

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

PRESENT:

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

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

CO/033/26 – APOLOGIES FOR ABSENCE

All members were present.

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

No declaration of interests was received.

CO/035/26 - PUBLIC FORUM - TO RECEIVE QUESTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND OF WHICH NOTICE HAS BEEN RECEIVED FOR A PERIOD NOT EXCEEDING TEN MINUTES

No questions were received.

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

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

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

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

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

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

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

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

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

Members noted the report.

CO/041/26 – RISK MANAGEMENT

TO REVIEW THE RISK MANAGEMENT ASSESSMENT AND INTERNAL CONTROLS

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

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

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

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

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

Members considered the findings of the review of the effectiveness of its system of internal controls and **RESOLVED** to approve and sign the Annual Governance Statement for the year ending 31st March 2026.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

22nd June 2026 NO 1 ACCOUNT

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

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

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

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

Members noted the reports.

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

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

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

The meeting closed at 8.22pm.

TOWN MAYOR

7TH September 2026