



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 23RD FEBRUARY 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

18th February 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

*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.*

3. To consider and agree contractual financial implications.

Members of the public asked to return to the meeting.

A G E N D A

4. 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.
5. To confirm and sign as a true record the minutes of the Council meeting held on 19th January 2026.
6. To consider and agree the recommendations from the Policy and Finance Committee meeting held on the 9th February 2026.
7. To note the minutes and resolutions of the Personnel Committee meeting held on the 9th February 2026.
8. To receive a report from the Town Mayor on activities and events since the last meeting.



9. To note the Officer Decisions under delegated powers and background papers since the last meeting.
10. To receive a verbal report on the Clerks progress of ongoing projects and not on the agenda.
11. To confirm the dates of scheduled events for 2026.
12. To consider a request for financial support from Wyvern Community Transport (Appendix A).
13. To consider and agree a response to ECC in relation to the Dutch Cottage Bus Shelter on Canvey Road.
14. To consider and agree the proposal for a new Lifestyle event.
15. To consider and agree the proposal for a new Senior Wellness event.
16. To consider and agree to a replacement representative for the EALC Executive Committee.
17. To note the 3-year extension of the Public Space Protection Order for Dog on a Lead Canvey Island Foreshore and Dog Fouling (Appendix B)
18. To confirm accounts for payment as previously agreed.
19. To note a report from the Community Officer on matters relating to Canvey Island (Appendix C)
20. To note the Health & Safety reports detailing incidents and actions completed in relation to open spaces (Appendix D).
21. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
22. Reports from Essex County Councillor on matters relating to Canvey Island.

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 19TH JANUARY 2026 AT 7.00PM**

PRESENT:

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

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

CO/116/25 - APOLOGIES FOR ABSENCE

Cllr R Langley was not present, no apologies provided.

CO117/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

CO/118/25 - PUBLIC FORUM - TO RECEIVE QUESTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND OF WHICH NOTICE HAS BEEN RECEIVED FOR A PERIOD NOT EXCEEDING TEN MINUTES

No questions were received.

CO/119/25 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETINGS HELD ON THE 8TH DECEMBER 2025.

Members **RESOLVED** that the minutes of the Council meetings held on the 8th December 2025 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/120/25 – TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.

The Deputy Town Mayor provided details of events and activities attended or invited to such as the Essex Herts Air Ambulance shop opening and the ECC Chairmans Civic Service.

CO/121/25 – TO NOTE THE OFFICER DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS SINCE THE LAST MEETING.

Members noted the expenditure to replace the vandalised Christmas tree lights at a cost of £425.00. The Town Clerk advised that within a week of the lights being installed on the Christmas tree they were vandalised and ripped from the tree leaving only half of the tree with lights. As this had taken place at the beginning of December a decision was taken to request Spark X to replace the vandalised lights to ensure that the Christmas tree was fully lit for the remainder of the festive season.

CO/122/25 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report.

CO/123/25 – TO CONSIDER AND AGREE THE BUDGET AND PRECEPT FOR 2026/27.

Members considered the Policy & Finance Committee recommendations and discussed the budget reports provided and **RESOLVED** unanimously to set a budget of £490,018 for 2026/27 and raise a precept of £317,390 with a 4.73% increase based on the Band D equivalent of £25.92 which is an overall increase of £1.17 per annum.

CO/124/25 – TO CONSIDER AND APPROVE THE UPDATED COUNCIL BUSINESS AND ACTION 2025/2029.

Members considered the proposed plan and amendments and **RESOLVED** unanimously to approve the 2025/2029 plan.

CO/125/25 – TO CONSIDER AND AGREE THE COSTS FOR THE BUSHES TO REPLACE THE BROKEN FENCING IN THE LABWORTH MEMORIAL GARDENS.

Members considered the breakdown of the quotes provided and **RESOLVED** unanimously to appoint Aspect Maintenance Service at a cost of £2,765.00.

CO/126/25 – TO CONSIDER AND AGREE THE EXTENSION OF THE WILDFLOWER MEADOW CONTRACT FOR A FURTHER 5 YEARS AT A COST OF £960.00 PER ANNUM.

Members reviewed the Wildflower Meadow contract and due to the limited provision of this service locally **RESOLVED** to extend the contract with KJ Gray for a further 5 years at an annual cost of £960.00

CO/127/25 - TO APPOINT A TENDER ADMINISTRATOR FOR THE COUNCILS TENDERED CONTRACTS.

Members **RESOLVED** unanimously to appoint the Town Clerk.

CO/128/25 - TO CONSIDER AND APPOINT MEMBERS TO THE EVALUATION PANELS FOR THE HANGING BASKET/PLANTERS AND TIDAL POOL TENDERS.

Members considered the evaluation panels and **RESOLVED** to appoint Cllr E. Harvey, Cllr D. Blackwell and Cllr D. Anderson to the panel for the Seasonal Planting Decorations and Cllr S. Sach, Cllr J. Anderson and Cllr S. Sayes to the panel for the Tidal Pool tender. No conflicts of interest were declared.

CO/129/25 - TO NOTE THE COMPLETION OF THE EXTERNAL AUDIT FOR THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31ST MARCH 2025 WHICH WAS PUBLISHED ON THE 6TH JANUARY 2026 FOR A PERIOD OF 14 DAYS AND CONSIDER ANY ACTION REQUIRED.

Members noted the completion of the 2024/25 audit and its publication with no comments made or further action to be taken.

CO/130/25 - TO CONSIDER THE LOCAL COUNCIL AWARD SCHEME AND CONFIRM THAT THE COUNCIL CONFORMS TO THE REQUIREMENT FOR THE SILVER STATUS LEVEL INCLUSIVE OF PREPARED STATEMENTS.

Members considered the Local Council Award Scheme and **RESOLVED** unanimously to apply for the Gold award at the next available opportunity.

CO/131/25 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

19th January 2026 NO 1 ACCOUNT

Company	Reference	Amount	Description
Top of the Mops	BACS928	£18.00	Cleaning 09/12.
Aspect Maintenance Ltd	BACS929	£6,623.09	December Maintenance / Perspex / Tidal Pool Joint
C B Landscapes	BACS930	£50.00	Installation of memorial plaques
Spark X	BACS931	£11,814.00	Festive Lighting Contract
Design 4 Print	BACS932	£356.40	Letterhead Paper
PKF Littlejohn Ltd	BACS933	£1,434.00	External Audit / Additional Work
Kath4ID	BACS934	£7.95	ID Card
Trophy Store	BACS935	£30.48	Christmas Shopfront Trophy
AMEC Plumbing & Heating Ltd	BACS936	£85.00	Burst water pipe repair – SG Allotments.
Promerch World Ltd	BACS937	£1,260.00	Torch / Reflective Keyrings
CITC	Debit Card	£117.61	Petty Cash Top up
TOTAL		£21,796.53	

CO/132/25 – TO NOTE A REPORT FROM THE COMMUNITY OFFICER ON MATTERS RELATING TO CANVEY ISLAND.

Members noted the report. The Community Officer advised that the jetty had been closed at Canvey Lake due to the extreme slippery surface, oil had been found in the lake which has been reported to the Environment Agency, and the replacement plaques have been installed in the Memorial Gardens with the funding obtained from the ECC Locality Fund.

CO/133/25 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.

Members noted the reports.

CO/134/25 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND.

Cllr Blackwell advised that there is an Apprentice Fair being held at the Paddocks on the 11th February, CPBC are reviewing the need for a contract to clear the shells from the beach following the revetment works, the fencing on the seawall is the responsibility of the Environment Agency and there is no current plan to charge parking at the Paddocks.

CO/135/25 – REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr Blackwell advised that ECC will be conducting an inspection of Eastern Esplanade and the damage caused to the road following the revetment works as the road surface should have been repaired by the Environment Agency on the completion of the works.

The meeting closed at 8.00 pm.

TOWN MAYOR

23rd February 2026

Canvey Island Town Council - Budget 2026/27

Policy & Finance	2024/25		2025/26				2026/27
	Budget	Actual	Budget	Actual YTD 30/09/2025	Expected up to 31/3/26	Total	BUDGET
101 Central Costs							
1050 Grants Received	0	0	0	1238	0	1238	0
1176 Precept Received	288352	288352	297866	148933	148933	297866	317390
1190 Interest Received	0	3623	0	0	3864	3864	0
1200 Misc Income	0	3712	0	1150	0	1150	0
Total Income	288352	295687	297866	151321	152797	304118	317390
4000 Staff Administration	33812	32677	36912	18079	17984	36063	38057
4008 Staff Training	1500	1150	2000	387	85	472	2000
4009 Staff Expenses	250	33	150	20	0	20	150
4011 Rates	10000	10729	12400	0	0	0	10000
4012 Premises Costs	12360	13981	13000	5251	3417	8668	11000
4013 Premises Rent - Office	21000	20617	18000	2875	8625	11500	12000
4020 Telephone/Broadband	3500	2165	3500	1924	382	2306	1000
4021 Stationery and Postage	1500	810	1500	284	300	584	1500
4023 Photocopier	2700	2455	2700	1319	1074	2393	2700
4025 Insurance	3000	3016	3500	2658	0	2658	3500
4030 Advert/Publicity/newsletter	750	100	750	83	0	83	750
4040 IT Costs	2500	2446	3000	1975	832	2807	3000
4041 Office Equipment/Clothing	2500	457	6500	3887	2594	6481	2500
4050 Payroll administration costs	500	276	500	161	138	299	500
4056 Internal Audit	600	430	600	430	0	430	500
4057 External Audit	900	0	900	840	840	1680	900
4060 Vehicle Tax/Insurance	950	994	1200	1039	0	1039	1200
4061 Vehicle Expenses	1500	123	1500	122	100	222	1000
4099 General Expenses	0	0	0	0	0	0	0

	Overhead Expenditure	99822	92459	108612	41334	36371	77705	92257
101 CIL Contributions								
1024 CIL Contributions		0	3057	3057	0	0	0	3057
	Total Income	0	3057	3057	0	0	0	3057
4062 CIL Projects		0	0	0	0	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0
105 Grants								
4500 Grants		2000	2000	2000	780	1000	1780	2000
	Overhead Expenditure	2000	2000	2000	780	1000	1780	2000
110 Civic and Democratic								
4099 General Expenses		600	25	600	50	225	275	500
4100 Election Expenses		15000	0	15000	0	25000	25000	15000
4110 Members Training		500	0	500	130	100	230	500
4115 Members Travel/Subistence		100	0	100	0	0	0	100
4121 Town Mayor Expenses		150	0	150	60	0	60	150
4130 Subscriptions		3300	3274	3400	3209	0	3209	3400
4150 Room Hire		250	0	250	591	65	656	1000
4160 Regalia		250	0	250	0	0	0	250
	Overhead Expenditure	20150	3299	20250	4040	25390	29430	20900
	Policy & Finance - Income	288352	295687	297866	151321	152797	304118	317390
	Expenditure	121972	97758	130862	46154	62761	108915	115157
	Movement to/(from) Gen Reserve	166380	197929	167004	105167	90036	195203	202233
		2024/25			2025/26			2026/27

Environment & Open Spaces		Budget	Actual	Budget	Actual YTD as at 31/08	Expected up to 31/3	Total	BUDGET
201	Open Spaces							
1017	Donation / Sponsorships	0	0	0	0	0	0	0
1018	LTO support grant to CITC	0	0	0	0	0	0	0
1050	Grants Received	0	3000	0	0	0	0	0
	Total Income	0	3000	0	0	0	0	0
4000	Staff Administration	33812	32677	36912	18079	17984	36063	38057
4207	Sea Front Gdns	9500	6000	9000	2500	5000	7500	9000
4220	Tidal Pool/Beach	7000	6070	7000	2529	3541	6070	7000
4231	Tidal Pool Joints	2000	0	2000	0	0	0	1000
4250	Wildflower Meadow	2500	1520	2500	0	1735	1735	2500
4400	Tewkes Creek Maintenance	300	0	0	0	0	0	0
4401	Blue Plaque Scheme	600	0	600	0	0	0	1000
4460	Band Stand	5500	3715	5000	1533	2147	3680	5000
4470	Covid-19 Memorial Garden	3100	2475	2500	244	1863	2107	2500
	Overhead Expenditure	64312	52457	65512	24885	32270	57155	66057
205	Environmental Projects							
1012	Planter/Hanging Basket	0	0	0	0	0	0	0
1050	Grants Received	0	0	0	0	0	0	0
	Total Income	0	0	0	0	0	0	0
205	Environmental Projects							
4216	Hanging Baskets/Planter Maint	9000	8705	9000	3585	5020	8605	10000
4221	Street Furniture	0	0	3000	0	0	0	3000
4228	CIWCG Partnership	500	500	500	0	0	0	500
	Overhead Expenditure	9500	9205	12500	3585	5020	8605	13500

4211	General Events Programme	500	393	3000	622	0	622	3000
4215	Armed Forces Day	4000	2122	3000	2549	0	2549	3000
4219	Garden Trail	500	1129	500	198	856	1054	500
4229	Community Award/ATM	500	392	300	0	260	260	500
4235	Community Engagement Events	1000	40	500	0	0	0	500
4237	Band Stand Events	1500	0	0	0	0	0	0
4239	Events equipment	2500	254	2500	0	1008	1008	2500
	Overhead Expenditure	64312	56719	67712	21599	38136	59735	69557
212	Health & Wellbeing Plan							
1021	Sponsorship / Donations	0	0	0	0	0	0	0
	Total Income	0	0	0	0	0	0	0
4245	Volunteer Expenses	100	0	100	0	0	0	100
4246	Community Garden	500	39	250	0	40	40	250
	Overhead Expenditure	600	39	350	0	40	40	350
	Community - Income	0	8279	0	3532	1500	5032	0
	Expenditure	64912	56758	68062	21599	38176	59775	69907
	Movement to/(from) Gen Reserve	-64912	-48479	-68062	-18067	-36676	-54743	-69907
		2024/25			2025/26			2026/27
	Canvey Lake Committee	Budget	Actual	Budget	Actual YTD	Expected	Total	BUDGET
501	Canvey Lake					up to 31/3		
1050	Grants Received	4725	4725	0	0	0	0	0
	Total Income	4725	4725	0	0	0	0	0
4000	Staff Administration	33812	32677	36912	18079	17984	36063	38057
4099	General Expenses	0	0	0	0	0	0	0
4201	Lake General Maintenance	15000	3941	10000	7474	4875	12349	10000
4226	Lake-Litter/Grass Maintenance	29703	36367	39776	16248	22748	38996	40570

4234 Play Area	1000	200	1000	250	2025/26		1000	250	0	250	1000
					Actual	Budget					
Overhead Expenditure	79515	73185	87688	42051	45607	87658	87688	42051	45607	87658	89627
Canvey Lake Committee - Income Expenditure	4725	4725	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	-74790	-68460	-87688	-42051	-45607	-87658	-87688	-42051	-45607	-87658	-89627
Reserves	2024/25	2025/26	2026/27								
901 Earmarked reserves											
9009 Non Budgetted Expenses	0	1036	0	3326	0	3326	0	3326	0	3326	0
9019 Health & Wellbeing Plan	1500	0	1500	0	0	0	1500	0	0	0	1500
9021 The Gunny Project	3500	3028	3000	0	500	500	3000	0	500	500	1000
9023 Canvey Lake - Signage / Information	1500	0	1500	0	0	0	1500	0	0	0	0
9005 Lake Enhancements	20000	0	20000	0	0	0	20000	0	0	0	79000
9025 Project Management/Consultation Costs	0	0	50000	8885	16071	24956	50000	8885	16071	24956	25000
9026 New Resource	0	0	0	0	0	0	0	0	0	0	24000
Overhead Expenditure	26500	4064	76000	12211	16571	28782	76000	12211	16571	28782	130500
Reserves - Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	26500	4064	76000	12211	16571	28782	76000	12211	16571	28782	130500
Movement to/(from) Gen Reserve	-26500	-4064	-76000	-12211	-16571	-28782	-76000	-12211	-16571	-28782	-130500
Total Budget Income	297042	318864	306193	159276	154722	313998	306193	159276	154722	313998	325717
Expenditure	370676	296919	445894	152889	201198	354087	445894	152889	201198	354087	490018
Movement to/(from) Gen Reserve	-73634	21945	-139701	6387	-46476	-40089	-139701	6387	-46476	-40089	-164301

**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 9TH FEBRUARY 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
Mrs L Gould – Deputy Clerk

P&F/020/25 - APOLOGIES FOR ABSENCE

All members were present.

P&F/021/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/022/25 - PUBLIC FORUM – TO RECEIVE QUESTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND OF WHICH NOTICE HAS BEEN RECEIVED FOR A PERIOD NOT EXCEEDING TEN MINUTES.

No questions were received.

P&F/023/25 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 17TH NOVEMBER 2025.

The minutes of the committee meeting held on the 17th November 2025 were **CONFIRMED** as a true record and signed by the chair.

P&F/024/25 – TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the Clerks report of completed projects and that the approved ILCA and FILCA training qualification has now increased from £120.00 to £140.00.

P&F/025/25 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES AND TO CONSIDER AND AGREE AMENDMENTS TO THE:

i) IT POLICY.

Members noted the amendments made taken from the NALC model policy and **RECOMMENDED** the amendments are adopted by the Council and all staff and councillors should be asked to re-sign the amended policy.

ii) ALLOTMENT POLICY.

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

iii) BANDSTAND POLICY.

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

P&F/026/25 - TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST MEETING.

Members noted the courses booked or attended which are Assertion 10 Made Simple webinar at no cost for the Town Clerk, Demonstrating your Value at no cost for the Town Clerk and Deputy Clerk, Emergency First Aid at Work at a cost of £100 each for the Town Clerk and Community Officer and The Clerk as an Employee & HR Adviser at a cost of £60.00 for the Town Clerk.

P&F/027/25 – FINANCE

i) GRANT APPLICATIONS

a) TO CONSIDER AN APPLICATION FROM ESSEX & HERTS AIR AMBULANCE

Members considered the grant application from Essex Herts Air Ambulance towards the installation of a Defibrillator on the new shop in the town centre and although this is a county charity it was recognised that this will solely benefit the residents of Canvey Island and **RECOMMENDED** the award of a £500.00 grant.

ii) TO CONSIDER AND AGREE THE 1-YEAR FIXED BOND ACCOUNTS AND THE REINVESTMENT OF £88,622.89.

Members considered the costs obtained and **RECOMMENDED** the reinvestment of £88,622.89 inclusive of interest with the Hampshire Trust Bank with a 1 year business loyalty bond account at an AER of 4.00%.

iii) TO CONSIDER AND AGREE THE QUOTES OBTAINED FOR THE COUNCILS VEHICLE INSURANCE.

Members considered the quotes obtained and noted that the current provider would not provide a cost until 30 days before expiry and **RECOMMENDED** continuing with James Hallam on the condition that the insurance does not exceed the remaining budget as this is still the most cost-effective quote and delegated the power to the Town Clerk to approve the expenditure.

iv) TO CONSIDER AND AGREE THE COSTS OBTAINED FOR THE RENEWAL OF THE COUNCILS MOBILE PHONE CONTRACT.

Members considered the costs obtained and **RECOMMENDED** the renewal of a Samsung A36 at a cost of £40.00 per month for two phones with Aerial Direct on a 36 month contract.

v) TO VERIFY THE COUNCIL FINANCES AS OF 31ST DECEMBER 2025

Members **NOTED** the Council Finances as of 31st December 2025 inclusive of the bank reconciliation, statements and payments issued from 1st October 2025 to 31st December 2025 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.

vi) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.

9th February 2026 NO 1 ACCOUNT

Company	Reference	Amount	Description
Top of the Mops	BACS940	£36.00	Cleaning 20/01 & 03/02.
Aspect Maintenance Ltd	BACS941	£6,335.09	January Maintenance
Viking Office UK	BACS942	£78.94	Stationery
Bond Fire	BACS943	£135.00	Fire Extinguisher Service
SFB Solutions	BACS944	£528.00	Annual CCTV/Alarm Maintenance
CPBC	BACS945	£174.60	Hall Hire – AFD 2026
Design 4 Print	BACS946	£42.00	A4 Slippery Surface Signs
EALC	BACS947	£102.00	Data Protection Training – all staff
SLCC Enterprises	BACS948	£168.00	FILCA Qualification – Town Clerk
ATH Training South Essex Ltd	BACS949	£240.00	First Aid Training – EDC & AW
TOTAL		£7,839.63	

The meeting closed at 7.40pm

CHAIRMAN

27th April 2026

Canvey Island Town Council

Computer and Information Security Policy

Scope of this Policy

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

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

Computer Use and Equipment

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Copyright

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

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

Security

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

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

Health and safety

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

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

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

Signed

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

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

Canvey Island Town Council

Bandstand Hire Policy

PURPOSE

The policy provides a framework for the hire of the Bandstand and surrounding area and aims to ensure that a range of user groups have fair and equitable access to Council's community facility for entertainment purposes.

SCOPE

The policy applies to the hire by groups and individuals of the: Bandstand and the surrounding area, Canvey Seafront, Eastern Esplanade, Canvey Island, Essex, SS8 7DN.

DEFINITIONS

- **Bandstand** is the facility managed and maintained by Canvey Island Town Council as detailed in the Scope of the Policy.
- **Hirer** is any group or individual entering into an agreement for the use of the Bandstand.
- **Locally based** pertains to organisations that conduct the majority of their activities within the Council area and/or for the primary benefit of the community of Canvey Island.

PRINCIPLES OF POLICY

The Town Council's Bandstand is not to be used for the purpose of holding any meeting, activity or, event that may be deemed unsuitable, discriminatory or hate inciting. The Town Council reserves the right to refuse or revoke permission of the use of the bandstand should it find evidence that the booked event or enquiry would be deemed unsuitable, discriminatory or hate inciting.

Priority for use of the Town Council's Bandstand will be given to locally based groups and not-for-profit organisations.

The Town Council will ensure fair and equitable access for all user groups to its Bandstand.

ITEMS TO CONSIDER

When planning to use the Bandstand you should consider the following:

Risk Assessments/Evacuation Plan

Organisers of an event have a legal responsibility to ensure health, safety and welfare of any employees, volunteers and contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a risk assessment, in which hazards associated with the event should be identified, the level of risk assessed and the appropriate action or control measure considered to reduce these risks to an acceptable level. Organisers are required to prepare a risk assessment and evacuation plan in advance of the event and submit a copy to the Town Clerk.

Licensing

Under the Licensing Act 2003, a Temporary Event Notice (TEN) will be required for the provision of regulated entertainment. If you are planning to use the Bandstand it is the responsibility of the hirer to establish if a TEN or any other licenses are required. Contact Castle Point Borough Council for further advice.

Insurance

All events will require Public Liability Insurance cover with a minimum £5,000,000 limit of indemnity.

You are required to provide a copy of your Public Liability Insurance certificate with your completed application form.

Surrounding Area

All hirers should consider the surrounding residential and commercial areas. It is advised that hirers liaise with surrounding businesses to not impact on any local events or activities. Hirers should also consider attendees to their event and parking provision. Parking for the bandstand is available in the three nearby public car parks. Publicity for any event should not encourage parking in neighbouring roads.

BOOKING PROCESS

The Application

The hirer is advised to read the 'Items to Consider' and the 'Terms and Conditions' before completing and returning the application to hire the Bandstand.

Please send the completed application forms to:

The Town Clerk
Canvey Island Town Council
The Paddocks Community Centre
Canvey Island
Essex SS8 0JA

With the application form the following supporting documentation should also be supplied:

- Risk Assessment/Evacuation Plan
- Public Liability Insurance Certificate
- Event Plan (if applicable)

Application forms should be submitted to Canvey Island Town Council a minimum of 4 weeks before the proposed date of the event in order for the application to be considered fully.

Consideration of the Application

Canvey Island Town Council will contact the hirer within 2 weeks of receipt of the hirers' application, notifying whether the application has been successful or not. This will be subject to adhering to the Councils' Terms and Conditions, providing the required supporting documentation.

Confirmation

Once the hirer has received a letter of confirmation from Canvey Island Town Council the hirer may proceed.

After confirmation has been received the hirer shall arrange to meet a representative of the Council to undertake a pre event inspection. It is recommended that the inspection is undertaken within 5 days of the event. To arrange the inspection please contact the office on 01268 683965 or email clerk@canveyisland-tc.gov.uk

Upon completion of your event, the Town Council must be contacted with photos to show the bandstand and surrounding area has been returned to its pre-event condition. This includes the removal of all rubbish. These must be emailed directly to the Town Council at the end of the event.

A post event inspection must be organised with the officers of the Town Council within 2 days of the events completion.

Any amendments to the application form must be submitted in writing for consideration and authorised by Canvey Island Town Council. If the hirer is found to be undertaking any activity that has not been agreed with the Council, this activity will have to cease immediately.

TERMS AND CONDITIONS

Applications

All applications for the hire of the Bandstand are to be addressed to the Town Clerk, Canvey Island Town Council. All applications should be submitted with the required supporting information.

Assignment

The booking shall remain personal to the organisation hiring the Bandstand. The use of the Bandstand shall not be sublet, assigned or transferred to another organisation.

Hire Fee

There will be no fee for the hire of the Bandstand, however, this will be reviewed on a regular basis and subject to change.

Refusal of Booking or Cancellation

The Council reserve the right to cancel any application for the hire of the Bandstand without being required to give any such reason for refusal.

The Council reserves the right to withdraw the permission to use the Bandstand but shall not be liable for expense incurred or loss sustained by the hirer as a result of the cancellation.

Cancellation by the hirer must be received in writing to the Council in advance of the agreed event date.

Health and Safety

The hirer agrees to undertake a risk assessment for the event and is to ensure all employees, volunteers and contractors involved in organising the event and the public and participants attending the event comply with all relevant health and safety legislation. A copy of the hirers risk assessment must be submitted with the application form.

Should a hirer require an electric supply it will be the hirer's responsibility to provide a generator which will support the need at no cost to the Town Council. The hirer should be mindful when planning their activity and acknowledge this in their Risk Assessment.

Insurance and Indemnity

The hirer will insure the event with public liability insurance, with a minimum £5,000,000 limit of indemnity. A copy of the hirers' insurance certificate must be submitted with the application form.

Canvey Island Town Council is not responsible and will not accept any liability for loss, damage or injury whilst using the Bandstand. Neither will the Town Council accept any responsibility for loss, damage or theft of any property belonging to the hirer or to a third party whilst it is in the Bandstand.

Failure to produce proof of insurance cover when submitting the application form will delay permission being granted and may lead to cancellation of the booking.

Event Plan

An Event Plan may be required to be presented to the Council with the application form. It is likely that an event plan is required where an event includes a range of performers or activities.

The Event Plan is expected to include main event organiser, programme of events for the Bandstand, spectator details, stalls and shows, health and safety, equipment, power requirements, first aid, timings and any other aspect appropriate to the event.

Use of the Bandstand

Permission will only be granted for the use of the Band Stand for entertainment purposes. The hirer shall not use the Bandstand for any purpose whatsoever other than the activity identified on the application form.

No alterations to the structure of the Bandstand are allowed. Any lighting, fittings or seating will not be allowed without prior written consent.

There must be no alcohol consumed on the Band Stand or within the surrounding area.

The hirer shall not drive nails, screws, staples, pins or any other material into the structure of the bandstand or the flooring.

The hirer must be mindful of the surroundings and not undertake any activities which may present nuisance to neighbours. Any music must be kept to an acceptable level.

The Town Council does not accept band stand hire applications from any religious, political or groups that have views that align with any hate inciting or rallying purposes. The use of the bandstand is intended for entertainment purposes only and the Town Council retains the rights to cancel any booking or application that it deems may pose a threat to public safety.

The Town Council reserves the right to request further information from applicants regarding the potential activities and attendees, should it be deemed necessary in determining whether an applicant is successful in hiring the bandstand. Should it become apparent during an approved event that the hirer is using the bandstand for purposes of religious, political, hate inciting or rallying purposes, the Town Council reserves the right to immediately shut down the event, and the hirer will be liable for any costs incurred.

Litter and Cleanliness

It is the hirers' responsibility to ensure that all litter and rubbish arising from the event is cleared away and taken from the site at the end of the event.

Responsibility of the Council

The Council endeavours to provide the Bandstand in a litter free, clean and well-maintained condition for use of the hirer and the general public.

- The Council will undertake maintenance work of the Bandstand as is deemed necessary.
- The Council will maintain a booking system ensuring the avoidance of double bookings.
- The Council will endeavour to process the hirers' application form as expediently as possible.
- The Council will seek to support hirers through the Application process.

Further Information

The officers of the council are available to assist and support you through the application process. Should you have any questions during the application stage then the hirer is encouraged to talk these through with the Council.

REVIEW

The policy will be reviewed regularly or in the event of major changes to legislation or related policies/procedures or if deemed necessary by the Town Clerk.



Wyvern Community Transport

The White House, Rear of Council Offices, Kiln Road
Thundersley, Benfleet, Essex. SS7 1TF

APPENDIX A

[REDACTED]
Chair of Trustees
Wyvern Community Transport
The White House
Rear of Council Offices
Kiln Road, Thundersley
Essex SS7 1TF

24 December 2025

For the attention of:

[REDACTED]
• **Town Clerk**
Canvey Island Town Council

Re: Financial Position of Wyvern Community Transport and Request for Support

Dear Elaine,

I am writing on behalf of the Board of Trustees of Wyvern Community Transport (WCT) to share an update on the charity's current financial position and to outline what the potential loss of our services would mean for residents within your parish.

Wyvern Community Transport exists to support older people, disabled residents, and those who are socially isolated or vulnerable across Canvey Island. For many individuals, our service provides the only safe and reliable means of accessing medical appointments, community activities, shopping, and, just as importantly, regular social contact that supports mental health and wellbeing.

Financial Context

Like many community organisations, WCT is experiencing significant financial pressure. Rising operating costs, an ageing vehicle fleet, and increasing demand for our services have not been matched by corresponding increases in core funding. As a result, our unrestricted reserves are now extremely limited and, without additional support, the charity faces a real risk to the continuity of its services.



Wyvern Community Transport

The White House, Rear of Council Offices, Kiln Roa
Thundersley, Benfleet, Essex. SS7 1TF

The Board of Trustees continues to take all reasonable steps to control costs, improve efficiency and explore new income streams. However, community transport operates on very tight margins, and local partnership support remains essential if services are to be sustained.

Local Impact

Within the Canvey Island Town Council area WCT regularly supports residents who:

- are older and living alone;
- have mobility issues or disabilities;
- experience loneliness, isolation or anxiety;
- have no access to a car or suitable public transport.

Based on recent booking data, it is estimated that Wyvern Community Transport supports around 460 individual residents in your area each year. For these residents, WCT is not a discretionary service. It enables independence, reduces isolation, and helps prevent the deterioration of both physical and mental health. Our drivers often provide reassurance, routine, and friendly contact that users would otherwise lack.

If WCT were no longer able to operate, it is likely that:

- levels of loneliness and anxiety would increase.
- greater pressure would fall on families, parish councils, volunteers and statutory services.
- the overall wellbeing of vulnerable residents would be negatively affected.

A Request for Parish Consideration

We fully recognise the financial pressures facing parish councils. Nevertheless, we are writing to ask whether you might be willing to consider how your parish could support the continuation of this vital service.

Support might take a number of forms, including:

- a modest financial contribution or grant, should resources allow.
- inclusion of WCT within local community funding priorities.
- advocacy and support in discussions with other funding bodies.
- helping us raise awareness of the service among residents who may benefit.

Even relatively small contributions, when combined across parishes, can make a meaningful difference to our ability to continue operating.



Wyvern Community Transport

The White House, Rear of Council Offices, Kiln Roa
Thundersley, Benfleet, Essex. SS7 1TF

Working Together

WCT has served the Canvey Island community for many years, quietly enabling residents to remain independent, connected and supported. Our trustees and staff are committed to ensuring the charity remains viable, but this can only be achieved through continued partnership with the communities we serve.

We would be very happy to attend a Town council meeting or meet informally with councillors to discuss this further and to answer any questions you may have.

Thank you for taking the time to consider this request and for all that you do to support the wellbeing of your Town.

Yours sincerely,


Chair of Trustees
Wyvern Community Transport



Wyvern Community Transport

Financial Report to the Board – Cashflow & Liquidity Position

Reporting Period: December 2025 to March 2026

Prepared by [REDACTED] Trustee/Treasurer

For Distribution To: Board of Trustees & Approved Third Parties

1. Executive Summary

This report sets out Wyvern Community Transport's current cashflow position, liquidity risks, and short-term financial outlook. It highlights the immediate pressures facing the organisation and identifies actions required to protect operational continuity.

Key Message:

Financial forecasts indicate that Wyvern Community Transport will, again, begin experiencing significant cashflow and liquidity pressures from January 2026. From this point onward, the organisation will no longer hold sufficient unrestricted reserves to sustain day-to-day operations and will need to enter into an overdraft arrangement with the bank to manage routine expenditure.

The projected cash position shows that monthly cash deficits will arise from January 2026, requiring the charity to rely on the overdraft to remain operational. Based on current forecasts, the available overdraft facility should be sufficient to cover costs through to the end of the financial year on 31 March 2026. However, liquidity during this period will be extremely tight, leaving minimal capacity to absorb fluctuations in income or additional expenditure.

Although the overdraft arrangement provides short-term stability, liquidity pressures will continue beyond March 2026, placing significant strain on the organisation's ongoing financial feasibility. Rising operational costs, the timing of grant income, and the absence of adequate reserves all contribute to a vulnerable financial position, increasing the risk to service continuity if no corrective actions are taken.

Immediate action is required to mitigate these risks, including securing short-term funding or earlier grant payments, negotiating appropriate banking arrangements, tightening expenditure controls, and accelerating efforts to grow unrestricted income. Without decisive intervention, Wyvern faces a continued risk of being unable to meet essential financial commitments, which may impact the long-term sustainability of the organisation.

2. Current Cash Position

Appendix 1 to this report provides a summary of the current financial year Operational Budget Forecast (December 2025 – March 2026).

This information is summarised as follows:-:

- Projected income: £51,752 (includes opening cash balance @ 30 Nov 2025 of £35,252)
- Projected expenditure: £72,627
- Forecast deficit cash balance: -£20,875

NB: An arrangement to secure an overdraft facility with Lloyds Bank has been established and is scheduled for finalisation in January 2026, with commencement no later than 1 February 2026. This provides a planned mechanism to manage immediate liquidity pressures to the end of the financial year, 31st March 2026.

3. Cashflow Risks and Ongoing Liquidity Pressures

The overdraft facility will help reduce immediate liquidity risk but does not address the ongoing underlying structural deficit or the low level of reserves. Wyvern Community Transport faces a range of short- and medium-term financial and operational risks that could significantly impact cashflow stability, service continuity, and organisational resilience if not addressed promptly.

Risks

- **Cashflow vulnerability:** Operating with no positive cash balance leaves the organisation exposed if grant or contract payments are delayed before the overdraft facility ends.
- **Dependence on bank support:** The charity remains reliant on the overdraft to manage day-to-day operations for the first quarter of 2026.
- **Rising Operating Costs:** Higher staff costs with significant impact of minimum wage and NI increases. Ongoing inflationary pressures on insurance, maintenance, and fuel. Depreciation associated with an ageing fleet
- **Inflationary pressure:** Will likely continue to elevate costs. No inflationary increase in local authority grant funding over 14 years has steadily eroded the real value of income, leaving the organisation absorbing rising costs year after year without any corresponding increase in core funding
- **Staffing costs (7 paid staff):** Already 65%+ of total expenditure, may grow due to volunteer recruitment challenges in community transport.
- **Higher maintenance costs:** for an ageing minibuss fleet may push expenditure further upward.

Projected Liquidity Position – 31 March 2026

By the end of the 2025/26 financial year, Wyvern Community Transport is expected to be illiquid, with no cash, fully depleted reserves, and increased reliance on the agreed overdraft facility. Based on a forecast deficit of £45,000–£70,000 and 25% reducing-balance depreciation on our vehicle fleet (reducing fixed asset values to approximately £23–24k), the organisation is likely to report negative net assets. This means WCT will only be able to meet its short-term obligations through borrowing, placing the charity in a high-risk liquidity position.

It is assumed that Essex County Council and Castle Point Borough Council grant funding will continue to be paid at the start of the financial year (April). This early-year payment does improve liquidity temporarily by:

- providing an immediate cash inflow
- reducing or clearing the overdraft balance
- allowing essential early-year costs to be met
- helping avoid overdraft limit breaches in the first quarter of the year

However, this improvement is temporary. Because the grant is already built into our baseline annual income, and operating costs continue to exceed income across the year, the organisation is expected to move back into overdraft by late-year (January–March 27). The April cash injection therefore supports early-year stability but does not change the overall deficit position or prevent year-end illiquidity.

In summary, while April funding provides vital short-term cashflow relief, it does not prevent the organisation from ending the year with negative reserves and a continued reliance on borrowing. It delays the liquidity pressure but does not remove it.

4. Mitigating Actions & Recommendations

Immediate (within 30 days)

- Engage with funders (Essex CC, Castle Point BC, Rochford DC) to explore early payment or emergency funding.
- Engage with local businesses in an appeal for emergency funding
- Implement expenditure controls – review non-essential spend, delay discretionary spending.
- Tighten vehicle maintenance scheduling to prevent large, unexpected costs.
- Review and renegotiate overdraft limit if needed.

5. Overall Sustainability Assessment

Wyvern Community Transport is operationally strong and high impact, but financially vulnerable. The key issues affecting sustainability include:

Key Strengths:

- Strong community demand
- High service satisfaction
- Continued support from key funders
- Good governance and compliance (clean audit opinion)

Key Threats:

1. Persistent annual deficits
2. Very low and declining reserves
3. Dependence on a small number of core funders
4. Core funding has not received any inflationary increases for the past 15 years.
5. Ageing vehicle fleet with no designated replacement fund
6. Rising operating costs outpacing income
7. Fragile cashflow position (bank overdraft)

Conclusion:

Without urgent support or a change in funding profile, Wyvern Community Transport may be unable to maintain essential transport services for vulnerable residents during 2026/27. The threat to income generation and cost management means the organisation faces a high risk of financial unsustainability within 12 months. Strengthening funding, building reserves, and planning for fleet replacement will be essential for long-term resilience.


Treasurer/ Trustee
Wyvern Community Transport
10th December 2025



Environment
Castle Point Borough Council,
Council Offices, Kiln Road,
Thundersley, Benfleet,
Essex, SS7 1TF
www.castlepoint.gov.uk

Mrs Elaine De Can
Via Email

Date: 13th February 2026

Dear Elaine

Castle Point Borough Council letter in relation to - The Public Spaces Protection Order – (Castle Point Borough Council) 2026 – Dog on lead – Canvey Island Foreshore.

I write further to the correspondence issued to the previous to you by Stuart Jarvis regarding the Public Spaces Protection Order (PSPO) requiring dogs to be kept on leads on Canvey Island Seafront Beaches and the seaward side walkway between 1 April and 30 September inclusive.

The current PSPO is due to expire 31st March 2026. Castle Point Borough Council intends to renew the existing Order for a further three-year period.

For clarity, the proposed renewal is on a like-for-like basis. There are no proposed changes to the geographical extent of the Order, the seasonal period of restriction, or the conditions currently in place. The Council remains satisfied that the statutory tests under the Anti-Social Behaviour, Crime and Policing Act 2014 continue to be met and that the restrictions remain necessary and proportionate.

This letter is therefore issued to formally notify you of the Council's intention to renew the existing PSPO. Should you wish to provide any observations in relation to the renewal, please do not hesitate to contact me on lwilliams@castlepoint.gov.uk.

Thank you for your continued cooperation in supporting responsible dog ownership and maintaining public safety across the Borough.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lee Williams', with a horizontal line underneath.

Lee Williams
Environment Operations Manager



Environment
Castle Point Borough Council,
Council Offices, Kiln Road,
Thundersley, Benfleet,
Essex, SS7 1TF

www.castlepoint.gov.uk

Mrs Elaine De Can
Via Email

Date: 13th February 2026

Dear Elaine

Castle Point Borough Council letter in relation to - The Public Spaces Protection Order – (Castle Point Borough Council) 2026 – Dog Fouling.

I write further to the previous correspondence to you on the 22nd May 2023 by Stuart Jarvis regarding the borough-wide Public Spaces Protection Order (PSPO) for Dog Fouling, originally introduced in October 2017 and subsequently extended in 2020 and 2023.

The current PSPO is due to expire 30th September 2026. Castle Point Borough Council intends to renew the existing Order for a further three-year period.

For clarity, the proposed renewal is on a like-for-like basis. There are no proposed changes to the scope, geographical coverage, or conditions of the existing Order. The PSPO will continue to apply borough-wide to land which is open to the air and to which the public are entitled or permitted to have access, with or without payment. The requirement for a person in charge of a dog to remove dog faeces forthwith will remain unchanged.

The Council remains satisfied that the statutory tests under the Anti-Social Behaviour, Crime and Policing Act 2014 continue to be met and that the Order remains necessary and proportionate to address persistent dog fouling and protect public health and environmental quality.

This letter is therefore issued to formally notify you of the Council's intention to renew the existing PSPO. Should you wish to provide any observations in relation to the proposed renewal, please do not hesitate to contact me by lwilliams@castlepoint.gov.uk.

Thank you for your continued cooperation in supporting responsible dog ownership and enforcement within the Borough.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Lee Williams", with a horizontal line underneath.

Lee Williams
Environment Operations Manager

Community Officer

Progress Report for All Open Spaces – 23.02.26

CANVEY LAKE

- Issues with people fishing at the lake must call 101 the home office code 116/11 for reporting 'Theft of Fishing'.
- Anti-social behaviour, call 101 and report to the police.
- 7 bins bags of gas cannisters reported directly to the police with photo evidence.
- Emergency work taking place:
 - Lakeside path - UK Power
 - Cedar Road - Cadent (Blue Bridge)
 - Southwaters - Anglian Water (Red Bridge) – sewage leak
- Motor oil has been discarded at the green bridge/paths and grass area – vandalism reported to the police.

PLAYGROUND

- No issues

BAND STAND

- No issues

WILDFLOWER MEADOW

- No issues

MEMORIAL GARDENS

- No issues

TIDAL POOL

- No issues

GUNNY

- No issues

COMMUNITY GARDEN

- No issues

COMMUNITY GROUPS

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

Allotments – Risks Reported – 2026

Appendix D

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
JANUARY							
Waterside dykes full	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIRC	Weather related issue	
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIRC		
FEBRUARY							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIRC		
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health		

Band Stand – Risks Reported – 2026

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

Canvey Lake – Risks Reported – 2026

Appendix D

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
JANUARY							
Oil spill by yellow bridge	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against C/TC	CO Reported to EA on 07.01.26 at 12.30pm	
Fly tipping – gas bottles and boxes	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against C/TC	CPBC reported - All removed by contractor 20.01.26	
Bin graffitied by red bridge	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against C/TC	Contractor is aware and will remove 26.01.26	
Skid marks all over grass banks	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against C/TC	Ongoing	
Large hole with Cadent urgent gas works	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against C/TC	Ongoing	
Footpath 11 been dug up by UK Power	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against C/TC	Ongoing	
Dyke is overflowing	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against C/TC	Weather related 26.01.26	
Bubbling hole by 40 Southwaters	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against C/TC	Meeting with Anglian water 29.01.26 – This is confirmed as sewage and will be repaired – 05.02.26 still ongoing	
Motor Bike dumped at Hilton Road weir	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims	CO called police at 2pm and reported	

Canvey Lake – Risks Reported – 2026

Appendix D

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
FEBRUARY					against C/ITC		
Beer bottles thrown behind play area	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against C/ITC	The contractor has removed 03.02.26 at 2pm – photos sent	
7 black bags full of empty gas canisters dumped in dyke by red bridge	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against C/ITC	The contractor removed 10.02.26 at 11.30am - police have been informed of location	
Car oil poured over green bridge/path and puddles along footpath	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against C/ITC	The contractor cleaned up bridge and paths at 9am Eco absorbent compound was placed in puddles at 12am	

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 Muddy on slide	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Weather related	
February							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		

Community Garden – Risks Reported – 2026

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		
FEBURARY							
	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		

Gunny – Risks Reported – 2026

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		
FEBURARY	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		

Memorial Gardens – Risks Reported – 2026

Appendix D

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
JANUARY							
13 bunches of flower and wreath	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIIC	CO removed 20.01.26	
Broken tree branch	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIIC	The contractor has removed 23.01.26	
FEBRUARY							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIIC		
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CIIC		

Tidal Pool -- Risks Reported -- 2026

Appendix D

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
JANUARY							
	Council	Town Clerk		Public/Wildlife	Health / 3 rd Party Claims against CIRC		
FEBRUARY							
	Council	Town Clerk	Community Warden -- AR	Public/Wildlife	Health / 3 rd Party Claims against CIRC		
	Council	Town Clerk	Community Warden -- AR	Public/Wildlife	Health / 3 rd Party Claims against CIRC		

Wildflower Meadow – Risks Reported – 2026

Wildflower Meadow – Risks Reported – 2026							Appendix D
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council

JANUARY							
	Council	Town Clerk		Public/Wildlife	Health / 3 rd Party Claims against CIIC		
FEBRUARY							
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CIIC		