

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 at the **COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB** on **MONDAY 20TH JANUARY 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

15th January 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 be 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 9th December 2024.
5. To receive a report from the Town Mayor on activities and events since the last meeting.
6. To note there have been no Officer Decisions under delegated powers 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 the documented vision for Canvey Lake (Appendix A)
9. To consider and agree proposals for Christmas 2025 and the dates for the 2025 events.
10. To consider selling the Council bicycle and agree on a price for advertising.
11. To consider and agree a 1-year extension to the provision of Hanging Basket/Planters Contract with Aspect Maintenance Services until 1st April 2026.
12. To consider and approve the draft Business Continuity Plan for the office (Appendix B)
13. To confirm accounts for payment as previously agreed.

Canvey Island Town Council



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.

*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.*

18. To consider and agree quotes obtained for the distribution of barley straw and chalk in Canvey Lake.
19. To consider and agree quotes obtained for a VOIP telephone system, IT and CCTV transfer costs (Appendix E)

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 9TH DECEMBER 2024 AT 7.00PM**

PRESENT:

Councillors: Cllr S. Sayes, Cllr E. Harvey, Cllr A. Acott, Cllr S. Sach, Cllr B. Botham, and Cllr S. Brooke.

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

CO/118/24 – APOLOGIES FOR ABSENCE

Apologies of absence were accepted for Cllr P. Greig, Cllr May, Cllr D. Blackwell, Cllr J. Anderson and Cllr D. Anderson.

CO/119/24 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

CO/120/24 - 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/121/24 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 14TH OCTOBER 2024.

Members **RESOLVED** that the minutes of the Council meetings held on the 14th October 2024 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/122/24 - TO NOTE THE MINUTES AND RESOLUTIONS OF THE PERSONNEL COMMITTEE MEETING HELD ON THE 4TH NOVEMBER 2024.

Members noted the minutes and resolutions of the meeting on the 4th November 2024.

CO/123/24 - TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 11TH NOVEMBER 2024.

Members noted the minutes of the Policy & Finance meeting held on the 11th November 2024 and **RESOLVED** that the minutes are adopted by the Council and recommendations made were agreed and the minutes are to be signed by the Chairman of the committee at the next Policy & Finance meeting.

CO/124/24 – TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.

Members noted the activities since the last meeting such as attending Castle Point Transport Museums 90th Anniversary celebrations, First Responders meet up, Morrisons Fancy Dress Competition judging, Longview Care Home open day, NCI Coast Watch Anniversary, Remembrance Day service, CPBC Mayors Christmas concert, The Gunny Building Work launch, Cast & Crew performance, Heritage Centre Fish & Chip supper, and Havens Light a Life service. Events confirmed to attend are St Nicholas Church Carol service and Leigh Beck Junior Year 6 Christmas Carols.

CO/125/24 – TO NOTE THERE HAVE BEEN NO OFFICER DECISIONS UNDER DELEGATED POWERS SINCE THE LAST MEETING.

Noted.

CO/126/24 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report and updates provided by the Town Clerk.

CO/127/24 – TO CONSIDER AND AGREE THE BUDGET AND PRECEPT FOR 2025/26.

Members considered the Policy & Finance Committee recommendations and discussed the budget reports provided and **RESOLVED** unanimously to set a budget of £445,894 for 2025/26. Due to how the precept is devised this will raise a precept of £300,366 with a 4.17% increase based on the Band D equivalent of £24.75. This is an overall annual increase of 0.99p per annum.

Members noted that the tax base figures have yet to be confirmed by CPBC therefore the budget has been calculated using last year's data, therefore, these figures could change slightly but not significantly.

CO/128/24 – TO CONSIDER AND APPROVE THE UPDATED COUNCIL BUSINESS AND ACTION PLAN 2024/2028.

Members considered the proposed plan and amendments and **RESOLVED** unanimously to approve the 2024/2028 plan.

CO/129/24 – TO RECEIVE A VERBAL UPDATE ON THE CHRISTMAS EVENT HELD ON THE 30TH NOVEMBER 2024.

Members discussed the Christmas event which was very well attended with approx. 2,000 to 3,000 people. It was noted that some caterers did not turn up which caused a food shortage on site, the gingerbread decorating was received well, there has been great feedback from the event, the location of the grotto was good with queues managed well, the stalls were better placed and it was useful to have the litter pickers all day. Members noted that music provision will be reviewed with the potential of using a DJ to compliment stage performers and provide updates/announcements during the day for attendees such as the time of the light switch on etc and different attractions will be reviewed in 2025.

CO/130/24 – TO CONSIDER AND COMMENT ON THE ENABLING REMOTE ATTENDANCE AND PROXY VOTING AT LOCAL AUTHORITY MEETINGS CONSULTATION.

Members reviewed the consultation document and commented on questions Q2, Q3, Q5, Q6, Q7, Q8 and Q9 in relation to remote meetings and questions Q10, Q11, Q12 and Q13 regarding proxy voting. Members **RESOLVED** 4 votes for with 3 against that although in favour of remote meetings it was agreed unanimously that these should be in exceptional circumstances or if members are unable to attend due to illness etc and unanimously voted against allowing proxy voting.

CO/131/24 – TO NOTE THE EXTERNAL AUDITORS PROCESS AND POTENTIAL COSTS IN RESPONSE TO A FORMAL COMPLAINT RECEIVED.

Member noted the external auditors process to review and respond to a formal complaint received and the potential cost to the Council of £355.00 per hour and £2,485.00 per day. Members asked where the Council would find this money and whether CPBC could assist, and the Town Clerk confirmed that it would have to be taken from general reserves and the full costs would be for the Town Council to pay.

CO/132/24 – TO CONSIDER AND AGREE WORKING WITH THE SALVATION ARMY TO FACILITATE WEEKLY EMPLOYMENT DROP-IN SESSIONS UTILISING THE TOWN COUNCILS MEETING SPACE.

Members considered the proposal and **RESOLVED** unanimously to approve working with the Salvation Army and the use of the Town Councils meeting space which will hopefully commence in January 2025.

CO/133/24 – TO NOTE THE MINUTES FROM THE COMMUNITY ENGAGEMENT STRATEGY MEETING AND CONSIDER AND AGREE UTILISING X (TWITTER) AND INSTAGRAM AS ANOTHER FORM OF COMMUNICATION.

Members noted the minutes and **RESOLVED** to utilise X (Twitter) and Instagram as a form of communication only and that comments will be disabled due to the resources not being available to monitor these platforms regularly for responses.

CO/134/24 – TO NOTE THE MINUTES FROM THE COMMUNITY SAFETY PARTNERSHIP MEETINGS HELD ON THE 24TH SEPTEMBER AND 13TH NOVEMBER 2024.

Noted.

CO/135/24 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**9th December 2024 NO 1 ACCOUNT**

Company	Reference	Amount	Description
Aspect Maintenance Ltd	BACS756	£6,335.08	Maintenance – Nov
Blue Cube	BACS757	£474.00	Toilet Hire
EALC	BACS758	£192.00	EDC/AW – Public Rights of Way Webinar
Top of the Mops	BACS759	£33.00	Cleaner 14/11
Amazon	BACS760	£126.18	Christmas Supplies
C B Landscapes	BACS761	£1,425.00	Covid Garden
Bouncy Castle Hire	BACS762	£230.00	Characters
Ice Queen	BACS763	£2,736.00	Ice rink
Essex Hire & Sales Ltd	BACS764	£170.40	Crowd Barriers/Generator
Island Inflatables	BACS765	£1,505.00	Grotto Package
Castle View School	BACS766	£18.78	Christmas Banners
AA Signs	BACS767	£1,585.20	Road Closure/Signage
VIP Security Services	BACS768	£1,308.00	Security/ Marshalls
Hometech Centre	BACS769	£139.96	Norton – 4 Laptops
D Trower	BACS770	£20.00	Window Cleaner – 22/10 & 26/11
Office Needs	BACS771	£103.83	Stationery
Petty Cash	BACS772	£146.36	Petty Cash Top Up
Essex Community First Aid	BACS773	£150.00	First Aid provision.
Harry Fairhead Ltd	BACS774	£958.80	Christmas Tree
Canvey Community Choir	BACS776	£500.00	Grant – Music Folders
CI Youth Project	BACS777	£500.00	Grant – Sports Equipment Storage
Wyvern Community Transport	BACS778	£500.00	Grant – Leaflets/Promotional Material
TOTAL		£19,157.59	

CO/136/24 – TO NOTE A REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND.

Members noted the report. The Community Officer advised that a bollard had been damaged along the south path of the lake which has now been repaired, all open spaces have been checked following the high winds over the weekend and no issues found, the metal box to the electric at Denham Road has been ordered, however, we are still awaiting the electric company to confirm a date for the live setup and there was an oil spill in the dyke at the lake which was reported to the EA and a bund put in place.

CO/137/24 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.

Members noted the reports.

CO/138/24 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

No reports were provided.

CO/139/24 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

No reports were provided.

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

CO/140/24 – TO CONSIDER AND AGREE OFFICE LEASE ARRANGEMENTS.

Members reviewed the heads of terms provided and **RESOLVED** unanimously to approve lease negotiations with the condition of heating confirmation at a cost of £11,500 per annum with service charges of £2,700. Members requested a site visit, and it was confirmed that up to 3 councillors would be permitted due to the site still being under construction and agreed Cllr Sach, Cllr Acott and Cllr Harvey would attend. Members reviewed the storage containers and **RESOLVED** to purchase a 20ft container and delegated the power to the Town Clerk to review the costs with a maximum budget of £2,500 once the site location has been confirmed.

The meeting closed at 8.35pm.

TOWN MAYOR

20th January 2025

Vision for Canvey Lake Open Space

Introduction

The Canvey Lake open space is a public open space and provides a local focal point for informal recreation for the population of Canvey Island and has an important role in environmental education and drawing wildlife into an urban environment. There is an abundance of wildlife within the open space, however, there is also an ongoing issue with fly tipped litter which not only impacts the amenity but also the wildlife.

The open space is within the central area of Canvey Island. It forms a green space amongst residential housing which stretches from Link Road in the west to Central Wall Road to the east and can be accessed by many small residential roads along the whole site. The site is approximately 2 kilometres long and in its widest points 90 metres wide. A water body dominates the eastern side of the site which has an abundance of reedbeds around it and on its islands while the west comprises amenity grassland and trees. The site is approximately 3 metres above sea level and is approximately 15 hectares in size, with the water body consisting of 4.4 hectares of this. The area is a designated local nature reserve and is designated for reedbed and marshland.

Vision – 5-year plan

Over the next five years the Town Council wish to build on its work on the lake and with ongoing improvements create a wonderful place for residents and visitors, enhanced to create a family friendly open space which will also encourage tourism and educational possibilities for schools and local groups. It will have an abundance of existing and new wildlife with the development of the existing site with better water quality and enhanced biodiversity with the use of natural resources such as aquatic plants, vegetation and improved banks to create a clean and safe environment for all those that visit.

Ongoing Vision

The future vision is to conserve, enhance and reconnect the site to wildlife and people and involve the community in the conservation of their local environment. The Council wish to:

- Deliver a range of benefits for wildlife, people and the local community.
- Positive management of the open space which will benefit wildlife and people within Canvey Island.
- To encourage the local community to use the land with public access and to be proud of its conservation and heritage value.
- To safeguard and connect all existing habitats within the landscape to make them more robust and sustainable.

Delivery

The vision will be delivered by the Council and organisations and individuals working together on projects that will achieve agreed objectives, for the benefit of the landscape, wildlife, and people of Canvey Island.

Objectives:

The vision will be achieved through the following objectives:

- To enhance the value of the open space and the wildlife whilst accommodating public access to the site.
- To encourage community cohesion, community pride and enthusiasm. To work with the residents of Canvey Island to better understand the site and in turn explain how we will address those needs within the resources and powers on the Council.
- To promote the social, economic, educational, leisure and tourism aspects of the open space including education of the welfare and nurturing of local wildfowl.
- To protect and improve the environment and promote sustainable development without jeopardising the function of the water body.
- To maintain and where possible enhance the populations of notable plant and animal species that are resident on the site to enable key species to develop more robust and sustainable populations.
- To improve the quality of the water by introducing appropriate aquatic plants and measures to prevent algae blooms including the permanent removal of fish and to monitor the quality of the water to determine condition and status and to assess the effectiveness of future conservation management.
- To stabilise and reinforce the banks of the lake to prevent further erosion, to enhance and repair damaged grass land and review future preventative measures with consideration of safety and ecological impacts.
- To continue to maintain reed flailing annually with consideration of future enhancements to remove areas of reeds periodically whilst avoiding bird nesting season and protecting existing species and the current range of micro-habitats.
- To continue to maintain the sites infrastructure and street furniture with consideration of future enhancements in line with the Councils biodiversity policies.
- Increase the involvement of schools in their local open space by developing an initiative in Canvey Island to help educate school children in biodiversity and local wildlife protection and habitat.
- Promote the value of the open space and opportunities for informal recreation to visitors, for the benefit of locals and tourism.
- To be accountable, approachable and visible and to ensure that the resources at the Council's disposal are used to the most effective degree possible ensuring cost effectiveness and value for money.

CANVEY ISLAND TOWN COUNCIL BUSINESS CONTINUITY PLAN



Maintaining this document is the responsibility of: Town Clerk/Deputy Town Clerk

This document will next be reviewed: May 2025

The following premises are covered in this document:

Canvey Island Town Council

11-13 High Street

Canvey Island

Essex

SS8 7RB

Copies of this document can be found: www.canveyisland-tc.gov.uk

Canvey Island Town Council

Description of Business: The Town Council is an elected body corporate with perpetual succession made up of local people representing the interests of the community. Canvey Island Town Council has a Town Mayor, Deputy Town Mayor and 9 other councillors representing various wards which are East Ward, North Ward, South Ward, Central Ward, West Ward and Winter Gardens Ward.

The Town Council is funded almost entirely by the precept which is collected by Castle Point Borough Council on behalf of the town as part of the Council Tax.

The duties of the Town Council – the functions which it must carry out are limited, but its powers – the areas where it has discretion to act if it chooses are wide.

Councils Business and Action Plan

The Council reviews its activities each year and discusses and agrees new projects which would be beneficial to the community. These plans cover a rolling 3-4 year period and are monitored by the Council and its relevant committees.

A summary of our services: As the first tier of government the Town Council is responsible to residents for a number of services including:

Town Council is responsible to residents for several services including:

- Management of recreational areas such as Canvey Lake, Concord Beach Tidal Pool, Labworth Memorial Gardens, Bandstand, Covid Memorial Garden, and the Tewkes Creek Wildflower Meadow.
- Maintenance of trees at Tewkes Creek picnic area and 15 trees at rear of woodland.
- Consultee on Planning Applications within Canvey Island
- Annual Events - Christmas Event, Armed Forces Day, Garden Trail, Summer events programme and Community Awards
- Town Centre Planters, Hanging Baskets and Festive Lighting
- Planters at Jones Corner, Eastern Esplanade, Ferry Road and Canvey Way
- Two Allotments sites, Winter Gardens and Smallgains
- Management of Canvey Lake Playground
- Landowners of the Gunny and Don Downes Nature Reserve land.
- Providing financial support to local groups through the Grant Scheme
- Quarterly Newsletters
- Notice Boards in each ward and Way Markers Signs in the town centre.
- Blue Plaque Scheme
- Community partnership working
- Working in partnership with ECC on public rights of way, footpaths etc
- Point of contact for County, Borough, and many other public services.
- Consultee on crime and disorder reduction

Business Continuity Overview

The purpose of this plan is to prepare the council in the event of extended service outages caused by factors beyond the Town Council's control and to restore services to the widest extent possible in a minimum time frame.

The outcome of this plan is to ensure that the Town Council is able to maintain a good level of service for its residents.

The objectives of this plan are:

- To serve as a guide for those implementing this plan.
- Assist in avoiding confusion experienced during a crisis by documenting testing and reviewing recovery procedures.
- References and points to the locations of critical data.
- Provides procedures and resources needed to assist in the recovery.
- Ensure Councillors are kept up to date should the plan need to be activated.

Key Staff

If a disaster occurs officers carrying out the plan will be the Town Clerk, Deputy Clerk, Community Officer and Community & Events Officer.

Staff Welfare

The Town Council recognises that an incident that results in the enacting of this plan may also cause additional pressure for officers. Officers must have clear direction about the priorities of the Town Council and the Town Clerk will monitor all members of staff to ensure that their welfare is maintained.

All members of staff should be aware of what their role is when a major disruption occurs. The Town Council will maintain clear and concise communication with members of staff. All members of staff must be made aware of what channels of communication will be used so they can be kept informed of the latest information, if they are going to be working from a different location than normal.

Should any member of staff feel they have suffered undue stress or even trauma from the disruption, the Town Council will consider providing assistance for those affected.

Communications

The Town Clerk or another officer instructed by the Town Clerk will communicate updates regarding any emergency event to all members of staff and councillors.

Any and all communication to the public, either through press, the Town Council's website or social media will be signed off by the Town Clerk with no exception.

Any interviews with the press will be made by the Town Mayor or Deputy Town Mayor, instructed by the Town Clerk.

Any communications with Councillors will be made by the Town Clerk, or another officer instructed by the Town Clerk. The Town Clerk will notify the Town Mayor, Deputy Town Mayor and Leader of the Town Council in the first instance.

Communications with the public will be made through the Town Council's website, its' social media channels, notice boards and local news outlets. These will all be issued through the Town Clerk.

Equipment

All members of staff have a work laptop to enable them to work away from the office in the event of an emergency. The Town Clerk and Community Officer have work mobile phones and these numbers are available to all members of staff. Should any member of staff incur out of pocket costs these will be reimbursed subject to the approval of the Town Clerk. In an event of an emergency the main office phone will be diverted to the Deputy Clerk's personal mobile phone and the events phone line will be diverted to the Community & Events Officer's personal mobile phone. The back up system for the shared drive will be held at a secure location as determined by the Town Clerk, allowing officers to access the system remotely. In the event that the back up system should be compromised, the data is held by Hometech who are able to load this back on to a replacement computer system.

Data Protection

When working away from home, as a result of an unexpected office closure, all data on work laptops must be protected in accordance with Canvey Island Town Council's Information and Data Protection Policy. All connections to the internet when using a work laptop must be made using a secure password protected internet connection.

Premises Incident

A premises incident can include flood, fire, or any other disaster that renders the Town Council office inaccessible.

Step 1: Evacuation of premises and safeguarding of staff, visitors and Councillors

During office hours

Action	Details	Responsible Person(s)
1. Evacuate the building	Follow normal fire drill procedure	Town Clerk / Deputy Clerk / Officers on site
2. Check evacuation is complete	Staff and visitor safety is the priority. Check everyone on site has been evacuated (use staff/visitor log)	Town Clerk / Deputy Clerk / Officers on site
3. Verify if the incident is real	If false alarm resume business as usual	Town Clerk / Deputy Clerk / Officers on site
4. Call emergency services	Call 999	Town Clerk / Deputy Clerk / Officers on site
5. Record details of any injuries sustained during the incident	Use accident report book located in the office by the staff/visitor log	Town Clerk / Deputy Clerk / Officers on site
6. Alert staff, visitors and councillors	<ul style="list-style-type: none">Alert any staff or visitors due to arrive on site soon and tell them to await further instructions.If the Town Clerk or Deputy Clerk are not on site inform them via phone call.Inform Town Mayor, Deputy Town Mayor and Leader of the Town Council via phone call.	Town Clerk / Deputy Clerk / Officers on site
7. Assess impact	Town Clerk and Deputy Clerk to meet with Town Mayor, Deputy Town Mayor and Leader of the Town Council to assess the scale of the incident and decide next steps	Town Clerk / Deputy Clerk

Outside of Office Hours

Action	Details	Responsible Person(s)
1. First person on-site to notify Town Clerk / Deputy Clerk	Do not enter the building	Any staff on site
2. Call emergency services	Call 999	Any staff on site
3. Alert staff	Alert any staff that are due to arrive on site shortly and tell them to await further instructions	Any staff on site

4. Assess impact	Town Clerk and Deputy Clerk to meet with Town Mayor, Deputy Town Mayor and Leader of the Town Council to assess the scale of the incident and decide next steps	Town Clerk / Deputy Clerk
5. Alert Councillors	Alert all Town Councillors	Town Clerk / Deputy Clerk

Step 2: Business Continuity

Critical Activity	Details	Responsible Person(s)
Phones	<ul style="list-style-type: none"> The Town Clerk and Community Officer have work mobile phones which are to be used. The Deputy Clerk and Community & Events Officer to use personal mobile phones. Main office phone to be diverted to Deputy Clerks Phone Events phone to be diverted to Community & Events Officers Phone <ul style="list-style-type: none"> Call Talk Talk directly to divert phones - Details: Talk Talk Business: Account Number: 882 01183852 Phone: 0800 083 3003 Councillors to be informed of phone arrangements 	Town Clerk to inform Councillors / Deputy Clerk to divert phones.
Internet	Staff to use home internet connections	All staff
Inform Insurance Company	Contact details: Zurich Insurance – Property Claims Policy Number: YLL-122035-1043 0800 028 0336 farnboroughpropertyclaims@uk.zurich.com Zurich Municipal Property Claims PO Box 3303 Interface Business Park Swindon SN4 8WF	Town Clerk / Deputy Clerk
Inform Landlord	No.13 High Street- Jim Dellow [REDACTED] No. 11 High Street - Francesca Clarke [REDACTED] [REDACTED]	Town Clerk / Deputy Clerk
Post Redirection	Contact Royal Mail Redirect Services through https://www.royalmail.com/business/manage-mail/redirection/form	Town Clerk / Deputy Clerk
Inform Residents	Inform residents through Town Council, website, social media, notice boards and local news outlets.	Town Clerk / Deputy Clerk

Home Working	All members of staff have access to a laptop for home working purposes. These will be able to access the shared network using the shared drive computer, which can be moved to another location should this be required. Should the shared drive computer need to be replaced, contact Hometech on 01268 694441 in order for them to arrange new equipment should this be necessary.	Town Clerk / Deputy Clerk
Open Spaces	Open spaces should continue to be monitored by the Community Officer, and all paperwork retained or put on to the shared drive. Contact Aspect Maintenance – Gary – [REDACTED] Sam [REDACTED] and advise that officers would be contactable through mobile phones and that the office would be closed.	Town Clerk / Community Officer
Council Meetings	Move any scheduled meetings and ensure that councillors and attendees are informed of the change of meeting place	Town Clerk / Deputy Clerk

Infrastructure Incident

An infrastructure incident can include the loss of computer / telephone systems, internet access or power.

Step 1: Understand the extent of the loss

Infrastructure	Details	Responsible Person(s)
Phones	Contact phone provider to ascertain extent of outage: Details: Talk Talk Business: Account Number: [REDACTED] [REDACTED] Phone: 0800 083 3003	Town Clerk / Deputy Clerk
Internet	Contact internet provider to ascertain extent of outage: Details: Talk Talk Business: Account Number: [REDACTED] [REDACTED] Phone: 0800 083 3003	Town Clerk / Deputy Clerk
Mains Power	Contact power provider to ascertain extent of outage: EDF: Account number: [REDACTED] Phone: 0330 912 9959 hellobusiness@edfenergy.com	Town Clerk / Deputy Clerk
Emails/Computers	Contact Hometech 01268 694441 Laptops to be used if available – with access to remote working. The shared drive	Town Clerk / Deputy Clerk

	computer would need to be moved to a secure location.	
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If outage is temporary, inform staff to stay put and await further instructions. If the outage is ongoing:

Step 2: Business Continuity

Critical Activity	Details	Responsible Person(s)
Phones	<ul style="list-style-type: none"> • If phones are not working advise residents on social media until issue is resolved. • The Town Clerk and Community Officer have work mobile phones which are to be used. • The Deputy Clerk and Community & Events Officer to use personal mobile phones. • Main office phone to be diverted to Deputy Clerks Phone • Events phone to be diverted to Community & Events Officers Phone • Councillors to be informed of phone arrangements 	Town Clerk / Deputy Clerk
Internet	Staff to use home internet connections	All staff
IT	Contact HomeTech 01268 694441	Town Clerk / Deputy Clerk
Mains Power	<p>Staff to work from home until power is restored. If power outage is widespread and staff homes are also affected contact local shared office space providers to rent desk space- nearest is International House Business Centre, International House, Charfleets Road, Canvey Island SS8 0PQ Phone: 01268 916030 space@intlhouse.co.uk</p> <p>Castle Point Borough Council Kiln Road Thundersley Benfleet SS7 1TF 01268 882200</p>	Town Clerk / Deputy Clerk
Meetings	Move any scheduled meetings and ensure that councillors and attendees are informed of the change of meeting place	Town Clerk / Deputy Clerk
Communication with Councillors	Ensure that emails to councillors are forwarded and other lines of communication are maintained	All staff
Post	<p>Post to be collected if office still in use, if not post to be redirected using Royal Mail Redirect Services through https://www.royalmail.com/business/manage-mail/redirection/form</p>	Town Clerk / Deputy Clerk

Staff Incident

A staff incident can include a sudden family emergency, injury or other event which renders a key member of staff suddenly unable to work.

Step 1: Ensure No Service Disruption

Critical Activity	Details	Responsible Person(s)
Identify key responsibilities of the member of the staff	All members of staff should have key responsibilities that are detailed in order to be covered by other members of staff in periods of absence, even if it is in a reduced capacity. All members of staff should support each other to ensure the key services are not disrupted.	Town Clerk / All staff are responsible for their own roles
Assess the extent of loss	Identify whether the affected member of staff's absence is likely to be temporary, long term or permanent.	Town Clerk
Longer term loss of staff	Convene a personnel committee meeting to discuss appropriate action.	Town Clerk

If the staff loss is temporary, support the member of staff who will be filling the gap until the absent member of staff returns. If the absence is long-term or permanent:

Step 2: Business Continuity

Critical Activity	Details	Responsible Person(s)
Recruit temporary or full time replacement	Follow the standard recruitment procedure and find an appropriate temporary or permanent replacement	Town Clerk

Maintenance and Review of The Business Continuity Plan

Any changes in personnel which affect the plan should be addressed immediately and alternative staff should be located and informed of any duties that may be required in order to carry out the business continuity plan.

This plan should be checked and reviewed annually or whenever a change of supplier for key services is made.

When there has been an incident that has necessitated the use of this plan, an incident report should be prepared for the council to review and assess the performance of the plan.

Appendix – contact details to be added once document approved by full council.

Community Officer

Progress Report for All Open Spaces – 20/01/2025

CANVEY LAKE

- EDF scheduled to connect the electric at Denham Road this week 16.01.25.
- Investigating quotes for new fencing at Denham Road car park.
- 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

- Graffiti on play unit.

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.

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

Issues reported on behalf of organisations:

- Cisca House – Campervan by Kings – blocked drain
- Ms Club / War Memorial Hall – Blocked drains and overgrown bushes.
- Wednesday Group / Smallgains Hall – Roads and paths.

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
JANUARY							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		

Tidal Pool – Risks Reported – 2025

Appendix D

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
JANUARY							
UNABLE TO CHECK DUE TO REVETMENT WORK	Council	Town Clerk	Community Officer - AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
FEBRUARY							
UNABLE TO CHECK DUE TO REVETMENT WORK	Council	Town Clerk	Community Officer - AW	Public/Wildlife	Health / 3 rd 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
JANUARY							
Flowers on bench	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	CW removed 03.01.24	
Flowers placed in square planter.	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	CW removed 03.01.24	
Balfour Beatty hut on grass by covid garden	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Has been relocated to car park 17.01.24	

Wildflower Meadow – Risks Reported – 2025

Appendix D

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

Allotments – Risks Reported – 2025						Appendix D		
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council	
JANUARY								
	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			

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
JANUARY							
Dead goose – outside 106 Lakeside Path.	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Due to weather conditions for the last few days the contractor and myself unable to locate the goose 06.01.25 – Goose has been found 06.01.25 at 12.10pm	
Brief case paperwork/passport found	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Taken the case to Canvey Police station and handed to a CID officer on 06.01.25 at 1pm	
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		

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
January							
Speaker has plastic burnt inside	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor is aware and will advise when removed 09.01.25 12.45pm	
Play unit has black over wooden panels, unsure if its paint or burnt	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor is aware and will advise if burnt or paint is removed 09.01.25 12.45pm	
February							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
			Community Officer – AW				
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
March							
			Community Officer – AW				
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		