



TO ALL MEMBERS OF THE COUNCIL

Dear Councillors,

I hereby summon you to attend a **MEETING** of **CANVEY ISLAND TOWN COUNCIL** to be held in the **DELLAWAY ROOM, PADDOCKS COMMUNITY CENTRE, LONG ROAD, CANVEY ISLAND, SS8 0JA** on **MONDAY 23<sup>RD</sup> JUNE 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

18<sup>th</sup> June 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. Apologies for absence
2. To receive declarations of interest in items on the agenda
3. 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.
4. To confirm and sign as a true record the minutes of the Annual Council meeting held on 19<sup>th</sup> May 2025.
5. To receive a report from the Town Mayor on activities and events since the last meeting.
6. To note the report of Officer Decisions under delegated powers and background papers since the last meeting.
7. To receive a verbal report on the Clerks progress of ongoing projects and not on the agenda.
8. To consider and agree amending Standing Order Section 3(e) (Appendix A).
9. To consider a process of responding to queries regarding Canvey Lake due to the impact on resources and the work of the Council generally.
10. To consider and agree the Town Mayor's charity for the year 2025/26.



11. Risk Management
  - To review the Risk Management Assessment and Internal Controls (Appendix B)
12. To consider and agree allowing additional community groups to utilise the office meeting space on Thursdays & Fridays
13. To confirm accounts for payment as previously agreed.
14. To note a report from the Community Officer on matters relating to Canvey Island (Appendix C)
15. To note the Health & Safety reports detailing incidents and actions completed in relation to open spaces (Appendix D).
16. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
17. Reports from Essex County Councillor on matters relating to Canvey Island.

**Subject:** Public Forum

**Speaker:** Cllr S. Sayes - Town Mayor

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### **Reason for Report**

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

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### **Information**

Questions to the Leader of the Council  
From Felicity Macdonald.

#### **Question 1:**

I'm writing to express my concerns regarding the deterioration of the lake and the vulnerability of all wildlife who use this area as their habitat and consequently, their breeding ground. I would like to put my questions to the Leader of the Town Council, Councillor Steven Sach to be read out and subsequently answered at the next scheduled Council meeting. I would also be grateful if I could have his response to me via an email so that we can confirm such correspondence has passed between us. Firstly, I think it only manners if I introduce myself to you Councillor Sach my name is Felicity MacDonald and I reside in the Republic Ireland, County Cork. I am aware that you have seen many threads on the FOCL page from me voicing my concerns about the ongoing deterioration of the lake so before you express any contrary views about me not being a resident of Canvey, I would like to put the record straight. I attended both Primary and Secondary Education in schools on Canvey and later in life I was a resident with my late husband and child, so I think that qualifies me for my interest and dissatisfaction regarding the lake. Firstly, could you please tell me what you describe the lake as, is it a holding site for surface water or is it a lake, or does it serve the purpose of both uses but is called a Lake. Your signage describes it as a lake, as do your benches and it is commonly known as 'the Lake.' If it is only a holding site for run-off from the roads and a flood preventative does this mean that this stretch of water is solely for that purpose and none other and if so, that being the case, why does all your signage address it as a lake? The wildlife who use this stretch of water for their habitat and breeding give people great pleasure, it is also a place where one can escape roads and relax while watching the wildlife, but the health of the birds has to be taken seriously which comes at a cost, people are involved in their welfare, the surrounds in which they live become hazardous to their lives when reeds are let to rampantly grow, and the rubbish thrown into the lake along with the natural build-up of silt is a toxic killer. I understand the byelaw prohibits any one from helping out in areas such as rubbish collection ( in and out of water) the cutting back of reeds, and general sympathetic maintenance to ensure that all life on the lake stays happy and healthy. That being the case, wouldn't it make sense to have the out-of-date byelaw revoked, what are your views on this please?

**Response:** Provided by Email from the Leader of the Council on the 10<sup>th</sup> June 2025.

It is unknown by the Town Council as to why the open space is called Canvey Lake as this appears to be due to historical reasons and everybody knows it as a lake, however, over time the function of the lake has changed and it is now utilised by the Environment Agency as part of Canvey Island flood defence system which the Town Council has no control over. The pumps and weirs are controlled by the Environment Agency, and it is my understanding that when there is heavy rainfall and the lake hits a certain water level these pumps will activate and feed the water out of the lake into the tidal system. The reeds are cut annually around the edges of the lake; however, the Town Council can investigate cutting back the reeds as part of a larger project.

The bye law has been in place for various reasons and one of those is to prevent actions on the lake which the Town Council has not authorised. If any registered group approaches the Town Council to help to litter pick and do other general clean-up operations it would be considered by the Council. Any changes to the byelaw would be a Council decision.

Question 2:

From Alan Tibbit.

Since the Lease for Canvey Lake was signed in 2010, will the Leader please let the residents know what requests for funding have been made to any organisation at all, including businesses and Charities that can assist, such as RSPB etc. Of the requests for help for financial assistance made, to ensure the terms of the Lease could be fulfilled, as clearly stated in the Lease to be the responsibility of the Town Council, how many were successful, and on what areas of the Lease has any funding achieved, been spent.

Response: Provided by Email from the Leader of the Council on the 16<sup>th</sup> June 2025.

As I was not a member of the Town Council back in 2010, I am unable to comment, however, I will be discussing the question with the Town Clerk, and we will get back to you with the answers.

Question 3:

From Hayley Cockayne.

During the question/answer session held at the War Memorial Hall with Roger Hirst on Monday 2nd June regarding problems residents wanted to ask questions about, two things were left unanswered. My questions are as follows: 1. In January this year the Town Council adopted and agreed a "vision of the future of Canvey Lake" as the way forward. Can you confirm that this is still the Town Councils position and that dredging of the lake to bring it back as it was in 2010 is not now an option and the lake in 5 years will be a virtual marsh. If it is still the Town Councils view would Mr Sach agree that a referendum of the future of the lake would be a better idea, to ensure the will of the people is addressed. Giving the option to reset it to 2010 condition as an alternative to the Town Councillors view. 2. At the meeting it was stated that the residents were unable to volunteer with the cleaning up of the lake due to the Byelaw. It is obvious the Byelaw does not serve any useful purpose and even Roger Hirst was dismissive of its usefulness. Given the answer received by the Chairman of friends of Canvey Lake from the Town clerk that the Byelaw cannot be properly administrated due mainly to lack of finance to employ staff to do the necessary duties and secure any prosecutions, will the Town Council revoke the Byelaw and work with the residents to formulate a new more friendly version. Not so draconian and more user friendly. In addition will Mr Sach inform us of the number of successful prosecutions using the Bylaw to date.

Response: Provided by Email from the Leader of the Council on the 16<sup>th</sup> June 2025.

The approved vision for Canvey Lake is still the Councils current position, however, it was agreed at a meeting in the 24<sup>th</sup> February 2025 that although desilting the lake was not part of the Councils vision for immediate action, investigations would be made into obtaining funding to desilt the lake and reduce silt levels. The bye law has been in place for various reasons and one of those is to prevent actions on the lake which the Town Council has not authorised. If any registered group approaches the Town Council to help to litter pick or other general clean-up operations it would be considered by the Council. The existing byelaw is a model version provided by the government and any changes would be a Council decision.

To: Canvey Island Town Council

Subject: Urgent Questions Regarding the Canvey Lake Lease and Management Decisions

Dear Councillors,

I am writing as a concerned resident in light of recent revelations and ongoing concerns surrounding the management of Canvey Lake. The following questions and points require urgent clarification and accountability from the Town Council:

1. The 99-Year Lease (2010):

Why did the Town Council agree to a 99-year lease in 2010 without a thorough assessment of year-on-year cost increases or the long-term financial implications? The lease placed significant upfront responsibilities on the Council. It is unclear why such a risky and costly agreement was signed. This decision warrants an explanation, particularly from the then-Leader Mr. David Blackwell.

2. Failure to Complete Works and Misuse of Funds:

After the three-year deadline stated in the lease for completion of necessary works, why were the recommendations of the Environment Agency ignored, particularly the advice to dredge the lake? Instead, funds appear to have been diverted towards flower pots, hanging baskets, and new memorial gardens. Who authorised this shift in priorities?

3. Current State of the Lake and Retention of Bye Law:

Canvey Lake is now described as a "virtual cesspit," with minimal finance allocated for proper upkeep. Despite this, the Council still insists on holding the lease and enforcing a Bye Law that restricts public engagement. Why is the Council maintaining these controls when the lake is unfit for its intended purpose?

4. Delayed Action Despite Public Pressure:

Why has it taken 15 years—and intense pressure from Friends of Canvey Lake (FOCL)—for the Council to even consider resetting the lake to its former condition? This reversal, only discussed during the 19th May meeting, appears to contradict a decade and a half of refusal.

5. Funding Source for the Reset Plan:

Where will the funding come from for this long-overdue restoration? The response pointing to the "£20 million" fund raises serious concern. While this may be a potential resource, it is for the people of Canvey to decide its use, not Councillors who contributed to the current decline.

It has been stated that one of the key decision-makers—also on the Board for the £20 million fund—is Mr. Blackwell, former Leader of the Town Council, under whose leadership these problems arose. This conflict of interest demands transparency.

I request that these questions be formally heard and answered at the next available Council meeting, as per Council protocol. Please confirm receipt of this letter and ensure it is placed on the agenda.

Yours sincerely,  
Mr Tim Searle

10/06/2024

**MINUTES OF THE PROCEEDINGS AT THE ANNUAL MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
ON MONDAY 19<sup>TH</sup> MAY 2025 AT 7.00PM**

**PRESENT:**

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

**Also present:** Mrs E. De Can – Town Clerk  
Mrs L. Gould – Deputy Clerk  
Mrs A. Wakenell – Community Officer  
13 members of the public.

Cllr May thanked the staff and councillors for their assistance during his time as Town Mayor.

**CO/001/25 – TO ELECT THE TOWN MAYOR OF THE COUNCIL 2025/26**

Cllr May nominated Cllr Sayes as Town Mayor for the 2025/26 Council year. The nomination was seconded by Cllr J. Anderson. There were no other nominations therefore Cllr Sayes was elected as Town Mayor of the Council for 2025/26.

**CO/002/25 - TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Clerk provided Cllr Sayes with the Declaration of Acceptance of Office document which was signed and witnessed by the Council and the Proper Officer.

**CO/003/25 - TO APPOINT A DEPUTY TOWN MAYOR OF THE COUNCIL FOR 2025/26**

Cllr Harvey nominated Cllr Brooke as Deputy Town Mayor and the nomination was seconded by Cllr Sach. There were no other nominations therefore Cllr Brooke was elected as Deputy Town Mayor of the Council for 2025/26.

**CO/004/25 - APOLOGIES FOR ABSENCE**

All members were present.

**CO/005/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declaration of interests was received.

**CO/006/25 – MEMBERS TO REVIEW THEIR REGISTER OF INTEREST FORMS AND ANY AMENDMENTS TO BE COMPLETED AND RETURNED TO THE TOWN CLERK.**

Members noted the need to review their forms.

**CO/007/25 - PUBLIC FORUM - TO RECEIVE QUESTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND OF WHICH NOTICE HAS BEEN RECEIVED FOR A PERIOD NOT EXCEEDING TEN MINUTES**

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.

The Leader of the Council responded advising that there have been no complaints made to the Town Council in relation to the smell caused by these works and no concerns have been raised by the contractor. As silt builds up at the bottom on any lake, it inevitably decays. Natural processes break down organic matter, using up oxygen levels from the water. Without sufficient oxygen levels the oxygen deprived bacteria will break down organic buildup in the water, during this process the bacteria will produce waste gas which is what smells. Unfortunately, any time that the silt is disturbed during any works there will be this release of gas. This is not only due to the current level of silt in the lake but has been the case over the years and before the Town Council took over the management of the lake. As you are aware investigations are being made to 'reset the lake' as residents have requested, however, one of the proposals made to reduce costs is to leave the silt on site which will be an issue if the smell is a problem. The Council is taking proactive action in hopes this will alleviate and help to mitigate any potential environmental issues, that this unique area may face in the upcoming summer months. The Council has again conducted a session of fish removal at the beginning of the year and approved the use of barley straw which formed part of the Ecology Study conducted. This should help to control any potential algae growth, and the Council still intends to install an aerator before the summer months. The Town Council is dedicated to the long-term vision for Canvey Lake and quotes for works to 'reset the lake' have been obtained as requested by residents and funding opportunities for this large-scale project are currently being investigated. The Environment Agency test the water at least twice a year to check indicators of water quality for aquatic health. All non-bathing lakes have various bacteria and toxins due to the fact that it is not treated as a bathing facility and the Council have made it clear to residents with adequate signage advising that the lake is not suitable for bathing or pets due to the simple nature of the unknown factors of the road run off and bacteria caused by algae blooms and excessive wildfowl excrement.

Various members of the public asked to respond, and a discussion took place. Cllr Blackwell advised that as Leader of Castle Point Borough Council he will arrange a meeting with the Borough Council and Friends of Canvey Lake to discuss their enquiry to take over the lease of the Canvey Lake open space.

**CO/008/25 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 28<sup>TH</sup> APRIL 2025.**

Members **RESOLVED** that the minutes of the Council meeting held on the 28<sup>th</sup> April 2025 be confirmed as a true record of the proceedings and signed by the Town Mayor.

**CO/009/25 – TO REVIEW THE TERMS OF REFERENCE FOR EACH COMMITTEE**

Members reviewed the terms of reference and **RESOLVED** no changes were required.

**CO/010/25 - TO APPOINT A LEADER OF THE COUNCIL**

Cllr Blackwell nominated Cllr Sach as Leader for the 2025/26 Council year. The nomination was seconded by Cllr Harvey. There were no other nominations therefore Cllr Sach was appointed Leader of the Council for 2025/26.

#### **CO/011/25 - TO APPOINT A DEPUTY LEADER OF THE COUNCIL**

Cllr Blackwell nominated Cllr Harvey as Deputy Leader for the 2025/26 Council year. The nomination was seconded by Cllr Brooke. There were no other nominations therefore Cllr Harvey was appointed Deputy Leader of the Council for 2025/26.

#### **CO/012/25 - TO APPOINT A CHAIRMAN TO THE COUNCIL'S COMMITTEES**

Cllr Blackwell proposed that all positions remain the same and there were no other nominations. Members **RESOLVED** unanimously that Cllr Acott was elected as Chairman of the Policy & Finance Committee and Cllr Sach was elected as Chairman of the Planning Committee.

i) **Personnel**

Cllr D. Anderson nominated Cllr J. Anderson as Chairman of the Committee and the nomination was seconded by Cllr May. There were no other nominations therefore Cllr J. Anderson was elected as Chairman of the Committee.

#### **CO/013/25 - TO APPOINT MEMBERS TO THE COUNCIL'S COMMITTEES**

Members were asked to review each committee membership and **RESOLVED** to appoint the following members to the Council's Committees:

i) Policy and Finance

Cllr Acott, Cllr D. Anderson, Cllr May, Cllr Sach, and Cllr J. Anderson.

ii) Planning

Cllr Sach, Cllr Harvey, Cllr Brooke, and Cllr Botham.

iii) Personnel

Cllr J. Anderson, Cllr D. Anderson, Cllr Acott, and Cllr Sach.

iv) Appeals Panel

Cllr Harvey, Cllr Botham, and Cllr Brooke.

#### **CO/014/25 - TO CONSIDER AND AGREE THE COUNCILS AMENDED FINANCIAL REGULATIONS AND STANDING ORDERS.**

Members considered the amendments and **RESOLVED** unanimously to approve all amendments.

#### **CO/015/25 - TO APPOINT MEMBERS TO THE EXISTING WORKING GROUPS/PANELS**

Members were asked to review the existing working groups/panel membership and **RESOLVED** to appoint Cllr Sayes and Cllr Brooke to the Lake Stakeholder Group.

#### **CO/016/24 - TO REVIEW THE REPRESENTATIVES TO THE OUTSIDE BODIES AS DETAILED IN THE CLERKS REPORT**

Members appointed the following members to each committee or group:

i) Community Development Partnership – D. Anderson

ii) Big Local Gunny Steering Group – S. Sach and Town Clerk

iii) Community Initiative Fund Panel – Town Clerk

iv) CPBC Planning Committee – Chairman and Vice Chairman of Planning Committee

v) CPBC Review Committee – A. Acott and S. Sach



- vi) Heritage Centre Committee – A. Acott
- vii) Age Concern – D. Anderson
- viii) Parish Transport – Deputy Clerk
- ix) Wyvern Community Transport Board – P. May
- x) Local Highways Panel – J. Anderson
- xi) Community Safety Partnership – Community Officer
- xii) Town Board – Town Clerk

#### **CO/017/25 – FINANCE**

- i) TO CONSIDER AND AGREE THE CONTINUATION OF FUNDING THE CLERKS MEMBERSHIP WITH THE SLCC AT A COST OF £355.00 PER ANNUM**  
Members **RESOLVED** unanimously to agree the continuation of funding the Clerks membership with the SLCC at a cost of £355.00 for 2025.
- ii) TO NOTE THE BANK SIGNATORIES AND CONSIDER ANY REQUIRED CHANGES.**  
Members noted and **RESOLVED** that there will be no amendments to the bank signatories.
- iii) TO CONSIDER AND AGREE THE EALC AND NALC AFFILIATION FEES FOR 2025/26**  
Members **RESOLVED** unanimously to agree to the affiliation fees for 2025/26 at a cost of £2,854.23.
- iv) TO NOTE THE COUNCIL'S ASSET REGISTER**  
Members noted the Asset Register.

#### **CO/18/25 - TO AGREE THE SIGNING OF THE HEALTH & SAFETY POLICY BY THE TOWN MAYOR OF THE COUNCIL**

The Clerk advised that Health & Safety is the responsibility of the Full Council and should therefore sign the policy in accordance with this. Members noted their responsibilities and **RESOLVED** that the Town Mayor sign the policy.

#### **CO/019/25 – TO CONSIDER AND AGREE THE TIMETABLE OF MEETINGS FOR 2025/26**

Members **RESOLVED** to approve the Timetable of Meetings for 2025/26 and amend the start time of meetings to 7pm.

#### **CO/020/25 – TO NOTE AND CONSIDER THE INTERNAL AUDITORS REPORT.**

Members noted the report with no issues raised.

#### **CO/021/25 – TO APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2025.**

Members considered the findings of the review of the effectiveness of its system of internal controls and **RESOLVED** to approve and sign the Annual Governance Statement for the year ending 31<sup>st</sup> March 2025.

#### **CO/022/25 – TO APPROVE THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2025.**

Members **RESOLVED** to accept and approve the Annual Statement of Accounts for year ending 31<sup>st</sup> March 2025.

#### **CO/023/25 – TO REVIEW MEMBERS ACCEPTANCE TO RECEIVE ELECTRONIC AGENDAS**

Members noted the Councils standing orders, and all members approved the receipt of electronic agendas.

**CO/024/25 – TO NOTE THE REPORT OF OFFICERS DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS SINCE THE LAST MEETING.**

Members noted the purchase of two steal lockable cabinets for the council office at a cost of £374.00.

**CO/025/25 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.**

Members noted the report.

**CO/026/25 – TO CONSIDER AND AGREE THE TOWN MAYOR'S CHARITY FOR THE YEAR 2025/26.**

This item was deferred until the next available meeting.

**CO/027/25 – TO NOTE THE BY-ELECTION FOR THE WINTER GARDENS WARD TO BE HELD ON THE 20<sup>TH</sup> JUNE 2025.**

Noted.

**CO/028/25 – TO NOTE THE ROSPA REPORT COMPLETED ON THE PLAY AREA.**

Members noted the report and recommended actions.

**CO/029/25 – TO CONSIDER AND AGREE THE LABWORTH MEMORIAL GARDENS/BAND STAND CONTRACT SPECIFICATION FOR A 3 YEAR CONTRACT.**

Members **RESOLVED** unanimously to approve the contract specification for a 3-year contract.

**CO/030/25 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**

**19<sup>th</sup> May 2025 NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
ATH Training Group	BACS836	£240.00	First Aid Training
Digger Boats Ltd	BACS837	£5,712.00	Barley Straw
SLCC	BACS838	£2,245.00	Consultancy Fees/Clerks Membership
Design4Print	BACS839	£342.00	AFD Banners x 6
Aspect Maintenance Ltd	BACS840	£6,815.09	Maintenance Apr / Office Move
The Bungalow Nursery	BACS841	£293.16	Covid Gardens Plants
CPBC	BACS842	£738.25	Hall Bookings - 25/26 & AFD
EALC	BACS843	£2,854.23	NALC/EALC Membership Fee
Heelis & Lodge	BACS844	£430.00	Internal Audit
<b>TOTAL</b>		<b>£19,669.73</b>	

**CO/031/25 – TO NOTE A REPORT FROM THE COMMUNITY OFFICER ON MATTERS RELATING TO CANVEY ISLAND.**

Members noted the report. The Community Officer advised that there has been a lot of fly tipping at Canvey Lake in the water, dyke and bins being left on site. Evidence had been found as to which residents were leaving their household rubbish by the bins. The notice boards at the lake open space had been vandalised and heavily graffitied. The play area had passed its ROSPA inspection, and access to the Tidal Pool had been permitted so that the contractor could start to get the tidal pool ready for the summer months.

**CO/032/25 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.**

Members noted the reports.

**CO/033/25 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND.**

No reports were provided.

**CO/034/25 – REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO  
CANVEY ISLAND**

No reports were provided.

The meeting closed at 8.00pm.

TOWN MAYOR

23<sup>rd</sup> June 2025

DRAFT

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

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

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

- h The period of time designated for public participation at a meeting in accordance with standing order 3 (e, f & g) above shall not exceed ten minutes unless directed by the chair of the meeting.
- i The chair may limit or disallow any address which is felt to be inappropriate, abusive, frivolous, irrelevant or otherwise unacceptable.
- j No item will be deferred owing to the absence of someone who had indicated an intention to address the meeting.
- k A councillor shall raise their hand when requesting to speak and remain seated when speaking. A member of the public shall raise their hand or will be called upon by the chair to speak and will be asked to stand whilst speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- l A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- m Only 1 person is permitted to speak at a time. If more than 1 person wants to speak, the chair of the meeting shall direct the order of speaking.
- n **Subject to standing order 3(o), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- o **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- p **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- q **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor of the Council may in their absence be done by, to or before the Deputy Town Mayor of the Council.**
- r **The Town Mayor of the Council, if present, shall preside at a meeting. If the Town Mayor is absent and the Deputy Town Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- s **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or non-councillors with voting**



■ **rights present and voting.**

- t **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Town Mayor of the Council at the annual meeting of the council.*

- u **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- v The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of councillors present and absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. officers report of decisions made under delegated powers
  - viii. resolutions made.

- w **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter and must leave the room.**

- x **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three. See standing order 4d (v) below for the quorum of a committee meeting.**

- y **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

- z A meeting shall not exceed a period of 1 and a half hours and shall finish no later than 8.30 pm. Should an item of business still require a decision the chair can extend the meeting at their discretion but no later than 9.00 pm.

#### **4. Committees and Sub-Committees**

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

# Canvey Island Town Council

## Risk Management Assessment

**“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council”**

The Risk Assessment is a general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices.

This document has been produced to enable the Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.



Risk	Current action	Level of Risk	Control of Risk	Action by
Protection of physical assets owned by the council	Annual review of insurance and adequacy of cover	M	Annual register of assets maintained and referred to Council as part of the annual accounts.  Regular maintenance arrangements for physical assets	RFO
Risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (public liability)	Annual review of insurance and adequacy of cover	M	Annual review of risks to be approved by Council	RFO
The risk of consequential loss of income or the provision of essential services following critical damage, loss or non-performance by a third party (consequential loss).	Not currently applicable	L	CPBC Emergency Plan	Town Clerk and Mayor of Council
Loss of cash through theft or dishonesty (fidelity guarantee).	Annual review of insurance	L	Annual review of internal controls	RFO and Policy & Finance Committee
Legal liability as a consequence of asset ownership (public liability)	Annual review of insurance	L	Annual review of risks to be approved by Council	RFO and Policy & Finance Committee

Risk	Current action	Level of Risk	Control of Risk	Action by
Security for buildings, amenities, or equipment.	Office: Locked each night with key pad entrance. Key register maintained. CCTV and intruder alarm installed. Fire doors and fire extinguishers maintained. The office is within a Community Centre with its own external locks and fire alarm system and is managed and maintained by CPBC.	M	Annual review of buildings security procedure.	Town Clerk and Policy & Finance Committee
Maintenance for buildings, amenities or equipment.	Maintenance contracts for amenities in place.  Risk Assessments performed and issues dealt with as and when problems identified or improvements suggested.	M	Annual review of buildings/amenities	Town Clerk and Mayor of the Council
Loss of employees and provision of services	Cross training of staff  Remote working facilities for any office closures due to unforeseen circumstances	H	Annual review of training requirements/office facilities  Procedures in process of being developed for each role	Town Clerk/Council
<b>Partnership Risk Management</b>				
The provision of services being carried out under agency/partnership agreements with principal authorities.	Not currently applicable	N/A	No controls required	

Risk	Current action	Level of Risk	Control of Risk	Action by
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#### Internal controls

Dealing with the award of contracts for services or the purchase of capital equipment.	Standing Orders and Financial Regulations reviewed every two years as a minimum	M	Standing orders, financial regulations <b>and procurement policy</b> in place	Town Clerk, RFO and Policy & Finance Committee
Banking arrangements, including borrowing or lending.	Occasional reviews	L	Review biannually and/or when deemed necessary.	Town Clerk/RFO
Performance by suppliers/providers/contractors	Reviewed as part of the monthly inspections	L	Reported to committees	Town Clerk/Appropriate Committees
Annual review of contracts.	Annual Review	L	Report to appropriate committee	Town Clerk and Appropriate Committee
Clear statements of management responsibility for each service	Job descriptions for staff, terms of reference for Committees and contracts for suppliers	L	Reviewed when changes required	Town Clerk and Appropriate Committee
Regular scrutiny of performance against targets.	Performance scrutinised by committee through the business plans and presented to electors at annual town meeting	L	Chairmen of Committees are to review their minutes and monitor what was agreed to be done (targets) and what has been done (performance).	Committee Chairmen/Town Clerk
Adoption of and adherence to proper practice guidance for procurement and investment.	Financial Regulations	L	Annual review	Town Clerk and RFO

Risk	Current action	Level of Risk	Control of Risk	Action by
<p>Arrangements to detect and deter fraud and/or corruption.</p>	<p>Two mandated councillors to sign all payments including those for petty cash and transfers between accounts. (Transfers by letter signed by two councillors).</p> <p>Internet Banking payment schedule to be checked and signed by two mandated councillors.</p> <p>Wage related payments are calculated by an external payroll company and checked by the Town Clerk.</p> <p>All expenses authorised by 2 councillors with supporting bills or vouchers attached.</p> <p>All expenditure reported to Policy &amp; Finance/Full Council.</p>	<p>M</p> <p>H</p> <p>H</p>	<p>Bank statements, bank reconciliations and cheque numbers or BACS numbers presented to the Policy &amp; Finance Committee at each meeting for verification.</p> <p>A nominated signatory (councillor) will attend the office the day after the meeting to authorise the payments processed by the RFO.</p> <p>Bacs payments processed by the Town Clerk and dual authorised by a councillor.</p>	<p>RFO and Policy &amp; Finance Committee</p> <p>RFO and member signatory</p> <p>RFO/Town Clerk</p>
<p>Regular bank reconciliation, independently reviewed.</p>	<p>Carried out on a monthly basis.</p>	<p>M</p>	<p>Reported to Policy &amp; Finance Committee at least quarterly in line with Financial Regulations. Bank Reconciliation signed by Committee Chairman.</p>	<p>Town Clerk/RFO</p>

Risk	Current action	Level of Risk	Control of Risk	Action by
Financial records	Records kept in accordance with statutory requirements and compliance with restrictions on borrowing	M	Records kept up to date	RFO
All business activities are within legal powers applicable to local councils and employment law	Sufficient records kept and recorded in minutes as necessary  Council adopted the General Power of Competence.  Recording in the minutes the precise powers under which expenditure is being approved where necessary.	M	Reviewed annually by internal auditor  Contracts of employment for all staff, annually reviewed by the Council, systems of updating records for any changes in relevant legislation.	Town Clerk
All requirements are met under HM Revenue and Customs Notices and regulations (Income Tax, National Insurance and VAT).	Carried out in conjunction with independent payroll company.  Regular returns to HM Revenue and Customs for NI, Tax and VAT returns	L	Checked by authorised signatories when signing internet banking payments.  Training the responsible officer in matters of VAT and other taxation issues as necessary.	Town Clerk/RFO
Annual precept	Proper budgeting and precept process in place.	M	Checked by Policy and Finance Committee agreed by Council. Budget performance noted at quarterly meetings of Policy & Finance Committee	Town Clerk/RFO and Council

Reviewed by Town Clerk June 2025 – approved by FC .....

<b>Risk</b>	<b>Current action</b>	<b>Level of Risk</b>	<b>Control of Risk</b>	<b>Action by</b>
Proper, timely and accurate reporting of council business in the minutes	Minutes signed at next available meeting	L	Confirmed by acceptance and signing of minutes	Town Clerk
Register of Members' Interests and Gifts and Hospitality	In place, complete, accurate and up to date  Procedures in place for recording and monitoring Members' interests and Gifts and Hospitality received	M	Councillors reminded annually to check their register entries at Annual Council Meeting	Town Clerk and councillors
Data Protection/GDPR	Policies in place	L	Annual registration with Information Commissioners Office	Town Clerk
Freedom of Information - impact on staff time	Model Publication Scheme	L	Annual review of policy  Monitor number of requests and report impacts to Council	Town Clerk and Mayor of the Council
Elections	Allocation in budget	H	Review budget annually	Town Clerk/RFO and Policy & Finance Committee
<b>Internal Audit Assurance</b>				
Review of internal controls in place and their documentation	Subject to internal audit	M	Annual review with internal auditor to confirm checks undertaken	Town Clerk/RFO

<b>Risk</b>	<b>Current action</b>	<b>Level of Risk</b>	<b>Control of Risk</b>	<b>Action by</b>
Review and testing of arrangements to prevent and detect fraud and corruption	Subject to internal audit	H	Meet with internal auditor to confirm checks undertaken	Town Clerk/RFO
Testing of specific internal controls and reporting findings to management.	Subject to internal audit	M	Meet with internal auditor to confirm checks undertaken.	Town Clerk/RFO
Review of procurement processes and arrangements.	Subject to internal audit	H	Meet with internal auditor to confirm checks undertaken.	Town Clerk/RFO
Review of management arrangements regarding insurance cover.	Subject to internal audit	H	Meet with internal auditor to confirm checks undertaken.	Town Clerk/RFO
Review of minutes to ensure legal powers are available, and the basis of the powers recorded and correctly applied.	Subject to internal audit	H	Meet with internal auditor to confirm checks undertaken.	Town Clerk
Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions	Subject to internal audit	H	Meet with internal auditor to confirm checks undertaken	Town Clerk/RFO
Testing of disclosures	Subject to internal audit	L	Meet with internal auditor to confirm checks undertaken	Town Clerk

## Financial Risk and Asset Management

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## Internal Controls



RISK	LEVEL	MEASURES IN PLACE	REVIEW PERIOD	MEASURES TO CONSIDER
<b>FINANCE</b>				
Loss of cash income	M	Payments made by bacs. Receipts issued for all payments received. Payments banked, when possible, within 72 hours.	6 monthly	
Petty cash	H	All petty cash claims backed up by receipts and where not available, self-certified. Policy & Finance Committee verify reconciliation at each meeting.	1 year	
Theft or dishonesty	M	Internal auditor to check records against receipts. Fidelity insurance and cash in transit. Policy & Finance Committee verify reconciliation against statements at each meeting.	1 year	
Non-payment of precept	H	RFO (Responsible Financial Officer) to check bank statement in May and October to ensure requested amount has been received.		Request interest for non-payment
Loss of investment capital/interest	L	Reputable, long established companies chosen for banking, risk-free investments. Policy & Finance Committee recommendation for investments to be made with financial institutions which are subject to Financial Services Compensation Scheme subject to maximum limit in place at time investment made.	Ongoing	
Lack of financial controls and records	L	Any two councillors as signatories on all payments. All payments to be approved in advance unless under emergency procedures. Reporting all payments to Council.  All internet banking payments to be checked and signed by two councillors (unless for payroll as these are already approved under the annual pay review). A nominated signatory (councillor) will attend the office the day after the meeting to authorise the payments processed by the RFO.	Ongoing	

RISK	LEVEL	MEASURES IN PLACE	REVIEW PERIOD	MEASURES TO CONSIDER
		<p>Monthly bank reconciliation by RFO with full quarterly account reconciliation.</p> <p>Quarterly Receipts and Payments reports to Policy and Finance Committee.</p> <p>VAT payments &amp; claim by RFO, checked by internal auditor.</p> <p>Sound budgeting to prepare annual precept.</p> <p>RFO prepares overheads budget for approval by Council. Committees submit project bids to Policy and Finance Committee.</p> <p>End of year account balances to be held a level not exceeding annual precept. Estimates approved by full Council.</p>	<p>1 Year</p> <p>1 Year</p> <p>1 Year</p>	
Robustness of Insurance cover	H	Regular review of cover and choice of reputable company. Reviewed by internal auditor.	Annually	
General risks	L	Independent internal auditor appointed annually to carry out checks as per the recommendations and requirements of the Audit Regulations.	1 Year	
General risks	L	Standing orders and financial regulations guide the procedures and decisions of the Council.	1 Year	
<b>ASSETS</b>				
Protection of physical assets	M	Contents insured on a reinstatement basis, values reviewed annually £100 excess on property items.	Annually	
Security of buildings and equipment	H	Door and window locks, security markings on equipment, alarm and CCTV. The office is within a Community Centre which is the responsibility of CPBC. Some equipment is	Annually	

RISK	LEVEL	MEASURES IN PLACE	REVIEW PERIOD	MEASURES TO CONSIDER
Maintenance of buildings	M	stored in a locked room within the community centre. Planned programme of checks of electrical and safety equipment in place.	3 years	
Maintenance of office equipment	L	PAT (portable appliance tests) annually.	3 years	
Lamp columns	M	Structural & safety checks arranged by ECC for Seasonal decorations. Insurance to cover damage by third party.	Annually	
Street Furniture	H	Adequate insurance cover including impact insurance.	Annually	
Tidal Pool	H	Adequate insurance cover, maintenance contract including structural testing and water quality	5 years	
Canvey Lake	H	Adequate insurance cover and maintenance program – annual tree audit	Annually	
Allotments	H	Adequate insurance cover and maintenance program	Annually	
Labworth Memorial Gardens / Covid Memorial Garden	H	Adequate insurance cover, maintenance program and CCTV.	Annually	
Wildflower Meadow / trees	H	Adequate insurance cover and maintenance program – annual tree audit	Annually	
Play Area – Canvey Lake	H	Adequate insurance cover and maintenance/inspection program – Annual ROSPA inspection undertaken	Annually	
Vehicle	M	Adequate insurance cover and maintenance program	Annually	
Tree's – Tewkes Creek Picnic Area	H	Adequate insurance cover and maintenance program – annual tree audit	Annually	
Band Stand	H	Adequate insurance cover and maintenance program	Annually	

RISK	LEVEL	MEASURES IN PLACE	REVIEW PERIOD	MEASURES TO CONSIDER
Gunny Site	H	Adequate insurance cover and maintenance program	Annually	Leased to Trust Links
Community Garden – Sycamore Close	H	Adequate insurance cover and maintenance program	Annually	
<b>LIABILITY</b>				
Risks to third party, property or individuals	M	Public liability insurance in place - £15 million cover. Annual tree audit conducted by qualified individual/company.	Annually	
Events	H	Open spaces and footpaths checked regularly. Trees inspected when damaged reported or after storms. Risk Assessments completed for each event.	Ongoing	
Employer's liability	M	Comply with employment law, currently £10 million cover (certificate displayed and kept on file for 40 years).	Annually	
Safety of staff and visitors	M	H&S checks of buildings and risk assessments carried out. Accident book kept in Council Office. Admittance by use of controlled entry. CCTV in operation	Annually	
Legal liability	M	Activities within powers available to local councils – Town Clerk to advise Council. Advice sought from EALC to confirm if necessary.		
Works contractors	H	Choice of established firms. Inspection of public liability certificates, cover required to £5 million. Working practice document supplied to each contractor.		
Record keeping of decisions	M	All minutes approved by Council and signed by the Chairman. Minutes numbered appropriately.		
Document security	M	Leases etc stored in safe. Other data storage to comply with Data Protection Act/GDPR. Backup copies of computer files kept offsite by IT Supplier.		Review storage of historical records at Essex Records Office.
Councillor propriety	H	Register of Interests completed, and DPI's recorded on website. Agenda item at each meeting. Gifts & hospitality over £50.00 to be recorded.		

**Community Officer**

**Progress Report for All Open Spaces – 23/06/2025**

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**CANVEY LAKE**

- Lots of fly tipping in water and dyke area
- Litter bins have all been checked, old ones have been removed, and quotes are being obtained to replace and add additional ones.
- Denham Road noticeboard was heavily graffitied last month and unfortunately the chemicals used to clean off the racist message has obscured the front plastic.
- BT have been contacted regarding the post within the car park of Denham Road. 11.06.25 have received a replied advising that as the pole was only replaced in November 2024 due to the original fire they will not replace or remove it.
- 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**

- Nothing to report.

**BAND STAND**

- Nothing to report.

**WILDFLOWER MEADOW**

- Nothing to report.

**MEMORIAL GARDENS**

- Nothing to report.

**TIDAL POOL**

- The revetment work is nearly completed, and we are hoping for the pool to be open at the end of June.

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

**Issues reported on behalf of organisations:**

- Cisca House – Paths
- Ms Club / War Memorial Hall – Roads and paths
- Wednesday Group / Smallgains Hall – Roads and paths.

Allotments -- Risks Reported -- 2025							Appendix D		
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council		
<b>MAY</b>									
	Council	Town Clerk	Community Officer -- AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC				
<b>JUNE</b>									
	Council	Town Clerk	Community Officer -- AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC				

Band Stand – Risks Reported – 2025							Appendix D	
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council	
<b>MAY</b>								
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC			
<b>JUNE</b>								
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC			

# Canvey Lake – Risks Reported – 2025

## Appendix D

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
<b>MAY</b>							
Rubbish at Denham Road bin	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor removed 27.05.25 at 4pm	
Anglian Water drain cover cracked	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The cover has been reported to Anglian Water on 27.05.25 ref 27550955 an engineer went out at 5.50pm and advised it has been passed to a specialist team for repair	
Children's paddling pool by Hilton Road Weir	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Investigation taking place – RSPB advised this spreads disease. Residents continue.	
Geese faeces on paths and grass area	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	This a natural occurrence due to the number of wild fowl at the lake.	
Plastic in notice boards has smeared	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
<b>JUNE</b>							
2-seater sofa left outside 12 Lakeside Path.	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor removed 09.06.25 at 8am	
Large branch from play area has been broken off	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor removed 09.06.25 at 15.30pm	
Trolley in dyke	Council	Town Clerk	Community	Public/Wildlife	Health / 3 <sup>rd</sup>	The contractor	



# Canvey Lake – Risks Reported – 2025

## Appendix D

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
Padlock broken on bollard at Lede Road	Council	Town Clerk	Officer – AW	Public/Wildlife	Party Claims against C/TC Health / 3 <sup>rd</sup> Party Claims against C/TC	removed 09.06.25 at 1pm The contractor removed 09.06.25 at 4pm	
Dyke opposite play area near Cedar Road is blocked.	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against C/TC	Reported to EA on 10.06.25.	

Canvey Play Area – Risks Reported - 2025							Appendix D	
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council	
<b>May</b>								
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC			
<b>June</b>								
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC			

**Gunny – Risks Reported – 2025**

**Appendix D**

<b>Risk Title</b>	<b>Ownership</b>	<b>Managed by</b>	<b>Risk Found By</b>	<b>Risk Category</b>	<b>Risk Type</b>	<b>Solution Found</b>	<b>Additional Cost to Council</b>
<b>MAY</b>							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
<b>JUNE</b>							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		

# Memorial Gardens – Risks Reported – 2025

## Appendix D

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
<b>MAY</b>							
Flowers on memorial bench	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	CO has removed 28.05.25	
Bricks are crumbling around the top of a planter towards bumble bee	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	To be discussed with contractor 28.05.25	
<b>JUNE</b>							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		

**Wildflower Meadow – Risks Reported – 2025**

**Appendix D**

<b>Risk Title</b>	<b>Ownership</b>	<b>Managed by</b>	<b>Risk Found By</b>	<b>Risk Category</b>	<b>Risk Type</b>	<b>Solution Found</b>	<b>Additional Cost to Council</b>
<b>MAY</b>							
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
<b>JUNE</b>							
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		

