenders/Procurement | Website Hard copy from Council office | FOC 10p per sheet |
| Class 3 – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections, and reviews) | | |
| Annual Governance Statement | Website Hard copy from Council office | FOC 10p per sheet |
| Annual Report to Town Meeting (current and previous year as a minimum) | Website Hard copy from Council office | FOC 10p per sheet |
| Quality Status | Hard copy from Council office | 10p per sheet |
| Local charters drawn up in accordance with DCLG guidelines | N/a | |
| Class 4 – How we make decisions. (Decision making processes and records of decisions) Current and previous council year as a minimum | | |
| Timetable of meetings (Council, any committee/sub-committee meetings, and parish meetings) | Website, notice boards and newsletters. Hard copy from Council office | FOC 10p per sheet |
| Agendas of meetings (as above) | Website, notice boards, Council Office Window and Library | FOC |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Hard copy from Council Office | FOC |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Website Hard copy from Council Office | FOC 10p per sheet |
| Responses to consultation papers | Website – Published agenda Hard copy from Council Office | 10p per sheet |
| | Website - Minutes Hard copy from Council Office | FOC 10p per sheet |

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| Responses to planning applications | Website (Minutes) | FOC |
| Bye laws | Website Hard copy from Council Office | FOC 10p per sheet |
| Officer decisions under delegated authority | Website - Minutes Hard copy from Council Office (Officer Reports) | FOC 10p per sheet |
| Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities) - Current information only. | | |
| Policies and procedures for the conduct of council business Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | Website Hard Copy from Council Offices | FOC 10p per sheet |
| Policies and procedures for the provision of services and about the employment of staff Internal policies relating to the delivery of services. Equality and diversity policy Health and safety policy Recruitment/Training policies (including current vacancies) Policies and procedures for handling requests for information Complaint's procedures (including those covering requests for information and operating the publication scheme) | Website Hard copy from Council Office | FOC 10p per sheet |
| Information security policy | Website Hard copy from Council Office | FOC 10p per sheet |
| Records management policies (records retention, destruction, and archive) Data Protection/General Data Protection policies (data sharing & CCTV) | Hard copy from Council Office Website Hard copy from Council Office | 10p per sheet FOC 10p per sheet |
| Schedule of charges (for the publication of information) | Website Hard copy from Council Office | FOC 10p per sheet |

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|---|--|--|
| <p>Class 6 – Lists and Registers Currently maintained lists and registers only</p> | <p>(some information may only be available by inspection)</p> | |
| <p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p> | <p>Website Where applicable, hard copy from Council Office</p> | <p>FOC 10p per sheet</p> |
| <p>Assets Register (including public land & building assets)</p> | <p>Website Hard copy from Council office</p> | <p>FOC 10p per sheet</p> |
| <p>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)</p> | <p>Hard copy from Council Office</p> | <p>10p per sheet</p> |
| <p>Register of members' interests</p> | <p>Website</p> | <p>FOC</p> |
| <p>Register of gifts and hospitality</p> | <p>Hard copy from Council office Hard copy from Council office</p> | <p>10p per sheet 10p per sheet</p> |
| <p>Class 7 – The services we offer. (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p> | <p>(some information may only be available by inspection)</p> | |
| <p>Allotments</p> | <p>Website Hard copy from Council Office</p> | <p>FOC 10p per sheet</p> |
| <p>Parks, playing fields and recreational facilities</p> | <p>Website</p> | <p>FOC</p> |
| <p>Seating, litter bins, memorials, and lighting</p> | <p>Hard copy from Council Office</p> | <p>10p per sheet</p> |
| <p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p> | <p>Website Hard copy from Council Office</p> | <p>FOC 10p per sheet</p> |
| <p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p> | <p>Hard copy from Council office</p> | <p>FOC</p> |
| <p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above.</p> | | |
| <p>Council Newsletter</p> | <p>Website Hard copy from Council office</p> | <p>FOC</p> |
| <p>Annual Report</p> | <p>Website</p> | <p>FOC</p> |

| | | |
|--------------------------------------|-------------------------------|---------------|
| Town Guide | Hard copy from Council office | 10p per sheet |
| | Website | FOC |
| Members Remuneration Scheme | Hard copy from Council office | FOC |
| Grant Application Criteria | Hard copy from Council office | FOC |
| | Website | FOC |
| Annual Community Award Criteria | Hard copy from Council office | FOC |
| Heritage Plaque Scheme | Hard copy from Council office | FOC |
| | Website | FOC |
| Business and Action Plan | Hard copy from Council office | FOC |
| | Website | 10p per sheet |
| Budget Forecast | Hard copy from Council office | FOC |
| | Website | FOC |
| Band Stand Hire Criteria/Application | Hard copy from Council office | FOC |
| | Website | FOC |
| Health & Wellbeing Plan | Hard copy from Council office | FOC |
| | Website | 10p per sheet |

Contact details:

Town Clerk, Canvey Island Town Council, Paddocks Community Centre, Long Road, Canvey Island, Essex, SS8 0JA
 Telephone 01268 683965
 E-mail: clerk@canveyisland-tc.gov.uk
 Website: www.canveyisland-tc.gov.uk

SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|-------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost * |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation |
| Other | | |

* the actual cost incurred by the public authority

Canvey Island Town Council

FREEDOM OF INFORMATION REQUESTS POLICY

This policy supports the legislative framework for responding to requests for information under the statutory access regimes of the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), the General Data Protection Regulations (GDPR), the Environmental Information Regulations 2004 (EIR) and any other legislation that provides a right of access.

The aims of the policy are to ensure access to information held by the Council in order to promote greater openness, provide increased transparency of decision making and to build public trust and confidence. These aims will be balanced against the need to ensure the confidentiality of some information relating to such areas as personal privacy, confidentiality and commercial sensitivity where disclosure would not be in the public interest.

There will be some circumstances where we cannot provide you with the information you have requested.

If you wish to access information about your own personal records, you need to make a request under the General Data Protection Regulations/Data Protection Act 2018.

A large amount of information about the council's decisions and procedures is already available through the council's publication scheme. The publication scheme is accessible from the council offices and through the council's website www.canveyisland-tc.gov.uk

HOW DO I MAKE A REQUEST

All requests must be in writing. You can send them to the Council Offices, The Paddocks Community Centre, Long Road, Canvey Island, Essex, SS8 0JA or you can email your request to clerk@canveyisland-tc.gov.uk.

In order to receive the information, you want please be as specific as possible.

WHAT WILL HAPPEN TO MY REQUEST

An acknowledgement to your request will be sent to confirm that it has been received. You may be asked to provide more details about the information you have requested to ensure you receive the right information.

In most cases the council will contact you within 20 working days of receiving your request to confirm if the council holds the information and if you are able to have access to that information. If the council cannot provide you with the information, you will be written to and an explanation given.

If the council is unable to establish within 20 working days that the information requested can be provided, we will contact you to inform you of the reasons why and provide you with a date when a decision will be made.

WHEN WILL I BE REFUSED ACCESS TO THE INFORMATION?

There are a number of reasons why the council may not be able to provide the information you have requested.

These reasons include:

- If you recently made the same request
- The council considers the request has only been made to cause nuisance
- The council does not have the information
- The cost to provide you with the information is too high
- An exemption applies

WHAT ARE THE EXEMPTIONS?

There are 2 types of exemption: - absolute exemptions and qualified exemptions.

If an absolute exemption applies, we will be unable to tell you if we hold the information and you will be unable to access it. If a qualified exemption applies the council must decide if it is in the public interest to provide you with the information. This is a complex legal process and in these circumstances, it may take longer than 20 working days to process your request.

WHAT IF ANOTHER AUTHORITY HAS THE INFORMATION?

If we do not hold the information but it is likely that another authority has the information, you will be contacted to ask for your permission to forward the request to the other Authority.

WILL I HAVE TO PAY FOR THE INFORMATION?

Most requests will be free. If the Council estimates that the cost of compliance would exceed the appropriate limit (currently £450) as set out in the Fees Regulations, the Council is not obliged to comply with the request. However, the Council may consider on a discretionary basis what information could be provided within the appropriate limit.

The Council may however charge for disbursements (such as photocopying and postage costs). If the photocopying costs in meeting a request are high, perhaps because of the volume of information requested, the Council may meet its obligations under the FOIA by allowing the applicant to inspect the material or by providing a summary of the information requested. The current charge for paper documents is set out in our Publication Scheme. If you require the document in large print or Braille, please tell us in your request.

IF I AM NOT SATISFIED, WHAT CAN I DO?

You may complain to the Town Clerk if you are dissatisfied with the Council's response.

Details regarding the complaint's procedure may be obtained from the Clerk at the Council Offices. Once you have been through the council complaints procedure you can complain to the Information Commissioner (www.ico.gov.uk). Full details on the complaint procedure are available on request or on our website www.canveyisland-tc.gov.uk.

Canvey Island Town Council

DOCUMENT RETENTION & DISPOSAL POLICY

1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.
 - Out of date distribution lists.
- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.
- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

3. Roles and Responsibilities for Document Retention and Disposal

- 3.1 The Town Council is responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 The Town Council will ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

- 4.1 The Town Council will have in place an adequate system for documenting the activities of its service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
 - Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
 - Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining should be placed in storage or at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:
 - Is retention required to fulfil statutory or other regulatory requirements?
 - Is retention required to meet the operational needs of the service?
 - Is retention required to evidence events in the case of dispute?
 - Is retention required because the document or record is of historic interest or intrinsic value?
- 5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.
- 5.3 Documents can be disposed of by any of the following methods:
 - Non-confidential records: place in waste paper bin for disposal.
 - Confidential records or records giving personal information: shred documents.
 - Deletion of computer records.

Approved at ACM 21.05.18 – review date April 2028 or when regulation changes require.

- Transmission of records to an external body such as the County Records Office.

5.4 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- the Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

6. Data Protection Act 1998 – Obligation to Dispose of Certain Data

6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained.

Section 1 of the Data Protection Act defines personal information as:

- a. Data that relates to a living individual who can be identified from the data, or from data and other information which is in the possession of, or is likely to come into the possession of the data controller.
- b. It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

- 7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.
- 7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.
- 7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
- *Local Council Administration*, Charles Arnold-Baker, 910^h edition, Chapter 11
 - Local Government Act 1972, sections 225 – 229, section 234
 - SLCC Advice Note 316 Retaining Important Documents
 - SLCC Clerks' Manual: Storing Books and Documents
 - *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. List of Documents

- 9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

Canvey Island Town Council

Computer and Information Security Policy

Scope of this Policy

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

Councillors, staff, and other authorised users are responsible for the security and proper use of the computer's hardware, software and data used for the purpose of Council business and must ensure that the General Data Protection Regulations and Council policies are adhered to. It is important to understand security concepts and be aware of the policies, procedures, rules and guidelines concerning their use and security.

Computer Use and Equipment

The Council recognises that councillors use their own smartphones, tablets, laptops etc to access the servers, private clouds or networks for normal council purposes, including, but not limited to, reading their emails, accessing documents or to store data on the council's server or access data in other services. Any such use of personal devices will be at the discretion of the council. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the Council.

Equipment should not be dismantled or reassembled without seeking advice from the Council's IT support providers. Any faults or necessary repairs must be reported as soon as possible to the Town Clerk.

Personal laptops and other computers or other devices should not be brought into work and used to access council IT systems, unless this is necessary for a councillor using their own device for council business and has been authorised by the Town Clerk. This is to ensure that no viruses enter the Council's IT systems and to assist in maintaining security, confidentiality and data protection.

All computers provided by the Council must not be used for Personal use and are the property of Canvey Island Town Council. As such, they shall not be used for the access or distribution of material considered obscene.

The Council recognises that access to professional information by e-mail, or through web sites is a necessary requirement of the job of the Clerk to the Council and other staff and is permitted. Staff and users are expected to use technology in a courteous, reasonable and responsible manner.

The following activities are not acceptable and anyone found to be involved in them may face disciplinary action and in certain instances the matter will be considered to be gross misconduct:

- Receiving, sending, or displaying offensive messages or pictures
- Using obscene, threatening or violent language
- Improper use of e-mail and mobile phones
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Intentionally wasting limited resources

- Employing the system for commercial purposes, including gambling
- Employing the system for illegal activities

Be careful when addressing email – know who you are sending to and apply common sense before assuming a message is valid and adhere to the General Data Protection Regulations.

All councillors, staff and other authorised users who need to use email as part of their role will be given their own council email address and account. The Council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

Emails regarding council business to external organisations should not be sent from personal email addresses and should not identify any individual officer or councillor's personal email address.

The Council encourages electronic communications with local, national and international organisations. The Council cannot control and is not responsible for the accuracy or content of information gathered over the Internet. Security is maintained by appropriate software, internal computer security settings and passwords.

It is a requirement of the Council and the duty of all staff to avoid deliberate use of the Council's Internet connections and technology for inappropriate personal use. Staff should immediately alert the Town Clerk of any suspect material found stored on any computer or elsewhere on the premises.

The computer equipment and software must be used as installed. Staff and users may not install / uninstall, delete or change anything on Council computers. Any requirements to change anything should be authorised by the Town Clerk. The Council uses a virus-checker on the computers. Staff are forbidden to load disks that have not been virus checked by the system. This includes but is not limited to ipods, USB keys/sticks, pen drives, data vaults, MP3/media players, Flashcards and PDA's.

Access to chat rooms and gaming are not permitted on Council computers.

Canvey Island Town Council maintains its right to inspect any and all files stored in private and or common access areas of its network, on individual computer hard drives as well as all removable peripheral equipment (e.g. mobile phones, laptops, memory sticks, zip discs, floppy discs, CDs etc.) and may implement monitoring systems that help manage the use of its Internet and e-mail systems.

All email correspondence should be kept and maintained securely and under no circumstance should any correspondence be deleted unless deemed as junk mail or in line with the Councils Retention and Disposal Policy.

Canvey Island Town Council places a high level of trust on employees to observe the requirements of this Policy, however if there is any evidence that this Policy is being abused, Canvey Island Town Council reserves its right to investigate alleged breaches and take appropriate disciplinary action in accordance with its Disciplinary Procedures.

Copyright

The Copyright, Design and Patents Act 1988 is applicable to all types of creations, including software programs, databases, text, graphics and sounds by an author or an artist. This will include any that are accessible through the Councils IT facilities. Only software authorised by the Council and for which a valid license has been purchased should be installed on a Council PC or laptop. Any uploading or downloading of information which is not authorised by the copyright owner or any substantive extraction of information from a database which is not authorised by the database owner will be deemed to be an infringement of their rights.

Some types of infringement give rise to criminal offences, the penalties for which may amount to a term of imprisonment or an unlimited fine. It is also possible for the copyright owner to claim compensation or to have infringing activities prevented by injunction. Employees must not make, transmit or store an electronic copy of copyright material without the permission of the owner.

Security

All councillors, staff and other authorised users are required to observe the following:

- a) Computers or laptops should be locked when left unattended for any period of time to prevent unauthorised access and should be switched off when finished at the end of the day. This applies to all devices used for Council business. Computers holding sensitive data must be password protected.
- b) Where councillors, staff and other authorised users are provided with computers/phones, which are portable in nature, they must ensure that such devices, when not in use in the office or at home or when travelling, are stored safely and securely when not in use. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.
- c) Wherever possible councillors using their own devices should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.
- d) Councillors must not save personal information and sensitive data on their own devices as this may breach confidentiality agreements, especially if the device is used by other people from time to time.
- e) Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to these rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.
- f) Where councillors, staff and other authorised users are provided with User-I.D.'s and passwords to access the Councils computer systems, they must not be disclosed to anyone, unless expressly directed to do so by the Town Clerk.
- g) All passwords will be kept by the Town Clerk and secured in a sealed envelope signed by the Town Clerk. This envelope should not be opened by any person apart from the Town Clerk or Town Mayor to the Council.
- h) In the event that a councillor, staff member or other authorised user encounters a computer virus, or suspects that they have, they should leave the computer as it is and immediately contact the Town Clerk. Under no circumstances should the suspected infected computer be utilised.
- i) Only the Town Clerk can change or authorise changes to hardware or software configurations.
- j) All data media, e.g. floppy disks, tapes etc that are obsolete, must be destroyed on site.
- k) Councillors using personal computers or tablets are responsible for the backup of data held and ensuring that adequate virus scanning software is in use.
- l) Record playback facilities on the keyboards must not be used for log on procedures.
- m) Employees are responsible for keeping your PC / laptop and mobile phone in a good state of cleanliness and ensure that they are not adorned with unnecessary decoration. Employees should take all reasonable steps to ensure that computers and data media are not exposed to damage from spillages.

Health and safety

Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation. Any user who feels that their workstation requires changes to make it compliant must speak to the Town Clerk. If any hazards are detected at a workstation, including ‘noises’ from the IT equipment, this should be reported immediately to the Town Clerk.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

I have read the above policy and agree to abide by these instructions.
I will discuss any concerns with the Town Clerk.

Signed

Print Name Date/...../.....

(Staff and Councillors are issued with two copies of this policy, one to retain and one to sign and return to the Town Clerk.)

Canvey Island Town Council

INFORMATION AND DATA PROTECTION POLICY

Introduction

In order to conduct its business, services and duties, Canvey Island Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

The Town Council will adopt procedures and manage responsibly all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information
 Canvey Island Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) 2016 and the Data Protection Act 2018, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.

- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of CITC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Canvey Island Town Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.

Approved at ACM 21.05.18 – review date April 2026 or when regulation changes require.

- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation, **however, all councillors and employees are responsible on a day-to-day basis. Please contact the Town Clerk.**

- Email: clerk@canveyisland-tc.gov.uk
- Phone: 01268 683965
- Correspondence: The Town Clerk, **The Paddocks Community Centre, Long Road, Canvey Island, Essex, SS8 0JA**

Diversity Monitoring

Canvey Island Town Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Canvey Island Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

General Data Protection Regulations (and Data Protection Act)
Processing is with consent of the data subject, or
Processing is necessary for compliance with a legal obligation.
Processing is necessary for the legitimate interests of the Council.

Information Security

The Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

- **Access to Information:** an individual has the right to request access to the information we have on them. They can do this by contacting the Town Clerk and the attached Subject Access Request Form (Appendix A) will be completed.
- **Information Correction:** If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: Town Clerk.
- **Information Deletion:** If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Town Clerk.
- **Right to Object:** If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk.

The Town Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act legislation, this Scheme specifies the classes of information which the Council publishes or intends to publish.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards and its website. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its website or at its office.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency. This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council's decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

Approved at ACM 21.05.18 – review date April 2026 or when regulation changes require.

The principles of the Code are:

- **Demand led:** new technologies and publication of data should support transparency and accountability
- **Open:** the provision of public data will be integral to the Council's engagement with residents so that it drives accountability to them.
- **Timely:** data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency (The Transparency Code for Smaller Authorities) compliance of which is compulsory for parish councils with turnover not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit. Canvey Island Town Council exceeds this turnover and adheres to best practice by publishing the required documentation on its website under the Local Government Transparency Code.

**Canvey Island Town Council
Subject Access Request Form**

| Process to Action | | |
|---|-----|----|
| Name of requester (Method of communication) Email Address Phone number Postal Address | | |
| Date Subject Access Request made | | |
| Is the request made under the Data Protection Legislation | Yes | No |
| Date Subject Access Request action to be completed by (One month after receipt time limit) | | |
| Extension to the date of reply requested (An extension of another two months is permissible provided it is communicated to the subject within the one month period) | Yes | No |
| Extension date advised to the Subject Requester and method of contact | | |
| Identification must be proven from the below list: Current UK/EEA Passport UK Photo card Driving Licence (Full or Provisional) EEA National Identity Card Full UK Paper Driving Licence State Benefits Entitlement Document State Pension Entitlement Document HMRC Tax Credit Document Local Authority Benefit Document State/Local Authority Educational Grant Document HMRC Tax Notification Document Disabled Driver's Pass Financial Statement issued by bank, building society or credit card company Utility bill for supply of gas, electric, water or telephone landline A recent Mortgage Statement A recent council Tax Bill/Demand or Statement Tenancy Agreement Building Society Passbook which shows a transaction in the last 3 months and their address | | |
| Verification sought that the Subject Access request is substantiated | Yes | No |
| Verification received | Yes | No |
| Verification if the Council cannot provide the information requested | Yes | No |
| Is the request excessive or unfounded? | Yes | No |
| Request to be actioned | Yes | No |
| Fee to be charged (Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge) | Yes | No |
| If the request is to be refused, action to be taken and by whom. | | |

| | |
|--|--|
| | |
| Changes requested to data/ or removal | |
| Complaint Process (Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint) | |
| Completion date of request | |
| Date complaint received by requested and details of the complaint | |
| Date complaint completed and outcome | |

Categories of Data to Check

| Data | Filing Cabinet | Laptop | Checked | Corrected/Deleted | Actioned by |
|--------------------|----------------|--------|---------|-------------------|-------------|
| HR | | | | | |
| Democracy | | | | | |
| Statutory Function | | | | | |
| legal | | | | | |
| Business | | | | | |
| Legal requirement | | | | | |
| General Data | | | | | |
| Consultation Data | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
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Canvey Island Town Council

Health and Safety Policy

The Town Council recognises its responsibility for the health and safety of its employees and is committed to pursuing a policy which ensures the health, safety, and welfare of its employees. This statement is a declaration of its intent to establish a safe and healthy working environment for all of the Council's undertakings.

All levels of the organisation are expected to share and further develop the Council's attitude towards health and safety and all employees have a responsibility to identify and take appropriate steps to rectify unsafe working situations.

The Council notes and accepts its duty as an employer to take all practical and reasonable steps to:

- safeguard health, safety, and welfare at work
- provide safe systems of work.
- provide and maintain safe plant and equipment.
- provide a safe and healthy working environment.
- provide training of employees to enable them to carry out their work safely and providing information and training in safe practices.
- have regard for the health and safety of others who may be affected by the activities of the Council e.g., self-employed people, volunteers, contractors, other users of the premises, members of the public.

The Council is committed to continual improvement of its health and safety performance to ensure that the best practices are implemented. Every employee is expected to acquaint him/herself with the Council's system on health and safety as detailed in this policy.

The Council will review and revise its safety policy as necessary and as appropriate. It will consult with employees on the policy and will bring the policy and any subsequent amendments to the attention of the Council.

Responsibilities

Responsibility for health and safety lies with both employers and employees, and the Council expects co-operation from employees to achieve its aims in respect of health and safety. Dereliction of duty in respect of health and safety may be treated as a disciplinary offence.

1. Members of the Council have the overall responsibility for health and safety.
2. Day-to-day responsibility for implementation is the responsibility of the Clerk in the first instance, or of those delegated by the Clerk.
3. Supervisors in maintenance roles are responsible for the health and safety of their employees.
4. Employees have a duty to take reasonable care to avoid injury to themselves or others (i.e., employees, contractors, public etc) and:
 - to co-operate to meet statutory requirements.
 - not to interfere with or misuse anything provided to protect safety.
 - to obey safety rules
 - to familiarise themselves with health and safety instructions

- to report all accidents and incidents and to assist with the investigation of such accidents or incidents.

Risk Management Process

1. The Council will issue detailed guidance, instruction and provide training as necessary. It will assess the risks arising from its activities and take appropriate action.
2. Policies and procedures in respect of health and safety will be drawn up as necessary for specific aspects of the Council's activities.
3. The Clerk, or those delegated by the Clerk, will carry out checks to ensure that employees are working safely on a quarterly basis. Workplaces and equipment will also be subject to regular checks in respect of health and safety.
4. Hazards and defects should be reported to the Clerk immediately. If reports are made verbally in the first instance, they should be followed up by a written report confirming the nature of the problem, its severity, and any recommendation for action.
5. The Council will engage the services of specialists as necessary to advise or carry out tasks which it is unable to undertake itself.
6. The Council will make such reasonable resources available as are required to ensure health and safety at work.

Signature

Town Mayor

Timetable of Meetings 2026/27

| Date | Day | Meeting |
|-------------------------|--------|---------------------------------------|
| 22.06.26 | MONDAY | COUNCIL |
| 27.07.26 | MONDAY | POLICY & FINANCE |
| | | |
| AUGUST SHUT DOWN | | |
| | | |
| 07.09.26 | MONDAY | COUNCIL |
| 12.10.26 | MONDAY | COUNCIL |
| | | |
| 16.11.26 | MONDAY | POLICY & FINANCE - BUDGET |
| | | |
| 14.12.26 | MONDAY | COUNCIL - BUDGET |
| 18.01.27 | MONDAY | COUNCIL |
| 08.02.27 | MONDAY | POLICY & FINANCE |
| | | |
| 22.02.27 | MONDAY | COUNCIL |
| | | |
| 15.03.27 | MONDAY | ANNUAL TOWN MEETING |
| | | |
| 12.04.27 | MONDAY | COUNCIL |
| 26.04.27 | MONDAY | POLICY & FINANCE |
| | | |
| 17.05.27 | MONDAY | ANNUAL COUNCIL MEETING 2027/28 |
| | | |

All the Council's Committee and Council meetings are open to the public and press unless otherwise stated.

Meetings will normally start at 7.00pm unless otherwise stated. The Planning Committee will normally meet on an ad hoc basis if required.

All meeting dates are subject to change and the meeting venue will be confirmed at the time of agenda preparation.

Please check for cancellations before attending or call the Town Clerk, for further information on 01268 683965

Consent Form to Receive the Council Summons and Agenda Electronically

The Council agreed at its meeting on the 30th April 2015 to change its current agenda distribution to allow the agenda's including all documentation to be emailed to all members. An amendment was made in May 2017 to provide hard copies to committee members only by post.

Having been elected / co-opted to the office of Councillor, consent to receiving electronically the Summons, Agenda and other papers for the Meetings of the Full Council or any of its committees, or Working Groups, for the duration of my term of office unless I give written notice of the withdrawal of this consent.

| Date | Name | Email Address | Signature of Acceptance – Forms completed |
|-------------|----------------------|--|--|
| 07.06.2021 | Cllr Elaine Harvey | cldr.eharvey@canveyisland-tc.gov.uk | 28.06.21 |
| 07.06.2021 | Cllr John Anderson | cldr.janderson@canveyisland-tc.gov.uk | 07.06.21 |
| 07.06.2021 | Cllr Doreen Anderson | cldr.danderson@canveyisland-tc.gov.uk | 07.06.21 |
| 07.06.2021 | Cllr Steve Sach | cldr.ssach@canveyisland-tc.gov.uk | 24.05.21 |
| 09.05.2023 | Cllr Susan Brooke | cldr.sbrooke@canveyisland-tc.gov.uk | 10.05.23 |
| 09.05.2023 | Cllr Sheridan Sayes | cldr.ssayes@canveyisland-tc.gov.uk | 10.05.23 |
| 07.06.2021 | Cllr Dave Blackwell | cldr.dblackwell@canveyisland-tc.gov.uk | 28.06.21 |
| 09.05.2023 | Cllr Brian Botham | cldr.bbotham@canveyisland-tc.gov.uk | 15.05.23 |
| 07.06.2021 | Cllr Peter May | cldr.pmay@canveyisland-tc.gov.uk | 28.06.21 |
| 07.06.2021 | Cllr Alan Acott | cldr.aacott@canveyisland-tc.gov.uk | 28.06.21 |
| 23.06.2025 | Cllr Reece Langley | cldr.rlangley@canveyisland-tc.gov.uk | 23.06.25 |
| | | | |
| | | | |

Community Officer

Progress Report for All Open Spaces – 18.05.26

CANVEY LAKE

- Emergency work taking place:
 - Cedar Road Cadent (Blue Bridge)
 - Southwaters Anglian Water (Red Bridge) – I had a called on 11.05.26 from Anglian Water’s site manager with an update regarding the over ground sewage pipes. Work will be starting on Monday 18th May for 6 weeks putting the pipes back under ground. He advised that part of the footpath will be closed and they will be hand delivering letters to residents in South Walters.
 - The aerator was put into lake 28th April as requested by CPBC.
 - The aerator has now been turned off 11.05.26 as CPBC are unable to check daily.

PLAYGROUND

- No issues

BAND STAND

- No issues

WILDFLOWER MEADOW

- No issues

MEMORIAL GARDENS

- Privet Bushes are now planted
- Brick work – large round planter is crumbling due to the style of bricks used – I will be contacting a brick layer to discuss options on what would work. The 4-part planter in the middle needs repointing this will be done by the contractor

TIDAL POOL

- Joints x1 has been replaced and 6 have needed fixing.

GUNNY

- No issues

COMMUNITY GARDEN

- No issues

COMMUNITY GROUPS

- Paths and Roads are still an issue – potholes and broken paths

Tidal Pool – Risks Reported – 2026

Appendix N

| Risk Title | Ownership | Managed by | Risk Found By | Risk Category | Risk Type | Solution Found | Additional Cost to Council |
|--|-----------|------------|-----------------------|-----------------|--|--|----------------------------|
| APRIL Joint 12 is lifting and 6 need attention | Council | Town Clerk | Community Warden – AR | Public/Wildlife | Health / 3 rd Party Claims against CITC | The contractor repaired and fixed 08.05.26 | |
| MAY | Council | Town Clerk | Community Warden – AR | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |

Wildflower Meadow – Risks Reported – 2026

Appendix N

| Risk Title | Ownership | Managed by | Risk Found By | Risk Category | Risk Type | Solution Found | Additional Cost to Council |
|-------------------|------------------|-------------------|------------------------|----------------------|--|-----------------------|-----------------------------------|
| APRIL | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |
| MAY | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |

Gunny – Risks Reported – 2026

Appendix N

| Risk Title | Ownership | Managed by | Risk Found By | Risk Category | Risk Type | Solution Found | Additional Cost to Council |
|--------------|-----------|------------|------------------------|-----------------|--|----------------|----------------------------|
| APRIL | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |
| MAY | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |

Community Garden – Risks Reported – 2026

Appendix N

| Risk Title | Ownership | Managed by | Risk Found By | Risk Category | Risk Type | Solution Found | Additional Cost to Council |
|---------------------------------|-----------|------------|------------------------|-----------------|--|---------------------------------------|----------------------------|
| APRIL Grass very long | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | Bin sticker has been ordered 28.04.26 | |
| MAY | | | | | | | |
| | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |

Canvey Lake – Risks Reported – 2026

Appendix N

| Risk Title | Ownership | Managed by | Risk Found By | Risk Category | Risk Type | Solution Found | Additional Cost to Council |
|--|-----------|------------|------------------------|-----------------|--|--|----------------------------|
| APRIL | | | | | | | |
| 12 dumped black bin bags at Hilversum Way | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | The contractor removed 21.04.26 @ 3pm | |
| Grass/weed long between Hilton Road weir and lakeside path | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | The contractor cut grass 22.04.26 at 2pm | |
| Few areas need filling in with mud and grass seed | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | The contractor is aware and will advise when completed | |
| Shopping trolley with garden waste | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | The contractor removed 27.04.26 at 3.30 | |
| Pink sack dumped by double bin at Denham Road | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | The contractor removed 27.04.26 at 3.30 | |
| Shopping trolley dumped in dyke | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | The contractor removed 28.04.26 at 11.15am | |
| MAY | | | | | | | |
| Children's pink bike | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | The contractor removed 07.05.26 at 3.20pm | |
| Yellow bike helmet | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | The contractor removed 07.05.26 at 3.20pm | |
| Bedding or pillows in lake | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | The contractor is aware and will remove | |

Band Stand – Risks Reported – 2026

Appendix N

| Risk Title | Ownership | Managed by | Risk Found By | Risk Category | Risk Type | Solution Found | Additional Cost to Council |
|--------------|-----------|------------|------------------------|-----------------|--|----------------|----------------------------|
| APRIL | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |
| MAY | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |

Allotments – Risks Reported – 2026

Appendix N

| Risk Title | Ownership | Managed by | Risk Found By | Risk Category | Risk Type | Solution Found | Additional Cost to Council |
|--------------|-----------|------------|------------------------|-----------------|--|----------------|----------------------------|
| APRIL | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |
| MAY | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |

Canvey Play Area – Risks Reported - 2026

Appendix N

| Risk Title | Ownership | Managed by | Risk Found By | Risk Category | Risk Type | Solution Found | Additional Cost to Council |
|--------------|-----------|------------|------------------------|-----------------|--|----------------|----------------------------|
| April | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |
| | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |
| May | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |
| | | | | | | | |

Memorial Gardens – Risks Reported – 2026

Appendix N

| Risk Title | Ownership | Managed by | Risk Found By | Risk Category | Risk Type | Solution Found | Additional Cost to Council |
|---|-----------|------------|------------------------|-----------------|--|---|----------------------------|
| APRIL Part of internal fence is broken and needs removing | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | The contractor will remove 20.04.26 | |
| Brick work is crumbling on large round planter and 4-part planter in the middle has loose bricks. | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | The contractor will repoint the 4-part planter but the large one needs expect advise so I will contact a brick layer 20.04.26 | |
| MAY Black sack fly tipped next to our bin and ripped open by foxes | Council | Town Clerk | Community Officer – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | The contractor removed and litter picked on Friday 8 th May at 10am | |