



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 19TH MAY 2025** 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

14th May 2025

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 2025/26
2. To receive the Town Mayor's Declaration of Acceptance of Office
3. To appoint a Deputy Town Mayor of the Council for 2025/26
4. Apologies for absence
5. To receive declarations of interest in items on the agenda
6. Members to review their Register of Interest Forms and any amendments to be completed and returned to the Town Clerk.
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 28th April 2025.
9. To review the Terms of Reference for each committee (Appendix A)
10. To appoint the Leader of the Council
11. To appoint a Deputy Leader of the Council
12. To appoint a Chairman to the Councils Committees
 - i) Policy & Finance
 - ii) Planning
 - iii) Personnel



13. To appoint members to the Councils Committee's.
14. To consider and agree the Councils amended Financial Regulations and Standing Orders (Appendix B & C)
15. To appoint members to the existing working groups/panels.
16. To review the representatives to the outside bodies as detailed in the Clerks Report
17. Finance:
 - i) To consider and agree the continuation of funding the Clerks membership with the SLCC at a cost of £355.00 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 2025/26.
 - iv) To note the Councils Asset Register (Appendix D)
18. To agree the signing of the Health & Safety Policy by the Town Mayor of the Council (Appendix E)
19. To consider and agree the Timetable of Meetings for 2025/26 (Appendix F)
20. To note and consider the Internal Auditors report (Appendix G – to follow)
21. To approve and sign the Annual Governance Statement for the year ending 31st March 2025 (Appendix H)
22. To approve and sign the Annual Accounts Statement for the year ending 31st March 2025 (Appendix I)
23. To review members acceptance to receive electronic agendas.
24. To note the report of Officer Decisions under delegated powers and background papers 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 2025/26.
27. To note the By-Election for the Winter Gardens ward to be held on the Friday 20th June 2025.
28. To note the ROSPA report completed on the Play Area (Appendix J).
29. To consider and agree the Labworth Memorial Gardens / Band Stand contract specification for a 3-year contract (Appendix K).
30. To confirm accounts for payment as previously agreed
31. To note a report from the Community Officer on matters relating to Canvey Island (Appendix L)



32. To note the Health & Safety reports detailing incidents and actions completed in relation to open spaces (Appendix M).
33. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
34. Reports from Essex County Councillor on matters relating to Canvey Island.

Subject: Public Forum

Speaker: Town Mayor

Reason for Report

To receive questions from members of the community of Canvey Island of which notice has been received.

Information

Questions to the Leader of the Council
From Alan Tibbit.

Question 1:

I believe the contractor has now completed installing the Barley Straw to some 40/50 meters and although this may help it is very short term.

However, during the work members of FOCL reported that seeing the barge in the very middle of the Lake it was stirring up tremendous amounts of silt from the propellers as the water levels were so shallow. The stink reported was absolutely awful and the boat had trouble ploughing through it. This was 6 foot deep 15 years ago and is now a proven few inches.

They crew were heard to say they had never smelt anything like it and just on that alone will you please commission tests immediately for all and any toxins in the Lake to ensure it is safe for humans to be near, let alone close too. In addition the water quality needs to be checked and the risk assessment to the dangers to the public, their pets and the wildlife.

I was told Digger Boats were contracted to do the work so I presume that would have been done to exacting standards, as we vetted the company thoroughly, before asking them to give FOCL a quotation and their references were exemplary, so any words of surprise or dismay, heard by members, at the condition of the Lake, as we all know it is now in, shot out even more warning signs. In this instance our concern is for the residents, not it seems the prime requirement of the Councillors, with the lack of external funding they have failed to apply for, let alone secure.

I am writing to the EA now to ask them to test the water and to find out when they were asked by the Council to do so. In addition, I am writing to the Borough to warn them that this early in the year the Lake they own on our behalf is in an even worse condition than we could have ever imagined.

Their results will be I am sure staggering, and we are in the first stages of what is forecast to be record temperatures.

The safety of the residents is in the Council's hands.

Could you please forward this request for information to the Leader of the Council for the Councillors' intentions of what they intend to do about it as it is solely their responsibility. I expect a reply from the Leader.

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 28TH APRIL 2025 AT 7.00PM**

PRESENT:

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

Also present: Mrs E. De Can – Town Clerk
Mrs L. Gould – Deputy Clerk

Cllr May acknowledged the sad loss of Cllr Peter Greig as this is the first meeting since he passed in March 2025. Cllr Greig had been with the Council since 2008 and will be sadly missed.

CO/180/24 – APOLOGIES FOR ABSENCE

Verbal apologies received and reason given by Cllr Brooke, Cllr B. Botham and Cllr D. Blackwell.

CO/181/24 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

CO/182/24 - 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/183/24 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 24TH FEBRUARY 2025.

Members **RESOLVED** that the minutes of the Council meeting held on the 24th February 2025 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/184/24 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE POLICY & FINANCE MEETING HELD ON THE 10TH FEBRUARY 2025.

Members **RESOLVED** that the minutes of the Policy & Finance Committee meeting held on the 10th February 2025 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/185/24 – TO NOTE THE REPORT OF OFFICER DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS SINCE THE LAST MEETING.

Members noted the officer's decisions under delegated powers for additional expenditure and to appoint Heale Building Company Ltd to conduct additional internal building works to those already approved by the Council to ensure that the Licence to Alter for No 11 & 13 High Street were compliant at an additional cost of £700.00, to appoint Hometech Ltd to replace data cabling in the new Paddocks office facility at an additional cost of £600.00 as these were required for the new IT and VOIP system, to appoint Essex Air Conditioning Ltd to conduct additional work to remove pipe work at the request of the landlord of No 11 High Street following the removal of the air conditioning units at a cost of £160.00, to appoint Trident Safes Ltd to relocate the safe to the new office premises at a cost of £425.00 and confirmation following a meeting with the Town Mayor and Leader of the Council following approval by the Council on the 24th February 2025 to agree the appointment of Digger Boat to supply and install barley straw in Canvey Lake at a cost of £4,760.00.

CO/186/24 – POLICIES – TO NOTE THE ANNUAL REVIEW OF ALL POLICIES IS UNDERWAY.

TO CONSIDER AND AGREE THE NEW PROCUREMENT POLICY

Members **RESOLVED** to approve the new Procurement Policy.

GRANT POLICY

Members **RESOLVED** to approve the amendments to the Grant Policy.

BIODIVERSITY POLICY

Members **RESOLVED** to approve the amendments to the Biodiversity Policy.

CRIME & DISORDER POLICY

Members **RESOLVED** to approve the amendments to the Crime & Disorder Policy.

ACCESSIBILITY STATEMENT

Members **RESOLVED** to approve the amendments to the Accessibility Statement.

CO/187/24 – TO CONSIDER AND AGREE A RESPONSE TO THE EXTERNAL AUDITORS' COMPLAINT.

Members considered the complaint received and the documents provided and **RESOLVED** unanimously to formally respond as follows:

The Council notes and approves the Clerks response and information provided on the 29 October 2024. The Council has followed its standing orders and the procurement regulations as it understands them in relation to the tender for the Canvey Lake Ground Maintenance and Litter Clearance Service contract. All bids were opened at the same time and the information collated and reported to the Council with all the supporting documents for each bid as per its standing orders under confidential business. There were a variety of differing bids, each considered independently and there has been no act of discrimination, predetermination, or bias against any applicant. The initial usage of the word 'abnormally low' in relation to the bid received is a general term commonly used and in no way meant to be discriminative towards any contractor.

Contract Finder allows you to enter an expected lowest and highest value range or zero. If you are not able to provide a highest value, a lowest value is sufficient and the guidance states that at least a minimum contract value is entered or it will default to zero, this information can be found in the Contracts Finder User Guide for Buyers (Mar 18) - Page 19. No bid inclusive of the one provided by Manor Oaks offered a price at the cost advertised and the Council is of the opinion that the amount entered on this occasion would not have changed the outcome of the decision as all applicants provided bids that exceeded this value. There is no obligation to accept the lowest bid, and it is reasonable for the Council to consider that a bid so much lower than all the other bids would not have been manageable at such a low cost taking into consideration the significantly higher bids received by the four other applicants for the same specification.

Following the initial complaint the Council held the award of the contract for 1 month to investigate its processes and seek advice. The Council resolved that it had followed its standing orders, NALC guidance, agenda preparation legislation and the appropriate procurement regulations as it understood them.

The Council has reviewed its procurement processes to ensure that it is providing a comprehensive procedure and adequate measuring policy following the updated Procurement Act 2023 and Procurement Regulations 2024 and formulated a comprehensive procurement policy with support from Local Council Consultancy to alleviate any future misunderstandings and any claims of bias or predetermination.

The Council has a proven record of transparency, best value, and best practice. It has been awarded the Quality Gold Level of the Local Council Award Scheme. This means that the Council meets all requirements of the Foundation and Quality Standards and is at the forefront of best practice by achieving an excellent standard in community governance, community leadership and performance management. Moreover, the Town Council goes above and beyond their legal obligations, leading its community and continuously seeking opportunities to improve and develop even further.

In addition to the initial complaint a further complaint was received on the 19th March 2025 accusing both the Council and Officers of going outside of the tender process and deliberately discrediting Manor Oaks. Both Cllr Sayes and Cllr Brooke deny that a conversation took place regarding the Council receiving a bad reference from a school and the Town Clerk confirms that no such reference was sent to or received from a school in relation to the Manor Oaks tender.

The Council is open and transparent where possible and has not acted inappropriately and has demonstrated that it complies with the Annual Governance Statement Assertions 2 & 3 having proper arrangements and accepted responsibility for safeguarding public money and resources in its charge and has done what it has the legal power to do and has complied with Proper Practices in doing so.

CO/188/24 – TO CONSIDER AND AGREE LANDOWNERS’ CONSENT TO CHARGE THE LEASEHOLD INTEREST ON FUNDING RECEIVED BY TRUST LINKS FROM THE COMMUNITY OWNERSHIP FUND OF £250,000.

Members considered the documents provided and **RESOLVED** unanimously to approve the use of the Councils Common Seal and that landowners consent will be given without further consultation with the Council on the assumption that the Councils legal advice is in order and advice given to proceed. Members noted the estimated cost of legal advice of £550 to £800.

CO/189/24 – TO CONSIDER THE LOCAL COUNCIL AWARD SCHEME AND CONFIRM THAT THE COUNCIL CONFORMS TO THE REQUIREMENT FOR THE GOLD STATUS LEVEL INCLUSIVE OF PREPARED STATEMENTS.

Members were provided with the completed documentation to consider the Bronze, Silver and Gold Standard level of the Local Council Award Scheme and that confirmation is required that the Council conforms to the requirements for the Bronze, Silver and Gold Standard. Members reviewed the documentation provided and **RESOLVED** unanimously that the Council conforms to the requirements for Bronze, Silver and Gold Standard level and confirms that items 1-29 for Bronze Standard level, 1-16 for Silver Standard level and 1-7 for Gold Standard level have been achieved and are on the Town Council's website.

CO/190/24 – TO CONSIDER AND AGREE CONDUCTING A PUBLIC CONSULTATION ON THE ACTIVITIES OF THE COUNCIL.

Members considered the investigations provided and **RESOLVED** 7 votes with 1 abstaining to appoint Local Government East to assist the Council with a public consultation on its activities at a cost of £18,172.00.

CO/191/24 – TO VERIFY THE COUNCIL FINANCES UP TO 31ST MARCH 2025.

Members **NOTED** the Council Finances as of 31st March 2025 inclusive of the bank reconciliation, statements and payments issued from 1st January 2025 to 31st March 2025 and no questions were raised. Members confirmed that as the council have verified the accounts, the Town Mayor Cllr P. May can sign the reconciliation documents and original bank statements as evidence of verification.

CO/192/24 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

28th April 2025 NO 1 ACCOUNT

Company	Reference	Amount	Description
Hometech Centre	BACS819	£4,250.21	IT Transfer / VOIP / Cat 6 Data
Rialtas Business Solutions	BACS820	£706.80	Omega Accounts Package 2025/26
Living Things	BACS821	£240.00	50% deposit – animal experience
Trident Safes Ltd	BACS822	£510.00	Safe relocation
Francesca Clarke	BACS823	£217.39	Final rent payment – No 11 High Street
Aspect Maintenance Ltd	BACS824	£6,479.08	March Maintenance / Xmas Litter Pick
Heale Building Co. Ltd	BACS825	£2,340.00	Office Renovations
CB Landscapes	BACS826	£150.00	Covid Gardens Checks / Weeding
Office Needs	BACS827	£111.29	Shredding / Stationery
Design4Print	BACS828	£129.60	CITC Sign / Parcel Sign / Tree Stumps Signs
SFB Solutions	BACS829	£1,526.40	CCTV Relocation / Fire Alarm split No 11 & 13 High Street
E De Can	BACS830	£39.99	HP Printer

Cllr Peter May	BACS831	£59.95	CPBC Mayor's Ball
SLCC Essex	BACS832	£27.00	SLCC Training Day / AGM
Amazon	BACS833	£161.91	AFD Bunting
Design4Print	BACS834	£42.00	CITC Logo Door Frosting
TOTAL		£16,991.62	

The meeting closed at 8.00pm.

TOWN MAYOR

19th May 2025

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 chairman, vice chairman 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 chairman.

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 Chairman and Vice Chairman 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 Chairman/Vice Chairman 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 chairman 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 Chairman, 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 [enter date].

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 reasonable 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 situation written authorisation has been given to another employee by the Clerk or RFO and will also be 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 understanding 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 make representations if invited to do so, answer questions and give evidence at a meeting in respect of the business on the agenda.**
 - Members of the public may ask questions of the Leader of the Council, the Town Mayor, or Chair of a Committee.
 - 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 question must give the name and address of the questioner.
 - No person may submit more than two questions.
 - 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 enter each question in a book open to 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 Town Mayor may invite the questioner to read the question. If the questioner prefers, the Town Clerk will ask the question on their behalf.
 - 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 to be asked following any answer which is provided by the Council.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed ten minutes unless directed by the chair of the meeting.
- g The chair may limit or disallow any address which is felt to be inappropriate, abusive, frivolous, irrelevant or otherwise unacceptable.
- h No item will be deferred owing to the absence of someone who had indicated an intention to address the meeting.
- i In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- j 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.
- k A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- l 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.
- m **Subject to standing order 3(n), 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.**
- n **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- o **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.**
- p **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.**
- q **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.**
- r **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.**
- s **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.

■ ■ ■ **t 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.**

u 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.

■ ■ ■ **v 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.**

■ **w 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.**

■ ■ ■ **x 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.**

y A meeting shall not exceed a period of 1 and a half hours and shall finish no later than 9.00 pm. Should an item of business still require a decision the chair can extend the meeting at their discretion but no later than 9.30 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 council's 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 its 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 *Where the notification in standing order 14(b) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Monitoring Officer and Chair of the Personnel Committee of this fact, and the Chair of the Personnel Committee shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint, if necessary until it has been determined. The Monitoring Officer shall deal with all aspects of the complaint and consult the Personnel Chair to agree what action, if any, to take in accordance with standing order 14(e). **TO BE REMOVED***
- d *The Personnel Committee/Proper Officer may:*
 - i. *provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;*
 - ii. *seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;*

TO BE REMOVED

- e **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 Councils 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**
- 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 2023 inc by 15%	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	13 High Street		Clerk	HP - MY815111V	Purchase Price	
Intercom system	Apr-08	£265.00	Included with upgrade Aug 22	10 years	11 High Street		Office		Purchase Price	No longer used - 2025
CCTV	Apr-08	£2,411.00	Included with upgrade Aug 22	5 years	11 High Street		Office		Purchase Price	Upgraded 2011
Alarm System	April/May 2008	£1,390.00	Included with upgrade Aug 22		11 High Street		Office		Purchase Price	
Office furniture	May-08	£3,295.00		15-20 years	11 High Street		Office		Purchase Price	
Rotating Floor Stand	Jun-08	£140.00			11 High Street		Office		Purchase Price	
Panic Buttons	Jul-08	£160.00	Included with upgrade Aug 22		11 High Street		Office		Purchase Price	No longer used - 2025
Projector/Screen	Jul-08	£903.00		10 years	13 High Street		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	11 High Street	Chairman when in use	Safe		Purchase Price	
7 x meeting tables	Dec-08	£1,090.00		15-20 years	13 High Street		Public meetings		Purchase Price	
20 x Hanging Baskets	Mar-09	£869.00	£2,211.71	5 years	Furtherwick Road		Planting		Purchase Price	
Nobo Boards	Jun-09	£326.00		5 years	Lock Up	Safe/Store	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	Included in value March '09	5 years	Furtherwick Road/High Street		Planting		Purchase Price	
Portable Radios	Dec-09	£635.00		5 years	Lock Up	Safe/Store	Events		Purchase Price	
Back Up Drive	Dec-09	£160.00		5 years	11 High Street		Office		Purchase Price	New system in place 2025.
40 Sets Xmas Tree Lights	Jan-10	£1,990.00		5 years	Aylesford Electrical	Aylesford Electrical	Events		Purchase Price	Disposal 2025
5 x Notice Boards	Apr-10	£7,145.35	£9,525.46	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	£3,403.56	10 years	Library Wall				Purchase Price	
Laptop	Jan-11	£308.00	£410.62	5 years	13 High Street		Meetings		Purchase Price	Old
CCTV Upgrade	Jan-11	£1,379.00	Included with upgrade Aug 22		11 High Street		Office		Purchase Price	
Safe	Aug-11	£525.00		10 years	11 High Street		Office		Purchase Price	

Iceberg Lights 15 sets	Oct-11	£735.00	3 years	Aylesford Electrical	Aylesford Electrical	Christmas Event - Furtherwick Road	Purchase Price	Disposal 2025
7 x planters (Seaford)	N/A	£0.00	10 years	Eastern Esplanade			£5313 purchase price of new planter	
Deputy Mayor Pendant & Ribbon	Jan-12	£516.64	50 years	11 High Street	Vice Chairman	Safe	Purchase Price	
Office Desk	Feb-12	£109.00	5 years	11 High Street		Office	Purchase Price	
Office Pedestal	Feb-12	£107.00	5 years	11 High Street		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	Lock Up	SafeStore	Office/Presentations	Purchase Price	
Ceremonial Flag	Jul-12	£390.00	10 to 15 years	11 High Street		Office/AFD Parade	Purchase Price	
Fridge	Sep-12	£129.99	5 years	11 High Street		Office	Purchase Price	
White Tree Lights - 20 sets	Oct-12	£600.00	3 years	Aylesford Electrical	Aylesford Electrical	Christmas Event - Haystack Tree	Purchase Price	Disposal 2025
White Tree Lights - 20 sets	Oct-12	£600.00	3 years	Aylesford Electrical	Aylesford Electrical	Christmas Event - Haystack Tree	Purchase Price	Disposal 2025
Motifs x 5	Oct-12	£1,147.00	3 years	Aylesford Electrical	Aylesford Electrical	Christmas Event - Furtherwick Road	Purchase Price	Disposal 2025
H&S Signage Lake	Oct-12	£676.00	5 years	Canvey Lake			Purchase Price	
Mini trees & lights x 6	Nov-12	£1,368.00	3 years	Aylesford Electrical	Aylesford Electrical	Christmas Event - Jones Corner	Purchase Price	Disposal 2025
60th Anniversary Flood Plaque	Jan-13	£822.00	10 years	Library Wall			Purchase Price	
Network Server	Feb-13	£499.00	3 years	11 High Street		Office	Purchase Price	New system in place 2025.
Hi Vis Vests x 25	Apr-13	£122.50	5 years	Lock Up	SafeStore	Events	Purchase Price	
10 sets mini lights	Sep-13	£365.00	3 years	Aylesford Electrical	Aylesford Electrical	Christmas Event - Jones Corner	Purchase Price	Disposal 2025
Body Camera	Oct-13	£548.00	5 years	11 High Street		Community Warden patrols	Purchase Price	No longer works - disposal Oct 24
Multi Coloured Tree Lights 40 sets	Oct-13	£1,485.00	3 years	Aylesford Electrical	Aylesford Electrical	Christmas Event - Library Tree	Purchase Price	Disposal 2025
Event T-shirts x 25	Nov-13	£244.00	2 years	Lock Up	SafeStore	Volunteers/Events	Purchase Price	
Welcome Boards x2	Dec-13	£4,113.12	£5,483.30	Canvey Lake		Information	Purchase Price	
Lecterns x4	Dec-13	£3,632.00	£4,842.06	Canvey Lake		Information	Purchase Price	
3 Tree's - Lights x 24 sets	Dec-13	£995.00	3 years	Foksville Road	Aylesford Electrical	Christmas Event	Purchase Price	Disposal 2025
Portable PA System	May-14	£159.99	5 years	Clerks Office	SafeStore	Events	£249.99	
Mini Lights - lamp columns x 36	Sep-14	£1,260.00	3 years	Furtherwick Rd/High Street	Aylesford Electrical	Christmas Event	Purchase Price	Disposal 2025
Benches x 3	Nov-14	£2,343.00	£3,568.68	Canvey Lake			Purchase Price	2 picnic benches - £390 each - Sept 2023
Bollards x 10	Jan-15	£785.00	£1,046.53	Canvey Lake			Purchase Price	
CCTV Upgrade	May-15	£1,975.00	Included with upgrade Aug 22	11/13 High Street		Office	Purchase Price	Upgraded 2022
Meeting Chairs x 16	Jun-15	£322.80	5 years	13 High Street		Public meetings	Purchase Price	
Office Signage	Jun-15	£580.00	5 years	11/13 High Street			Purchase Price	
Air Conditioning Unit	Jun-15	£8,000.00	3 years	Canvey Supply			Purchase Price	
Display Cabinet	Jun-15	Free	5 years	13 High Street		Meeting Room	£400.00	

Planter Plaques x 2	Nov-15	£540.00	2 years	Canvey Way/Ferry Rd/Eastern Esplanade			Purchase Price
Bike	Nov-15	£587.50	5 years (includes warden jacket)	11/13 High Street	Community Warden		Purchase Price
CITC Gazebo	Feb-16	£850.00	3 years	Lock Up	Events		Purchase Price
Display Boards x 2	Jun-16	£452.00	2 years	Lock Up	Events		Purchase Price
Fire Alarm System	Aug-16	£925.00	3 years upgrade Aug 22	11/13 High Street			Purchase Price No longer required for new office move
Honours Board	Sep-16	£1,178.33	10 years	13 High Street	Display		Purchase Price
Mayors Chain	Sep-16	£0.00	50 years (includes pendant)	11 High Street	Mayor when in use		£1,567.59
Half Xmas Tree & Two Star Light x 3	Oct-16	£597.00	3 years	Furtherwick Rd/High Street	Christmas Event		£199 each Disposal 2025
Mini Lights & 3 star display x 3	Oct-16	£795.00	3 years	Furtherwick Rd/High Street	Christmas Event		£265 each Disposal 2025
Holly & Berry Display x 3	Oct-16	£705.00	3 years	Furtherwick Rd/High Street	Christmas Event		£235 each Disposal 2025
CCTV - Gardens	Dec-16	£2,190.00	5 years	Lock Up			Purchase Price Decommissioned
Feathered Banners x 8	21/11/2017	£570.00	5 years	Lock up	Events		Purchase Price
Playground Equipment -	25/10/2017	£20,000.00	10 years	Canvey Lake	Playground		Purchase Price
Fencing around playground	25/10/2017	£3,539.00	10 years	Canvey Lake	Playground		Purchase Price
Signage/posts at Playground	25/10/2017	£468.00	10 years	Canvey Lake	Playground		Purchase Price
15 x Concrete bollards	04/04/2017	£1,040.00	5 years (includes cost for 2 removable bollards)	Canvey Lake - Cherry Close			Purchase Price
Memorial Plaque	13/10/2017	£132.00	5 years	Bumblebee	Bumblebee		Purchase Price
112 Ltr Galvanised Steel Litter Bin	01/12/2017	£294.94	5 Years	Canvey Lake Playground			Purchase Price
Connect 4 Lawn Games	06/03/2018	£129.16	3 Year	Lock up	Events		Purchase Price Broken - Disposal 2025
Mayor's Consort Chain	19.09.2017	£335.50	20 years	11 High Street	Mayor's Consort when in use		Chain donated to Town Council - cost advised by Town Mayor - valued for insurance at £1,000
Welcome Sign	Dec-18	£2,194.95	5 years	Canvey Way			Purchase Price
Ove Arup Blue Plaque	Jan-19	£449.50	10 years	Labworth Café			Purchase Price
Mayor Chain Velvet Collar	Jan-19	£220.00	5 years	11 High Street	Chairman when in use		Purchase Price

Folding Tables x2	Mar-19	£243.82	5 years	13 High Street		Public meetings		Purchase Price - £121.91 ea
Meeting Chairs x 16	Mar-19	£392.00	5 years	13 High Street		Public meetings		Purchase Price - £24.50 ea
Office Chairs x 2	Mar-19	£130.00	5 years	11 High Street		Staff use		Purchase Price - £65.00 ea
Welcome Sign Planter	Apr-19	£655.31	20618.73 10 years (includes 17 planters & 2 plaques Nov 15)	Canvey Way				Purchase Price
Netgear Nighthawk Wifi Modem Router	May-19	£125.00		11 High Street		Staff Use		Purchase Price
Window blinds - No. 13	May-19	£500.00		13 High Street				Purchase Price
White polo shirts x 10	Jul-19	£110.00						
Oxyguard Handy Polaris Meter	Oct-19	£675.00	£823.53	11 High Street		Community Warden	13000	Purchase Price
Christmas LED Displays x 9	Nov-19	£2,565.00	£4,813.04 3 years	Foksville Road	Aylesford Electrical	Christmas display		Purchase price - £285.00 each Disposal 2025
Bespoke lamp colour brackets x 18	Nov-19	£360.00	included in above	Foksville Road	Aylesford Electrical	Christmas display		Purchase price - £20.00 each
Infra structure for lamp columns x 6	Nov-19	£1,020.00	included in above	Foksville Road	Aylesford Electrical	Christmas display		Purchase price - £170.00 each
2 No. iPhone 8	Feb-20	£0.00	£973.89 2 years	Office /employee home		Clerk & Community warden		No value for each phone as within contract
Condolence folder & paper	Feb-20	£466.87	£569.76	11/13 High Street				Purchase price
Bespoke fitted chain of Office case x 2	Mar-20	£858.66	£1,048.01	11/13 High Street / Mayor				Purchase price
New PCs x 4	Apr-20	£1,793.34		11/13 High Street				Purchase price
Christmas LED Displays x 3 & lamp colour brackets x 6	Sep-20	£975.00	£1,154.89 3 years	Foksville Road / Furtherwick Road	Aylesford Electrical	Christmas display		Purchase price - £285.00 each (LED displays) - £20.00 each (Brackets) Disposal 2025
Bridal Path Gate	Sep-20	£1,074.71	£1,272.99	Waterside Allotments		H & S		Purchase price + Installation £679.71 + 395.00
Knee Rail Fencing	Oct-20	£395.00	£467.88	Waterside Allotments		H & S		Purchase price including installation.
Covid safety sign - Play area	Nov-20	£166.81	£197.58	Canvey Lake Play Area		H & S		Purchase price
H&S Tidal Pool Signs x 2	Feb-21	£1,239.00	£1,424.85			H & S		Purchase Price + £789 + £450 Installation
VW Caddy	Feb-21	£12,600.00		11/13 High Street		Staff Use		Market value at time of purchase Paid outstanding balance of £6,616.56 as this had been our lease vehicle.

2x Wayfinder sign	Apr-21	£5,176.12	£6,131.11	1@ 3 High Street (Library) 1@ 95/97 Furtherwick Road (Opposite The Haystack)				Purchase price + 2816.12 purchase + Installation 2360 installation
50x Litterpick kits	Apr-21	£1,718.00	£1,975.70	Lock up		Staff / Councillors / Volunteers for Events		Purchase price
Handicart Pro	Apr-21	£287.00	£330.05	Lock up		Staff / Councillors / Volunteers for Events		Purchase price
Covid-19 Memorial Garden Plaque	Sep-21	£370.00	£425.50	Seafront Memorial Garden				Purchase price
Covid-19 Memorial Garden	Oct-21	£5,546.74	£6,378.75	Seafront Memorial Garden				Purchase price + 2142.35 materials + 667.98 plants + 1430 installation + 1306 sleepers
Ada E Andrews Blue Plaque	Nov-21	£248.90	£343.74	Concord Beach Hut				Purchase price
Clara Grace James Blue Plaque	Nov-21	£273.90	£314.99	Heritage Centre				Purchase price
Samsung Tablet x 3	Jan-22	£0.00	£690.00	11/13 High Street		Staff / Councillors / Volunteers / Residents for IT support sessions		Donated by ECC
Dell Laptop x 4	Feb-22	£1,642.43	£1,888.79	11/13 High Street		Staff / Councillors / Volunteers / Residents for IT support sessions		Purchase price 1463.30 4x Laptops + 116.63 Bulguard + 62.50 set-up costs
Battery Powered Lawn Mower	Apr-22	£499.00	£499.00	Canvey Island Horticultural Society	CIHS	CIHS Volunteers		Purchase price
CCTV 8 Channel Box	Aug-22	£1,300.00	£14,111.71	11/13 High Street				Purchase Price
Community Garden - Sycamore Close	Oct-22	£3,847.53	£3,847.53	Sycamore Close				Purchase price + Installation
Picket Fencing Panels	Nov-22	£448.00		Canvey Supply Yard		Christmas Tree		Purchase Price
Portable PA System	Jan-23	£375.00		Lockup				Purchase Price
Gazebo	Jan-23	£1,031.67		Main Office				Purchase Price
Office Chairs x 3	Feb-23	£387.00		11 High Street				£129.00 each
Office Manager Chair	Feb-23	£149.00		Clerks Office				Purchase Price
Bee Posts x 4	Mar-23	£2,600.00		Open Spaces				Purchase Price
Gazebo Frame	Feb-24	£279.53	£321.46	11/13 High Street				Purchase Price
Electric Box	Mar-24	£1,000.00		Canvey Lake - Denham Road				Purchase Price
Aqua Jet Aerator	May-24	£2,212.17		Lock Up		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				Purchase Price
New VOIP Phones x 4	Feb-25	£505.60		Paddocks Community Centre				Purchase Price
New VOIP/IT Cabinets and supporting equipment	Feb-25	£939.24		Paddocks Community Centre				Purchase Price
Total		£168,448.67						

RECONCILIATION CALCULATION FOR AUDIT PURPOSES:

Total Asset Register 2023/24	£162,755.61
Plus New Purchases in 2024/25	£5,693.06
Disposals in 2024/25	£18,858.16
ASSET REGISTER TOTAL 2024/25	£149,590.51

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	£11,500		10 years	Paddocks				Leased	2035
Allotments	Sep-08	£1		Indefinite	Smallgains & Wintergardens				Owned	
Canvey Lake	Mar-10	£0	Litter Bins £6,992.12 Fishing Signs £2,493.02 53 Benches £16,883.15	99 years	Canvey Lake		7 benches - £277 each 26 Litter Bins - £199 each (£6,992.12) 3 Small Square Bins - £162.32 each 3 Double Litter Bins - £219 each 17 Dog Bins - £186 each (£4,215.49) 17 Fishing Signs - £110 each (£2,493.02) 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 - Woddle 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	

ASSET REGISTER - Items removed 2021/21 due to below Insurance excess

Asset	Date of acquisition	Cost/Value £	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	69.00	5 years	11 High Street		RFO	HP – VNC5B26581	Purchase Price	
Fax Machine	Apr-08	70.00		Lock Up	Safe Store	Office		Purchase Price	
Printer	Apr-09	68.00	5 years	Lock Up	SafeStore			Purchase Price	
Water Key	Dec-10	20.00		Smallgains Allotments	Horticultural Society	Allotments		Purchase Price	
Snow Shovels x 2	Feb-12	20.00	5 years	Lock Up	SafeStore	Snow Clearance		Purchase Price	
Snowman Outfit	Oct-12	65.00	5 years	Lock Up	SafeStore	Christmas Event		Purchase Price	
Connection cables for Xmas lights	Nov-12	70.00	3 years	Aylesford Electrical	Aylesford Electrical	Christmas Event		Purchase Price	
300W Amp	Jan-13	99.00	3 years	Lock Up	SafeStore	Events/PA System		Purchase Price	
Grit Bin	Mar-13	67.00	5 years	11 High Street		Winter Salt		Purchase Price	
Reindeer Costume	Jul-13	86.99	5 years	Lock Up	SafeStore	Christmas Event		Purchase Price	
Shelving Unit x2	Aug-13	49.98	5 years	Lock Up	SafeStore	Archive Filing		Purchase Price	
Desk Screen	Aug-13	71.00	5 years	11 High Street		Office		Purchase Price	
Hi Vis Vests x 10 Lake Watch	May-14	49.00	2 years	Lock Up	SafeStore	Volunteers/Events		Purchase Price	
Commonwealth Flag	Dec-14	70.00	5 years	Lock up	SafeStore	Events		Purchase Price	
Waterproof Suits x 2	Dec-14	35.00	2 years	Lock Up	SafeStore			Purchase Price	
Clerks Phone	May-15	15.00	5 years	13 High Street		Office		Purchase Price	
Glass Jugs x 4	Jun-15	14.68	5 years	11/13 High Street		Public meetings		Purchase Price	
Bookcase	Jun-15	14.00	5 years	11 High Street		Office		£170.00	
Filing Cabinet	Jun-15	10.00	5 years	11 High Street		Office		£270.00	
Sony Camera	Nov-15	75.00	3 years	11/13 High Street		Events		Purchase Price	
Office Phones x2	Jan-16	32.00	3 years	11/13 High Street				Purchase Price	
Warden Jacket (current)	Jan-16	71.00	2 years	Wardens Home				Purchase Price	
Office Desk	Mar-16	30.00	5 years	11/13 High Street		Office		£278.00	
A3 Laminator	Apr-16	35.70	3 years	11/13 High Street				Purchase Price	
Gazabo Weights	Apr-16	96.00		Lock Up		Events		Purchase Price	
Desk Drawers	Jun-16	25.00	5 years	11 High Street		Office		£220.00	
Extension Table	Jun-16	75.00	3 years	13 High Street		Meetings		Purchase Price	
Portable Table	Jun-16	35.00	3 years	Lock Up		Events		Purchase Price	
Warden Jackets x 3	Jul-16	0.00		Lock Up		Community Warden		£71 each	
Samsung Microphone	Aug-16	90	3 years	13 High Street		Meetings		Purchase Price	
3 x Navy Fleece embroidered Jackets	20/11/2017	34.50	5 years	11 High Street		Office		Purchase Price	
Wireless Keyboard & mouse	26/07/2017	51.98	2 years	11/13 High Street		Office use	G24-8530445		
Heavy Duty Racking	23/05/2017	18.32	5 years	Storage Unit		Storage Unit		Purchase Price	
1 x Peaked Lid	01/12/2017	25.00	5 Years	Canvey Lake Playground				Purchase Price	
Water Urn	27/02/2018	33.33	3 years	Office		Events		Purchase Price	
Chairs x 2	17/07/2017	25.98	5 Years	Lock up		Events		Purchase Price	
Coat Stand	10/07/2017	19.99	5 Years	Office - 13 High Street		Office use		Purchase Price	
Snakes & Ladders Lawn Games	06/03/2018	31.70	3 Year	Lock Up		Events		Purchase Price	
Gazabo Weights	May-18	53.00	3 years	Lockup				Purchase Price	

Folding Picnic Table	Apr-18	22.50	3 years	Lockup			Purchase Price
Android Tablet - Audio Minutes	21.05.2018	70.00	3 years	11 High Street	Safe	Lenovo Tablet	Purchase Price
Table Cloth	May-18	57.00	3 years	11 High Street			Purchase Price
Hetty Hoover	Dec-18	99.00	3 years	11 High Street	Office		Purchase Price
Microwave	Mar-19	34.00	3 years	11 High Street	Staff use		Purchase Price
Webcam x 2	Sep-20	58.32	3 years	11/13 High Street			Purchase price
Office chair	Feb-21	61.00	2 years	Clerks Office			Purchase price
A3 Paper Trimmer	Feb-22	35.99	3 years	11/13 High Street	Staff Use		Purchase price
Black & Decker Cordless Hammer Drill	Mar-22	45.83	3 years	11/13 High Street	Staff Use		Purchase price
6 Tread Fibreglass step ladder	Mar-22	73.33	5 years	11/13 High Street	Staff Use		Purchase price
Folding Picnic Table x3	Jan-23	101.82	3 years	Lockup	Events		£33.94 each
Trestle Tables x 2	Jan-23	83.33	3 years	Lockup	Events		£41.65 each
Stanchion Frames x 4	Apr-24	72.32	3 years	Lockup	Events		£10.93 each ex delivery
Body Camera	Oct-24	79.99	3 years	Office	Community Officer		Purchase Price
Total		£2,717					

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 2025/26

Date	Day	Meeting
23.06.25	MONDAY	COUNCIL
28.07.25	MONDAY	POLICY & FINANCE
AUGUST SHUT DOWN		
01.09.25	MONDAY	COUNCIL
06.10.25	MONDAY	COUNCIL
17.11.25	MONDAY	POLICY & FINANCE - BUDGET
08.12.25	MONDAY	COUNCIL - BUDGET
19.01.26	MONDAY	COUNCIL
09.02.26	MONDAY	POLICY & FINANCE
23.02.26	MONDAY	COUNCIL
09.03.26	MONDAY	ANNUAL TOWN MEETING
23.03.26	MONDAY	COUNCIL
27.04.26	MONDAY	POLICY & FINANCE
18.05.26	MONDAY	ANNUAL COUNCIL MEETING 2026/27

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

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

CANVEY ISLAND TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

19/05/2025

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC ADDRESS WWW.CANVEYISLAND-TC.GOV.UK

Section 2 – Accounting Statements 2024/25 for

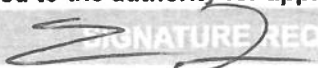
CANVEY ISLAND TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	255,805	248,500	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	274,356	288,352	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	20,567	30,511	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	113,464	130,709	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	188,764	166,208	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	248,500	270,446	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	262,242	266,211	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	162,756	149,591	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 SIGNATURE REQUIRED

Date

12/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

19/05/2025

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

SAFETY INSPECTION REPORT



Pinnacle Group Ltd
Units 9 & 10
Five Trees Ind. Estate
Bakers Lane
West Hanningfield
Essex
CM2 8 LD
T: 01277 320880
www.pinnacle-psg.com

Site Location: Canvey Lakes, Canvey Island

Date of Inspection: 13th March 2025

Range of Risk:

- 1-3 Very low risk – Monitor Usage.
- 4-7 Low risk – Monitor and take remedial action if required.
- 8-12 Medium risk – Take appropriate action.
- 13-21 High risk – Take immediate action, implement control measures.
- 21+ Unacceptable risk – Remove / Immobilise, implement immediate control measures.

Inspection compiled by Keith Dennis
Safety Inspection Officer
RPIL No. – OP1644
Pinnacle PSG
T: 01277 320878
M: 07949 487656
E: keith.dennis@pinnaclepsg.co.uk

Playground Maintenance
Stuart Putt
Pinnacle PSG
M: 07950 255588
E: stuart.putt@pinnaclepsg.co.uk

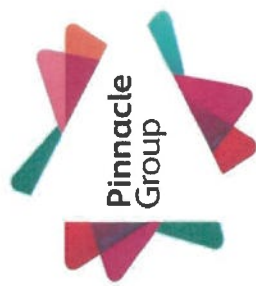


INVESTOR IN PEOPLE





Pinnacle PSG Limited
Registered Office: 1st Floor 6 St. Andrew Street Holborn London EC4A 3AE Registered in England & Wales No. 05156904
T +44(0)20 7017 2000 F +44(0)20 7427 5199 info@pinnacle-psg.com www.pinnacle-psg.com

Appendix J



Pinnacle Group Ltd
Units 9 & 10
Five Trees Ind. Estate
Bakers Lane
West Hanningfield
Essex
CM2 8 LD
T: 01277 320880
www.pinnacle-bsg.com

Equipment Photo	Equipment Name	Risk Value	Comments	Recommended Actions
	Sign		No faults, item is safe for use.	
	Gate x2			





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T +44(0)20 7017 2000 F +44(0)20 7427 5199 info@pinnacle-psg.com www.pinnacle-psg.com



	<p>Gate x2 Continued</p>	<p>4</p>	<p>Gate has dropped causing it to drag on the surface below.</p>	<p>Raise gate to allow it to open and close with out friction .</p>
	<p>Fence,</p>	<p>4</p>	<p>Top loops have been removed from fence every other section of the fence changing the intent of use to make it easier to climb over the fence.</p>	<p>No recommended action to take.</p>



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T +44(0)20 7017 2000 F +44(0)20 7427 5199 info@pinnacle-psg.com www.pinnacle-psg.com





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	Fence, Continued	4	Bolt heads on fence panels do not sit flush with the cross bar.	Try to close gap between bolt head and fence replace bolts if required.
	City Bench seat.		No faults, item is safe for use.	





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Registered Office: 1st Floor, 6 St. Andrew Street, Halborn London EC4A 3AE
T +44(0)20 7017 2000 F +44(0)20 7427 5199 info@pinnacle-psg.com
Registered in England & Wales No. 05159904
www.pinnacle-psg.com



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	<p>Bin</p>		<p>No faults, item is safe for use.</p>	
	<p>City Cradle Swing.</p>			



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 T +44(0)20 7017 2000 F +44(0)20 7427 5199 info@pinnacle-psg.com www.pinnacle-psg.com





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	City Cradle Swing. Continued	3	Graffiti on upright post.	Clean off graffiti.
		4	Crack in handrail on swing seat around bolt slight moment.	Monitor and replace if required.



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Registered Office: 1st Floor 6 St. Andrew Street Holborn London EC4A 3AE Registered in England & Wales No. 05156904
T +44(0)20 7017 2930 F +44(0)20 7427 5199 info@pinnacle-psg.com www.pinnacle-psg.com





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	City Balance Beam.	No faults, item is safe for use.	
	City Wobble Board.		




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Registered Offices: 1st Floor 6 St Andrew Street Holborn London EC4A 3AE Registered in England & Wales No. 05156904
T +44(0)20 7017 2000 F +44(0)20 7427 5189 info@pinnacle-psg.com www.pinnacle-psg.com



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Essex
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	<p>City Wobble Board. Continued</p>	<p>5</p>	<p>Broken foot plate, looks like grass cutting equipment damage.</p>	<p>Replace broken foot plate.</p>
	<p>Loudspeakers</p>			
		<p>3</p>	<p>Graffiti on top of equipment.</p>	<p>Clean off graffiti.</p>



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Registered Office: 1st Floor 6 St. Andrew Street, Holborn London EC4A 3AE Registered in England & Wales No. 05155904
T +44(0)20 7017 2000 F +44(0)20 7427 5189 info@pinnacle-psg.com www.pinnacle-psg.com





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Essex
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Little Explorer
Modular Play Unit.



5

Missing panel on entrance
section.


Replace missing
panel.



INVESTOR IN PEOPLE



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T +44(0)20 7017 2000 F +44(0)20 7477 5198 info@pinnacle-psg.com www.pinnacle-psg.com

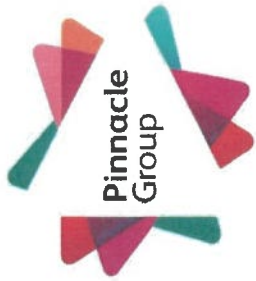
	<p>Little Explorer Modular Play Unit. Continued</p>	<p>3</p>	<p>Coloured panels missing from play panels</p>	<p>Replace missing coloured panels.</p>
---	---	----------	---	---

On Going Inspection

The inspection was carried out on the date above and the comments made above are based on the condition of the equipment on this date.

It is strongly recommended that regular visual checks are made, between my formal inspections, to check for any subsequent damage, vandalism or wear of the equipment.

Inspection compiled by Keith Dennis
Safety Inspection Officer
RPII No. – OP1644
Pinnacle PSG
T: 01245 280310
M: 07949 487656
E: keith.dennis@pinnaclepsg.co.uk



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Playground Maintenance

Stuart Putt

Pinnacle PSG

M: 07950 255588

E: stuart.putt@pinnaclepsg.co.uk



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Pinnacle PSG Limited

Registered Office: 1st Floor 6 St. Andrew Street Hoborn London EC4A 3AE Registered in England & Wales No. 05159304
T +44(0)20 7017 2000 F +44(0)20 7427 5199 info@pinnacle-psg.com www.pinnacle-psg.com



WORK SPECIFICATION

LANDSCAPING, GROUNDS MAINTENANCE AND LITTER CLEARANCE

LABWORTH MEMORIAL GARDENS AND BAND STAND SITE

DRAFT



1. General

- 1.1 In this Part the expressions "the Contractor" and "the Town Clerk" shall wherever the context admits mean the Town Council and for the time being of the Town Council respectively.
- 1.2 This Specification sets out the requirements of the Town Council with regard to the management and maintenance of the Labworth Memorial Gardens and the Band Stand site. The Town Council may from time to time issue further detailed documents to supplement or supersede the details contained here.
- 1.3 The Contractor is under a general obligation to maintain the Gardens in a clean tidy and safe condition as set out in detail elsewhere and herein.

Where chemical treatment has failed or not proved to be effective the Contractor shall at their own cost:

- (a) cut down using appropriate machinery and tools weed growth, diseased plants etc and replant removing all arisings from site.

2. Maintenance of Grassed Areas

- 2.1 The Contractor shall remove litter bottles, cans, stones and other debris from site prior to undertaking grass cutting operations.
- 2.2 The Contractor shall use machines which are appropriate in size, shape and method of cutting for the type of work involved. The contractor shall take care not to cause damage to trees, shrubs and other obstacles as a result of contact with grass cutting machinery or any part thereof on areas, which allow the use of large cutting machinery inaccessible parts shall be cut with smaller hand mowing machines no later than 48 hours following the use of large machines and mowing shall be to the same standard as the main area.
- 2.3 Blades and cylinders on all mowers shall be sharp and properly set to cut the sward cleanly and evenly. Mowers must have their height of cut adjusted to prevent scalping.
- 2.4 Cuttings shall be carried out right up to the edges of paths etc and as close as possible to walls fences and other obstacles. Cutting shall slightly overlap any weed killed mowing margins provided to areas maintained.
- 2.5 Any cuttings, which fly onto paths or other hard surface areas shall be brushed off and distributed evenly over the grassed area as work progresses.
- 2.6 The Contractor shall cut all soft boundary edges (flowers, shrubs and rose beds etc.) and all hard boundary edges where the level of the hard surface is below grass level. The Contractor shall use long handles shears or other suitable mechanical means. All arisings from this operation shall be removed from site.

2.7 Grass Cutting

- (a) As a minimum requirement the Contractor shall cut grass once every two weeks from the middle of March to the end of October inclusive, however the Contractor



can instruct additional cuts which may be necessary both during this period and at other times of the year for which no additional payments will be made.

- (b) Edging shall be carried out no later than two working days following mowing.
- (c) The Contractor shall cut a path at least 1.0 metre wide around all litter bins and seats situated in such grassed areas.

3. Maintenance of Flowers and Shrubs

- 3.1 The Contractor shall maintain flowers and shrubs in a clean and healthy condition and beds in a weed free condition.
- 3.2 The Contractor shall enhance and maintain the Labworth Memorial Garden (section 1) as a sensory garden. Types of plants are to be discussed and agreed with the Council.
- 3.3 At each visit all weeds shall be removed by hand, hoe or fork and all litter rubbish and arisings removed from site. The Contractor shall not disturb or damage flowers or shrub root systems and shall avoid excessive treading of the bed surface. Footprints shall be removed by fork or hoe.
- 3.4 As a minimum requirement flower and shrub beds shall be weeded once every two weeks from the middle of March to the end of October and on two further occasions more or less equally spaced between the beginning of November and the middle of March additional maintenance visits shall be undertaken where reasonably necessary.
- 3.5 At each maintenance visit the Contractor shall tie in all climbing roses, Clematis and any other climbing shrubs within the contract area. The Contractor shall provide and use suitable neutral coloured raffia non-toxic sisal or polypropylene ties. Tying shall be undertaken as necessary to retain the plant within its existing framework and prevent branches overhanging paths and other public areas.
- 3.6 The Contractor shall carry out pruning in order to build strong frameworks keeping flowers and shrubs healthy and vigorous maintaining shape and balance of the plants ensuring that they are kept in a condition that does not create a nuisance or danger. Plants must not be allowed to overhang paths and other public areas. All arisings from the pruning operation shall be removed from site.
- 3.7 No pruning is required except that on each maintenance visit dead and diseased wood and other branches that may cause nuisance or danger or which are reverting to a species from a cultivar shall be removed.

4. Weed Killing

4.1 Weed Killing of Shrub Beds

- (a) The Contractors shall carry out the following herbicide applications to shrub beds when instructed by the Supervising Officer.
 - (i) treat all Established Shrub Beds with a non-selective herbicide and apply in November or December at the last maintenance visit of the year.



(ii) treat all New Shrub Beds (i.e. established for less than three years) with an appropriate herbicide on up to two occasions each year in the spring and summer.

(b) Areas of beds where the herbicide application is found to be ineffective shall be hand weeded and re-treated with a similar or alternative herbicide. Where retreatment is not feasible due to climatic conditions and/or the mode of action of the herbicide the Contractor shall regularly hand weed such shrub beds to maintain them in a weed free condition. The Contractor shall undertake all such works at his own cost.

5. Maintenance of Trees

5.1 The Contractor shall inspect and carry out corrective operations as detailed below to semi-mature, standard and feathered trees to maintain them in a healthy and vigorous condition producing well balanced upright trees or normal growth and appearance characteristic of their type. The Contractor shall undertake maintenance visits to these trees in association with the regular maintenance of shrub beds.

5.2 The Contractor may only use chain saws when the operative is working at ground level is NOT from within the tree or ladder platform and has the relevant qualifications to do so. All pruning works within the trees or from a ladder, or platform shall be carried out using hand saws or other appropriate hand tools.

5.3 Branch Removal from Mature Trees:-

(a) In emergency situation at any time of the year when instructed by the Town Clerk, the Contractor shall remove loss and damaged branches from mature trees. Works will be of a minor nature and the Contractor will only be required to use hand saws or other hand tools.

5.4 Felling Mature Trees:-

(a) In emergency situations when instructed by the Town Clerk or a recommended following the annual tree audit, the Contractor shall fell to ground level mature trees. Works will be of comparatively minor nature and the Contractor will only be required to "straight" fell trees.

(b) All arisings from branch removal and felling of trees shall be removed from site. The Contractor shall leave the site in a clean and tidy condition following the completion of works.

5.5 The Contractor shall ensure that all stem side growths are removed from trees up to a height of 1.5 metres including mature trees.

5.6 At each maintenance visit all missing damaged and worn tree ties shall be replaced by the Contractor. Replacement ties and spacers shall be supplied by the Contractor.

5.7 At each maintenance visit the Contractor shall inspect stakes for signs of damage or fungal attack and such stakes shall be removed and replaced in a suitable position with a new stake of suitable size and type in accordance with the specification below. New stakes shall be supplied by the Contractor.



- 5.8 In circumstances where a new stake is to be used the old stake shall be completely removed but if this operation is likely to cause damage to the tree, the stake shall be carefully cut off at ground level. The new stake shall be positioned as close as possible to the old stake on the windward side of the tree and driven into the ground to a depth of at least 600mm. The stake must not interfere with the free movement of the branches. The previous stake hole shall not be reused and the old stake hole shall be back filled with lightly consolidated top soil. All old stakes and other arisings shall be removed from site.
- 5.9 On each occasion the Contractor shall secure or reposition stakes which show movement or indicate instability.
- 5.10 At each maintenance visit the Contractor shall inspect the soil area around the base of each tree. Any lift of the soil caused by frost or other reason shall be gently firmed. Minor washouts shall be reinstated areas of standing water shall be drained and reasonable measures taken to prevent reoccurrence.
- 5.11 At all times the Contractor shall keep the bases of the staked trees in a neat and tidy condition ensuring a sucker weed, litter and rubbish free surface at all times.
- 5.12 At each maintenance visit all weeds shall be removed by hand, hoe or fork and all litter, rubbish and arisings removed from site. The Contractor must take all due care not to disturb or damage tree root systems.
- 5.13 Winter Maintenance of Staked Trees
- (a) In addition to the operations detailed in this Specification the Contractor shall undertake the following operation on one occasion each year between the first week in November and the middle of March.
 - (b) All ties shall be inspected and if necessary loosened and securely refixed. A minimum of two ties and spacers shall be used for each tree and they shall be positioned to prevent any abrasion of stems.
 - (c) The Contractor shall check to see whether the trees are still in need of staking and if not shall cut the ties, carefully lift the stake from the ground and remove from site. If this operation is likely to cause damage to the tree the stake shall be carefully cut off at ground level. When a tree stake has been completely removed the contractor shall backfill the hole to the surrounding ground level. The Contractor must not backfill the hole with litter or other deleterious material.

6.0 Maintenance of Hedges

- 6.1 Hedges shall be cut either once or twice a year depending upon the hedge and in line with the maintenance requirements for specific hedges.
- 6.2 All arisings from hedge cutting operations shall be removed from site.



7.0 Watering Regime

7.1 The Contractor shall as a minimum requirement, water all flower and shrub beds at least 3 – 4 times per week dependent upon the weather conditions between March – October.

7.1.1 Winter Watering – The Contractor shall as a minimum requirement, watering all flower and shrub beds at least 2 times per week dependent upon the weather conditions between October and March.

8.0 Emptying of Bins / Dog Fouling Receptacles / Litter Picking / Fly -Tipping

8.1 The Contractor shall inspect all bins included in this schedule and on a weekly cycle emptying all litter, rubbish and fouling sacks from each receptacle and replacing with new ensuring that at no time does any bin either become more than three quarters full or go more than one week without being emptied.

8.2 The Contractor shall respond to incidents of fly tipping and other damage occurring at the site including the removal of discarded items from site.

8.3 As a minimum requirement bins shall be emptied once a day during the summer as these areas are heavily frequented by the public during this period.

8.4 The Contractor shall inspect all hedges included in this schedule on a weekly basis and remove all litter from the site.

8.5 The number of litter/dog bins within the area of works shall be deducted from or added to by the Clerk during the course of the contract and the Contractor must arrange to incorporate such changes into the works patterns within five days of receiving such notification. The Contractor is required to specify within their tender submission up to how many extra litter and dog bins they will accept without any further charge and then what that charge would be thereafter.

8.6 All arisings shall be removed from site.

9.0 Preservation of Furniture / Brickwork

9.1 The Contractor shall carry out preservation treatment of all structures including the band stand, seats and fencing when required. As a minimum requirement, preservation treatment shall be carried out every two years between the beginning of November and the end of February inclusive of the painting of the band stand roof.

9.2 If possible the Contractor shall remove items of furniture to a suitable location where they can be treated. Whilst undertaking the works the Contractor shall leave the site in a safe condition (i.e. no protruding bolts etc).

9.3 The items shall be thoroughly washed to remove any dirt and grease when dismantling items in order to gain access to clean hidden areas.

9.4 The Contractor shall repair any rotten, badly rusted or other damaged areas. If the Contractor considers any item to be beyond repair he shall report the matter to the Town Clerk.



- 9.5 When a suitable dry surface has been prepared free from dust, dirt, rust and grease the Contractor shall apply one coat of a suitable wood preserving liquid to all wooden parts except those which have been previously painted.
- 9.6 Where wooden or metal items have previously been painted the Contractor shall apply one coat of suitable undercoat to a dry, dust, rust and grease free surface and when ready one coat of paint. All paints shall be applied in accordance with the manufacturer's specification and recommendations and in accordance with British Standard 6150: 2019 Code of Practice for Painting of Buildings.
- 9.7 When the item is dry it shall be reassembled taken back to the site and securely fastened.

10. Maintenance of Paths and Pedestrian Areas

- 10.1 The Contractor shall remove all debris, silt, weed growth etc. and other deleterious material from hard surfaced pedestrian areas. Silt/weeds shall be removed, and the areas swept clean, and all arisings taken from the site and deposited appropriately.

11. Maintenance around Bee Posts

- 11.1 Maintain a meadow around the bee posts to ensure the bees have a habitat to utilise the larval stage where they feed on the stems and leaves of native plants.
- 11.2 To either cut and collect bi-annually in early spring and late summer or remove topsoil and seed with native mix.

12. Inspections

- 12.1 The Contractor shall ensure that tall trees, shrubs, roses, hedges, furniture, brickwork, footpaths, fences, gates, drains, grass and other items within the Gardens are regularly inspected for overgrowth, damage, litter, leaks, vandalism, graffiti and to check whether they are in a generally satisfactory condition.
- 12.2 The Contractor shall ensure that all locations are kept in a clean, tidy and safe condition. The Contractor shall remove any litter debris and other deleterious matter from the site. Graffiti shall be removed immediately using a cleansing agent.
- 12.3 The Contractor shall immediately carry out remedial works to make safe or prevent or prohibit public access to any damage or defect discovered which could cause damage to any person or property.

Schedule of Existing Furniture

Band Stand

- Band Stand
- 8 benches
- 4 lamp columns
- 8 bollards
- 7 railings
- 1 sail sign

Labworth Memorial Gardens

- 38 Benches
- 4 Sign Boards
- 2 Maintained by Signs
- Entrance Sign
- Covid Memorial Garden (excluded from contract)

Community Officer

Progress Report for All Open Spaces – 19/05/2025

CANVEY LAKE

- Lots of fly tipping in water and dyke area
- Fly tipping around bins, evidence found, and resident have had letters with photos.
- Noticeboards at Denham Road were heavily graffitied.
- BT have been contacted regarding there post within the car park of Denham Road. I'm waiting on a reply to remove the post, if it's not in use.
- Issues with night fishing and anti-social behaviour call 101 and the home office code 116/11 for reporting 'Theft of Fishing' to help with the issues at the weekends.

PLAYGROUND

- Play area passed it Annual report

BAND STAND

- Nothing to report.

WILDFLOWER MEADOW

- Nothing to report.

MEMORIAL GARDENS

- Nothing to report.

TIDAL POOL

- I'm unable to access the tidal pool due to the revetment work hopefully work will be completed by end of May.

ALL HEALTH AND SAFETY REPORTS ARE UP TO DATE FOR ALL OUR OPEN SPACES.

Issues reported on behalf of organisations:

- Cisca House – Parking at Leigh Beck/ School time
- Ms Club / War Memorial Hall – Roads and paths
- Wednesday Group / Smallgains Hall – Roads and paths.

Allotments – Risks Reported – 2025					Appendix M		
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
MARCH							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
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 - 2025						Appendix M	
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
March							
Plastic missing from circles on play unit	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor is aware and will advise once plastic is replaced	
April							
Plastic missing from circles on play unit	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor is aware and will advise once plastic is replaced	
Cracked foot plate on wobble board	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	CO will obtain quotes from pinnacle	
May							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		

Memorial Gardens – Risks Reported – 2025					Appendix M		
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
MARCH							
Flowers on memorial bench	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	CO has removed 25.03.25	
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		
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		

Wildflower Meadow – Risks Reported – 2025							Appendix M	
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council	
APRIL								
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC			
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC			
MAY								
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC			
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC			

Canvey Lake – Risks Reported – 2025

Appendix M

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
MARCH							
Overgrown bush behind property in Lede Road	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has removed and photos 19.03.25	
Overgrown bush behind property in Thisselt Road	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has removed and photos 20.03.25	
Tree branches over hanging into property in Lede Road	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has removed and photos 27.03.25	
Overgrown bush behind 40 Ferrymede	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has advised remove and photos 04.04.25	
APRIL							
Black bag left on double bin Denham Road	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has removed, and photos taken 01.04.25	
Mattress in dyke	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has removed and photos 02.04.25	
Graffiti on bin along lakeside path	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor is removing all damaged and broken bins 08.04.25	
Algae and reeds at Denham Road by bridge	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has removed and photos 08.04.25	

Canvey Lake – Risks Reported – 2025

Appendix M

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
Notice board and information board have been heavily graffitied at Denham Road	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has removed and photos 15.04.25	
Fly tipping Black bag left on double bin - Evidence found letter sent	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has removed and photos 02.04.25 at 1pm	
Graffiti on bin on along lakeside path	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has removed and photos 08.04.25 at 3.30pm	
Algae and reeds in water at Denham Road	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has removed 08.04.25 3.30pm	
Fly tipping at bin along Lakeside Path – Evidence found letter sent	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has removed 04.05.25	
Mattress in dyke by Winter Gardens Pumping Station	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has removed 04.05.25 - 10.50am	
Scooter in dyke by Pumping Station	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has removed 04.05.25 - 10.50am	
2 foldup chairs by Hilton Road Weir	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has removed 08.05.25 - 9.20am	

Band Stand – Risks Reported – 2025						Appendix M	
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
MARCH							
Advertising sign has gone from railings	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Clerk will advise if new one is to be ordered with EO	
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		