

Canvey Island Town Council



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 7th SEPTEMBER 2026** commencing at **7.00pm** for the transaction of business as set out below.

Any member who is unable to attend the meeting should send their apologies before the meeting.

Yours faithfully

Elaine De Can

Mrs E. De Can
Town Clerk

2nd September 2026

The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing or otherwise reporting of those participating in a meeting. Should any member of the public present and does not wish to participate but who objects to being filmed, recorded, photographed, or otherwise reported about please make yourself known to the Town Clerk.

A G E N D A

1. 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 Council meeting held on 22nd June 2026.
5. To consider and agree the recommendations from the Policy and Finance Committee meeting held on the 27th July 2026.
6. To note the minutes and resolutions of the Personnel Committee meetings held on the 27th July 2026 and 7th September 2026.
7. To receive a report from the Town Mayor on activities and events since the last meeting.
8. To note that there have been no Officer Decisions under delegated powers since the last meeting.
9. To receive a verbal report on the Clerks progress of ongoing projects and not on the agenda.
10. To consider and agree continuing the night safety project aimed at cyclists and pedestrians, subject to funding being obtained.
11. To receive an update on the progress of the Christmas event.
12. To confirm accounts for payment as previously agreed.

Canvey Island Town Council



13. To note a report from the Community Officer on matters relating to Canvey Island (Appendix A).
14. To note the Health & Safety reports detailing incidents and actions completed in relation to open spaces (Appendix B).
15. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.

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

16. To consider and agree the tender for the Labworth Memorial Gardens/Band Stand contract.

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 22ND JUNE 2026 AT 7.00PM**

PRESENT:

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

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

CO/033/26 – APOLOGIES FOR ABSENCE

All members were present.

CO/034/26 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declaration of interests were received.

CO/035/26 - 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/036/26 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THE 18TH MAY 2026.

Members **RESOLVED** that the minutes of the Annual Council meeting held on the 18th May 2026 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/037/26 - TO NOTE THE MINUTES AND RESOLUTIONS OF THE PERSONNEL COMMITTEE MEETING HELD ON THE 26TH MAY 2026.

Members noted the minutes and resolutions of the meeting on the 26th May 2026.

CO/038/25 – TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.

The Town Mayor provided a report of events and activities of invitations received and confirmed that since the last meeting she had attended the Phoenix Club, Wyvern Community Transport and Kinder Essex to present a cheque for the grants that they have received from the Town Council, the Craft Market at the Paddocks, raising funds for Northwick Park and the Bay Museum Exhibition at the Heritage Centre.

CO/039/26 – TO NOTE THE OFFICERS DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS SINCE THE LAST MEETING.

Members noted the appointment of Hook & Partners to review the deed of surrender and novation documents at a cost of £288.00 per hour.

CO/040/26 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report.

CO/041/26 – RISK MANAGEMENT

TO REVIEW THE RISK MANAGEMENT ASSESSMENT AND INTERNAL CONTROLS

The Town Clerk advised that the Council has several documents and controls in place as part of its strategy of internal control and risk management. However, an annual review must be undertaken to ensure that these procedures continue to be relevant and effective. Members noted the documents provided by the Town Clerk and confirmed that it had carried out effective assessments of the risks facing this authority and have taken appropriate steps to manage those risks, including appointing an

independent internal auditor and maintaining an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and external insurance cover where required.

CO/042/26 – TO NOTE AND CONSIDER THE INTERNAL AUDITORS REPORT AND THE EFFECTIVENESS OF INTERNAL AUDIT.

Members noted that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices and the report provided by the Internal Auditor on the 9th June 2026 with no issues raised.

CO/043/26 – TO APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31ST MARCH 2026.

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 31st March 2026.

CO/044/26 – TO APPROVE THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2026.

Members **RESOLVED** to accept and approve the Annual Statement of Accounts for year ending 31st March 2026.

CO/045/26 – TO CONSIDER AND AGREE THE TOWN MAYOR'S CHARITY FOR THE YEAR 2026/27.

Members **RESOLVED** that Karis's Helping Hands will be the Town Mayors charity recipient for the year 2026/27.

CO/046/26 - TO CONSIDER AND AGREE MEMBERS FOR THE STAFF APPEALS PANEL FOR 2026/27.

Members **RESOLVED** to appoint Cllr Sheridan Sayes to the staff appeals panel.

CO/047/26 - TO RECEIVE A VERBAL UPDATE ON THE PROGRESS OF THE 2026 EVENTS.

The Deputy Clerk provided an update on the progress of the Chalk Art event confirming that this is taking place on the 29th July, the Wildlife Picnic at Tewkes Creek which is taking place on the 12th August and it is hoped that guided walks will be provided by Bugs Life with various wildlife stalls and a wildlife experience with small animals and the Sen By the Sea event at the Band Stand which is taking place on the 26th August with various SEND related stalls providing information on services available to residents. The Town Clerk advised that the Health & Wellbeing event held on the 30th May was a success with many service providers attending wishing to come back again and attend the Senior Wellness Day in October.

The Town Clerk reminded members that due to a staff shortage and the absence of a Community & Events Officer during these events any members who can volunteer to assist would be appreciated as the summer events programme will be taking place during the busy holiday season which includes booked officer annual leave.

CO/048/26 – TO CONSIDER AND AGREE RECOMMENDATIONS FOR ATTRACTIONS AT THE CHRISTMAS EVENT ON THE 28TH NOVEMBER 2026.

Members noted the minutes from the debrief following last year's event, and the proposal that there should be no fairground rides booked but more Christmas themed stalls in the space available with alternative free activities for residents and music/entertainment. Concerns were raised regarding the rising cost of living and the fairground rides becoming expensive for parents with more than 1 child.

Members noted that there will be the Gingerbread decorating as in previous years, with a £1 donation to go towards raising funds for the Town Mayor's charity and a new Christmas Card competition has been progressed with currently 7 schools interested in designing the Christmas Card for the Town Council.

A cost analysis was provided comparing the 2025 costs with the anticipated 2026 costs inclusive of the attractions proposed and all other necessary elements for the event showing an anticipated spend of £8,267.00 from a budget of £10,000. This does not include any sponsorship or stall donations still to be generated.

Members considered the proposals and **RESOLVED** to remove the provision of fun fair rides and provide additional Christmas themed/gift stalls with the hire of the Santa's Grotto, a soft play bus, a trailer stage and PA system for the music and entertainment, and a 5-hour circus skills workshop and 2 x stilt walker's package at a total cost of £2,245.00.

CO/049/26 – TO NOTE SECTION 32A OF THE LOCALISM ACT 2011 WHICH HAS BEEN AMENDED TO REMOVE THE REQUIREMENT TO PUBLISH MEMBERS HOME ADDRESSES AND CONSIDER INDIVIDUAL MEMBERS REQUESTS.

Members noted that from the 29 June 2026, section 65 of the English Devolution and Community Empowerment Act 2026 ('2026 Act') removes the requirement for a local government member's home address to be published in council registers of interest. The newly added section 32A of the Localism Act 2011 requires that councils do not publish details of a member's home address in public registers of interest unless an individual member explicitly requests it. Members noted that Cllr Sach and Cllr Langley had previously requested in writing the removal of their home address from published information and **RESOLVED** that considering the changes to legislation for register of interests, all members' home addresses will be removed from all published information with immediate effect.

CO/050/26 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

22nd June 2026 NO 1 ACCOUNT

Company	Reference	Amount	Description
Top of the Mops	BACS988	£40.00	Cleaning – 27/5 & 9/06
Aspect Maintenance Ltd	BACS989	£6,581.09	May Maintenance
Office Needs	BACS990	£64.78	Stationery
Design 4 Print	BACS991	£317.50	H&W Banners / Business Cards / AFD Leaflets
Dunmow Training Ltd	BACS992	£72.00	EDC/HR Essentials for Clerks
Heelis & Lodge	BACS993	£430.00	Internal Audit
Wyvern Community Transport	BACS994	£250.00	Grant – new uniforms
Castle Point & District Phoenix Club	BACS995	£500.00	Grant - Gazebo
Essex Tree Brothers	BACS996	£960.00	T644 – Tree Pollard
E De Can	BACS997	£28.27	Mileage Claim – SLCC AGM/Training Day
Hometech Centre	BACS998	£58.95	Additional cables for emergency office move – Bacs payment cancelled as processed as direct debit
TOTAL		£9,302.59	

CO/051/26 – TO NOTE A REPORT FROM THE COMMUNITY OFFICER ON MATTERS RELATING TO CANVEY ISLAND.

Members noted the report. The Community Officer advised that all tree works, final health and safety reports, the annual risk assessments, ROSPA inspection and asset register have been completed and passed to CPBC for Canvey Lake.

CO/052/26 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.

Members noted the reports.

CO/053/26 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND.

Cllr Blackwell advised that the Knightswick Shopping Centre refurbishment has started and should be completed by the end of August, continuous anti-social behaviour outside Munchies is being reviewed, desilting works are being investigated for Canvey Lake, however, fish removal is required and £160k has been allocated for water quality assessments and treatments, all play parks are being refurbished, funding

has been successfully obtained for the health & wellbeing hub at the Paddocks and all are welcome to the Armed Forces Flag raising on the 25th June.

The meeting closed at 8.22pm.

TOWN MAYOR

7TH September 2026

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

PRESENT:

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

Also, present: Mrs E. De Can – Town Clerk

P&F/001/26 - APOLOGIES FOR ABSENCE

All members were present.

P&F/002/26 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/003/26 - TO APPOINT A VICE CHAIRMAN TO THE COMMITTEE FOR 2026/27

Cllr D. Anderson nominated Cllr J. Anderson as Vice Chairman of the Committee. The nomination was seconded by Cllr P. May. Cllr S. Sach nominated himself, however, there was no seconder, therefore Cllr J. Anderson was appointed Vice Chairman of the Committee for 2026/27.

P&F/004/26 - PUBLIC FORUM – TO RECEIVE QUESTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND OF WHICH NOTICE HAS BEEN RECEIVED FOR A PERIOD NOT EXCEEDING TEN MINUTES.

No questions were received.

P&F/005/26 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 27TH APRIL 2026.

The minutes of the committee meeting held on the 27th April 2026 were **CONFIRMED** as a true record and signed by the chair.

P&F/006/26 – TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the Clerks report.

P&F/007/26 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES AND TO CONSIDER AND AGREE AMENDMENTS TO THE:

i) COMMUNITY ENGAGEMENT POLICY.

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

ii) DRIVING TO WORK POLICY.

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

iii) STAFF RECRUITMENT POLICY.

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

iv) TREE POLICY.

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

v) MEMBERS REMUNERATION POLICY.

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

vi) EXPENSES POLICY.

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

vii) HERITAGE PLAQUE POLICY.

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

P&F/008/26 - TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST MEETING.

Members noted the courses booked or attended, which are Stand Up to Harassment – Free online for the Town Clerk, Community Officer, Deputy Clerk & Cllr S Sach, Data Protection Conference - Free online with the ICO for the Town Clerk, Navigating the Planning System at a cost of £108.00 each for the Community Officer and Cllr B Botham, Introduction to the Planning System online at a cost of £50.00 each for Cllr S. Sach and Cllr S. Brooke, Appraisals, Performance Management, and motivation of staff for Clerks at a cost of £50.00 for the Town Clerk, Appraisals, Performance Management, and motivation of your Clerk for Councillors at a cost of £50.00 for Cllr S. Sach, and Interviewing and how to get the right person at a cost of £50.00 each for the Town Clerk and Cllr B. Botham.

P&F/009/26 – FINANCE

i) TO NOTE THE RENEWAL OF THE COUNCIL'S CYBER INSURANCE POLICY AT AN ANNUAL COST OF £282.12 WITH COALITION.

Members noted the insurance renewal.

ii) TO NOTE THE COUNCIL'S ANNUAL INSURANCE RENEWAL AT A COST OF £2,084.32 WITH ZURICH MUNICIPAL.

Members noted the insurance renewal.

iii) TO VERIFY THE COUNCIL FINANCES UP TO 30TH JUNE 2026

Members **NOTED** the Council Finances as of 30th June 2026 inclusive of the bank reconciliation, statements and payments issued from 1st April 2026 to 30th June 2026 and no questions were raised. Members confirmed that Cllr Acott can sign the reconciliation documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2.

iv) TO CONFIRM ACCOUNTS FOR PAYMENT AS PREVIOUSLY AGREED

27th July 2026 NO 1 ACCOUNT

Company	Reference	Amount	Description
Aspect Maintenance Ltd	BACS1000	£6,581.09	June Maintenance
All Occasions Caterers	BACS1001	£300.00	AFD Catering
Amec Plumbing & Heating Ltd	BACS1002	£272.50	Repair water leak at Smallgains
James Hallam Ltd	BACS1003	£282.12	Cyber Insurance
St Johns Ambulance	BACS1004	£174.00	First Aid - AFD
East of England LGA	BACS1005	£6,225.73	Consultancy Fee
CI Wildlife Conservation Group	BACS1006	£1,000.00	Donation Fee – 2025 & 2026
VIP Security Services	BACS1008	£2,079.00	Security - AFD
Hook & Partners	BACS1009	£1,349.00	Solicitor Fee's
Zurich Municipal	BACS1010	£2,084.32	Council Insurance
Mountain Events & Maintenance Ltd	BACS1011	£690.00	Barriers/Chair Hire
Office Needs	BACS1012	£93.57	Copier Paper
Alex Wright – German Swing Grill	BACS1013	£60.00	Refund of stall booking
Tracey Wakeling	BACS1014	£150.00	Chalk artist
TOTAL		£21,341.33	

The meeting closed at 7.25 pm

CHAIRMAN

16th November 2026

Community Officer

Progress Report for All Open Spaces – 07.09.26

BAND STAND

- Awaiting on quotes for scaffolding for contractor to paint the roof.
- New bird netting ordered.

WILDFLOWER MEADOW

- No issues

ALLOTMENTS – WATERSIDE + SMALLGAINS

- No issues

MEMORIAL GARDENS

- No issues

TIDAL POOL

- No issues

GUNNY

- No issues

COMMUNITY GARDEN

- No issues

TOWN PLANTERS

- No issues

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

Issues reported on behalf of community groups:

- Paths and Roads are still an issue – potholes and broken paths
- Bushes encroaching footpath
- Cars parking on pavement

Allotments – Risks Reported – 2026							Appendix B	
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council	
JULY								
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC			
AUGUST								
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC			

Band Stand – Risks Reported – 2026

Appendix B

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
------------	-----------	------------	---------------	---------------	-----------	----------------	----------------------------

JULY							
	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		
AUGUST							
No netting	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor has ordered a new one 24.08.26	
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		

Wildflower Meadow – Risks Reported – 2026

Appendix B						
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found
JULY						
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	
AUGUST						
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	

Tidal Pool – Risks Reported – 2026

Appendix B

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
JULY							
	Council	Town Clerk	Community Warden – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
AUGUST							
Joints 12 + 15 have lifted	Council	Town Clerk	Community Warden – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor repaired 03.08.26	
	Council	Town Clerk	Community Warden – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		

Community Garden – Risks Reported – 2026

Appendix B						
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found
						Additional Cost to Council

JULY						
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	
AUGUST						
Grass long and weeds high	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Residents help maintain the garden and aware of long grass and weeds
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	

Memorial Gardens – Risks Reported – 2026

Appendix B

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
JUNE							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIRC		
JULY							
Fence sections are broken	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIRC	The contractor removed 28.07.26	
Dead flowers	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIRC	The contractor removed 28.07.26	
Grass is long in-between new plants	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIRC	The contractor removed 28.07.26	
AUGUST							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIRC		
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIRC		
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIRC		