

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 6TH OCTOBER 2025 AT 7.00PM**

PRESENT:

Councillors: Cllr S. Sayes, Cllr D. Anderson, Cllr A. Acott, Cllr S. Sach, Cllr P. May, Cllr S. Brooke, 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
Mrs K. Bali – Community & Events Officer

CO/075/25 - APOLOGIES FOR ABSENCE

Written apologies received and reason given by Cllr R. Langley.

CO/076/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

CO/077/25 - 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/078/25 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETINGS HELD ON THE 1ST SEPTEMBER AND 17TH SEPTEMBER 2025.

Members **RESOLVED** that the minutes of the Council meetings held on the 1st September and 17th September 2025 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/079/25 – TO NOTE THE MINUTES AND RESOLUTIONS OF THE PERSONNEL COMMITTEE MEETING HELD ON THE 23RD SEPTEMBER 2025.

Members noted the minutes and resolutions of the meeting on the 23rd September 2025.

CO/080/25 – TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.

The Town Mayor provided details of events and activities attended or invited to such as the Gunny opening, the Castle Point Golf Club Charity Gold Shot, the Castle Point Transport Museum Heritage Event, High Sherriff's Service at the Chelmsford Cathedral, the Public Basic Life Support Sessions & Celebration Award, Canvey Island First Responders at St Nicholas Church, judging the Halloween Fancy Dress Competition at Morrisons and the Friends of King Georges Variety Show, Yellow Door at the Paddocks.

CO/081/25 – TO NOTE THERE HAVE BEEN NO OFFICER DECISIONS UNDER DELEGATED POWERS SINCE THE LAST MEETING.

Noted.

CO/082/25 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report.

CO/083/25 – TO NOTE THE REPORT FROM THE ARMED FORCES DAY BRIEFING AND CONSIDER ACTIONS FOR 2026.

Members reviewed the briefing notes and **RESOLVED** unanimously that the parade and service should remain and that investigation into costs for marching bands should be reviewed, the Entertainers should be contacted for possible sponsorship or providing entertainment, schools should be invited to take part in

the parade, the Mercury Hall should be booked to provide tea/coffee/biscuits and entertainment. The U3A choir should be contacted and further investigations to see how to secure the attendance of the Chelsea Pensioners.

CO/084/25 – TO NOTE THE COMPLETION OF THE ANNUAL TREE AUDIT AND THE RECOMMENDED WORKS REQUIRED.

Members reviewed the tree audit and noted the list of all trees that have been removed since 2018 and the full list of trees that need fully removing, deadwood removing or extensive work carried out from the recommendations in the 2025 audit. Members noted that the trees at the Canvey Lake open space have suffered this year with anti-social behavior, 5 of the new trees that were planted by Essex County Council in 2022/23 have died and there are several trees that have been broken in half.

Members **RESOLVED** that the recommended work should be completed, however, as all quotes have not yet been received the approval of the appointed contractor will be delegated to the Town Clerk within the budget limit of emergency powers due to the severity of the work and safety of residents. Cllr Blackwell advised that the recommended removal of dead trees should be conducted in April/May, and members **RESOLVED** to replace one tree in the Wildflower Meadow at a cost of £355.00 which should be planted in January/February.

CO/085/25 – TO CONSIDER AND AGREE JOINING THE GREAT COLLABORATION FOR COUNCIL AND COMMUNITY CLIMATE ACTION AND FORMULATE A CLIMATE ACTION PLAN.

Following the Council meeting on the 1st September 2025 and the request for more information, the great collaboration is an initiative that has been set up to facilitate 'local actions for a healthy planet'. The initiative sets out to encourage local town and parish councils to make positive impacts at a community-based level, utilising and promoting existing services that may be available. The initiative urges local councils to forge links with existing groups, to aid any projects they may have. It also urges town and parish councils to set up small, achievable projects that can have a wider impact; this can be done by creating a climate action plan which outlines the council's future plans and commitments to small environmentally friendly projects.

Members are reluctant to declare a climate emergency. Although this has been the initial steps many town and parish councils have taken, it is not necessary to do this to formulate a climate action plan and join in the great collaboration. By taking part in the great collaboration and creating a climate action plan the Town Council is not aiming to make large scale policy changes, but small community-based projects that have a positive impact on the environment. Members **RESOLVED** unanimously to take part in the great collaboration and create a climate action plan with future small-scale projects.

CO/086/25 – TO RECEIVE AN UPDATE ON THE GOLD AWARD APPLICATION.

Members noted that the application will be considered by the panel at a meeting in November.

CO/087/25 - TO NOTE THE RESPONSE AND COMPLETION OF THE EXTERNAL AUDIT FOR THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31ST MARCH 2024 WHICH WAS PUBLISHED ON THE 2ND SEPTEMBER 2025 FOR A PERIOD OF 14 DAYS AND CONSIDER ANY ACTION REQUIRED.

Members noted the completion of the 2023/24 audit and its publication. As a review of its procurement process has taken place and a new policy approved members **RESOLVED** unanimously that there was no further action required.

CO/088/25 - TO NOTE THE INTERIM REPORT FROM THE EXTERNAL AUDITOR FOR THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31ST MARCH 2025 WHICH WAS PUBLISHED ON THE 29TH SEPTEMBER 2025 FOR A PERIOD OF 14 DAYS AND CONSIDER ANY ACTION REQUIRED.

Members noted that PKF Littlejohn Ltd has not completed the 2024/25 audit within the required statutory timeframe and have submitted an interim report which has been published. No further action is required until further information is provided.

CO/089/25 - TO CONSIDER AND AGREE QUOTES RECEIVED TO PURCHASE NEW COMPUTER EQUIPMENT TO SUPPORT THE MICROSOFT WINDOWS 11 UPGRADE.

Members noted that the Council's current computer equipment is not compatible with Windows 11 and as of the end of October, its' current operating system will not be supported by Microsoft and to ensure that the office equipment is secure and running smoothly it will be necessary to upgrade its equipment.

Members reviewed the quotes received and **RESOLVED** unanimously to the virement of £3,000 from the budget for premises rent to purchase 4 new computers with all associated equipment and appoint Hometech Centre to carry out the work at a cost of £2,439.10.

CO/090/25 - TO CONSIDER AND AGREE AMENDMENTS TO THE FINANCIAL REGULATIONS FOR THE AUTHORISATION OF DEBIT CARD USAGE IN THE ABSENCE OF THE RESPONSIBLE FINANCIAL OFFICER.

Members noted that the current Financial Regulations restricts the use of the debit card to the Clerk or Responsible Financial Officer. As the Town Clerk performs both roles' members **RESOLVED** unanimously to amend section 9 of the Financial Regulations to allow the Deputy Clerk to authorise the use of the Debit Card for budgeted items only in the absence of the Clerk/Responsible Financial Officer.

CO/091/25 - TO CONSIDER AND AGREE APPOINTING A MEMBER TO THE NEIGHBOURHOOD BOARD.

Members noted that the Town Clerk had been appointed as the representative on the board, however, there is a query regarding the terms of reference which suggests the appointment of a Town Councillor as officers are not permitted to vote. Members requested that this is deferred until the next available meeting to establish confirmation that the Town Clerk would be given voting rights.

CO/092/25 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

6th October 2025 NO 1 ACCOUNT

Company	Reference	Amount	Description
Aspect Maintenance Ltd	BACS882	£7,367.09	Maintenance Sept and Installation and Removal of Aerators.
Office Needs	BACS883	£42.00	Shredding x 10 bags
Top of the Mops	BACS884	£36.00	Office Cleaning – 15/09 & 30/09
Underhill Tree Consultancy	BACS885	£755.00	Tree Audit
St Vincent De paul Society	BACS886	£855.50	Garden Trail Donation
Amazon Business	BACS887	£32.47	Projector
Phuse Media	BACS888	£240.00	Website Hosting/SSL Certificate
CB Landscapes	BACS889	£300.00	Wildflower Meadow – Grass Cutting
K J Gray	BACS890	£1,152.00	Cut & Bail Wildflower Meadow
DC Pat Testing	BACS891	£90.00	Pat Testing
Viking Office UK	BACS892	£30.90	Copier Paper
Local Government East	BACS893	£2,540.45	Consultation Aug & Sept 2.33days
We Print Lanyards	BACS894	£70.04	CITC Lanyards
TOTAL		£13,511.45	

CO/093/25 – TO NOTE A REPORT FROM THE COMMUNITY OFFICER ON MATTERS RELATING TO CANVEY ISLAND.

Members noted the report. The Community Officer advised that the aerator in the lake became untethered and has now been removed, and six new single bins have now arrived with a further two doubles bins to follow. Costs for bushes in the Memorial Gardens are being investigated to replace the broken fencing. Cllr Blackwell advised that these bushes should be planted in spring (March) in a deep trench and watered regularly. Costs for the replacement plaques are underway, and funding opportunities will be investigated.

CO/094/25 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.

Members noted the reports.

CO/095/25 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND.

Cllr Blackwell advised that new doors were being installed at the Knightswick Centre, new windows have been installed at the Paddocks and costings for Canvey Lake are in progress.

CO/096/25 – REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr May advised that the Canvey Island branch of Age Concern has been closed for 6 years, and this will now be closing permanently, and all remaining funds will be distributed to local older persons organisations. Investigation is underway to establish why the slopes along the seafront have not been finished with tarmac following the revetment works.

*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/097/25 - TO CONSIDER AND AGREE PROVIDING A LETTER OF SUPPORT FOR A ROYAL HONOURS AWARD.

Members noted the request and **RESOLVED** unanimously to provide a letter of support for the application of a Royal Honours Award.

The meeting closed at 8.55pm.

TOWN MAYOR

8th December 2025