



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 19TH JANUARY 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

14th January 2026

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

A G E N D A

1. Apologies for absence
2. To receive declarations of interest in items on the agenda
3. Public forum – to receive questions from members of the community of Canvey Island of which notice has been received for a period not exceeding ten minutes.
4. To confirm and sign as a true record the minutes of the Council meeting held on 8th December 2025.
5. To receive a report from the Town Mayor on activities and events since the last meeting.
6. To note the Officer Decisions under delegated powers and background papers 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 budget and precept for 2026/27 (Appendix A)
9. To consider and approve the updated Council Business and Action 2025/2029 (Appendix B).
10. To consider and agree the costs for the bushes to replace the broken fencing in the Labworth Memorial Gardens.
11. To consider and agree the extension of the Wildflower Meadow contract for a further 5 years at a cost of £960.00 per annum.
12. To appoint a Tender Administrator for the councils tendered contracts.



13. To consider and appoint members to the Evaluation Panels for the Hanging Basket/Planters and Tidal Pool tenders.
14. 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 (Appendix C).
15. 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 (Appendix D).
16. To confirm accounts for payment as previously agreed.
17. To note a report from the Community Officer on matters relating to Canvey Island (Appendix E)
18. To note the Health & Safety reports detailing incidents and actions completed in relation to open spaces (Appendix F).
19. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
20. 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 8TH DECEMBER 2025 AT 7.00PM**

PRESENT:

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

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

CO/098/25 - APOLOGIES FOR ABSENCE

Written apologies received, approved and reason given by Cllr P. May. Other apologies noted for Cllr S. Sach.

CO/099/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

CO/100/25 - 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/101/25 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETINGS HELD ON THE 6TH OCTOBER 2025.

Members **RESOLVED** that the minutes of the Council meetings held on the 6th October 2025 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/102/25 – TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 17TH NOVEMBER 2025 AND THE RECOMMENDATION TO POSTPONE THE BUDGET SETTING UNTIL THE 19TH JANUARY 2026.

Members noted the minutes of the Policy & Finance meeting held on the 17th November 2025 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 except for minute P&F/015/25 which will be postponed and discussed at the Full Council meeting on the 19th January 2026

CO/103/25 – 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 Cast & Crew Panto, Leigh Beck Junior School Carols, the Havens Light up a Life Service, the Mayors Civic Carol Service at the Salvation Army, the Heritage Centre/Bay Museum Militaria Exhibition, the Remembrance Day Service at the Paddocks and the 1st Friends Nursery Opening.

CO/104/25 – TO NOTE THERE HAVE BEEN NO OFFICER DECISIONS UNDER DELEGATED POWERS SINCE THE LAST MEETING.

Noted.

CO/105/25 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report.

CO/106/25 – TO REVIEW THE RESPONSES FROM THE COMMUNITY CONSULTATION AND CONSIDER WHICH SUGGESTIONS SHOULD BE INVESTIGATED FOR FUTURE BUDGET CONSIDERATIONS.

Members reviewed the responses from the Community Consultation and **RESOLVED** to investigate a community plaque scheme, as well as opportunities to enhance the Town Council's youth engagement. It was requested that investigations be made into working with the Borough Council's youth council as well as the Pride of Place board. Members requested that the Deputy Clerk research potential projects to be presented to full council for consideration. Members asked that the issues raised in the consultation regarding the pathway at Concord Beach are raised with the revetment works contractor and Borough Council.

CO/107/25 – TO CONSIDER AND AGREE A RESPONSE TO THE LOCAL GOVERNMENT REORGANISATION CONSULTATION.

Members reviewed the consultation documents and **RESOLVED** to support the proposal of five unitary councils as proposed by Southend-on-Sea City Council, Chelmsford City Council, Basildon Borough Council, Brentwood Borough Council, Castle Point Borough Council, Colchester City Council, Harlow District Council, Maldon District Council, Tendring District Council and Uttlesford District Council:

- West: Uttlesford, Harlow, Epping Forest
- North East: Braintree, Colchester, Tendring
- Mid: Brentwood, Chelmsford, Maldon
- South West: Thurrock, Basildon
- South East: Castle Point, Southend, Rochford

In response to the consultation questions members resolved to answer the following:

1. To what extent do you agree or disagree that the proposal suggests councils that are based on sensible geographies and economic areas?
Response: Somewhat agree
2. To what extent do you agree or disagree that the proposed councils will be able to deliver the outcomes they describe in the proposal?
Response: Don't know
3. To what extent do you agree or disagree that the proposed councils are the right size to be efficient, improve capacity and withstand financial shocks?
Response: Somewhat agree
4. To what extent do you agree or disagree that this proposal will put local government in the area as a whole on a firmer footing, particularly given that some councils in the area are in Best Value Intervention and in receipt of Exceptional Financial Support?
Response: Don't know
5. To what extent do you agree or disagree that the proposed councils will deliver high quality, sustainable public services?
Response: Strongly agree
6. To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs?
Response: Don't know
7. To what extent do you agree or disagree that establishing the councils in this proposal will support devolution arrangements, for example, the establishment of a strategic authority?
Response: Strongly agree
8. To what extent do you agree or disagree that the proposal enables stronger community engagement and gives the opportunity for neighbourhood empowerment?
Response: Neither agree nor disagree.

Members **RESOLVED** to only provide a response to the consultation on the one proposal that is being supported.

CO/108/25 – TO CONSIDER AND AGREE THE COSTS FOR THE BUSHES TO REPLACE THE BROKEN FENCING IN THE LABWORTH MEMORIAL GARDENS.

Members considered the quotes provided and **RESOLVED** that a further breakdown of the costs should

be provided specifically the cost of labour and plants before a decision is made.

Cllr Blackwell left the meeting.

CO/109/25 – TO CONSIDER AND AGREE CHANGING THE OFFICE OPENING HOURS.

Members considered the office opening hours and **RESOLVED** to change the hours that the office will be open to the public to Tuesday, Wednesday and Thursday 9.30am to 4.30pm.

CO/110/25 - TO CONSIDER AND AGREE APPOINTING A REPRESENTATIVE TO THE NEIGHBOURHOOD BOARD.

Members noted that the terms of reference for the board have been amended to allow a representative from the Town Council which can be an officer or a Councillor. Member **RESOLVED** to appoint the Town Clerk as the representative for the Town Council.

CO/111/25 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

8th December 2025 NO 1 ACCOUNT

Company	Reference	Amount	Description
Top of the Mops	BACS909	£18.00	Cleaning 25/11.
Aspect Maintenance Ltd	BACS910	£6,335.09	December Maintenance
Castle View School	BACS911	£23.40	Sponsor Banners x 2
Brunel Engraving Company	BACS912	£484.74	Plaques – memorial gardens
Essex Community First Aid	BACS913	£125.00	First Aid Cover
Island Inflatables	BACS914	£2,205.00	Grotto/Tables/Play Bus/Stage
VIP Security Services	BACS915	£1,471.20	Security x 8
SLCC	BACS916	£149.40	Charles Arnold Baker 14 th Edition
Viking Office Uk	BACS917	£55.89	Stationery
AA Signs	BACS918	£1,651.20	Road Closure Signs
Redwood Tree & land Services	BACS919	£1,860.00	Crown Reduction x 6 trees
B.B. Grouts	BACS920	£180.00	Gingerbread x 3 boxes
EDF Energy Customers Ltd	BACS921	£156.00	Annual Meter Charge – Lake Kiosk
C B Landscapes	BACS922	£120.00	Annual maintenance – 47 trees
Harry Fairhead Ltd	BACS923	£988.80	Christmas Tree
SparkX Ltd	BACS924	£510.00	Replacement vandalised tree lights
Big Bear Promo Ltd	BACS925	£1,968.00	Bike Lights
Irvin Leisure Entertainment Ltd	BACS926	£1,800.00	Helter Skelter
TOTAL		£20,101.72	

CO/112/25 – TO NOTE A REPORT FROM THE COMMUNITY OFFICER ON MATTERS RELATING TO CANVEY ISLAND.

Members noted the report. The Community Officer advised that all new bins have been installed, however, one has already been vandalised and damaged. All the bridges at Canvey Lake have now been painted and some tree work has been completed, however, there is additional tree work required, and further costs are being obtained. The replacement plastic in the play unit at Canvey Lake play area has been installed, the bandstand has been painted, and locality funding has been successfully obtained for the replacement Canvey 2000 plaques in the Memorial Gardens. It was noted that one joint at the tidal pool has been replaced and that the rocks need to be replaced on the outer corner of the pool.

CO/113/25 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.

Members noted the reports.

CO/114/25 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND.

No reports provided.

CO/115/25 – REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

No reports provided.

The meeting closed at 9.00pm.

TOWN MAYOR

19th January 2026

DRAFT

Appendix A.

ACCOUNTS - 31ST MARCH 2025 (2024/25)		Actual Expenditure 2025/26 up to 30.09.2025		DRAFT PROPOSED BUDGET 2026/27	
General Reserves	270446	Anticipated up to 31.03.26	152889	Central Costs	92257
EMR	0	Anticipated up to 31.03.26	201196	Grants	2000
		Total Anticipated Spend	354085	Civic & Democratic	20900
		Anticipated Funds left March 2026	214227	Environment & Open Spaces	79557
Current Assets				Allotments	5270
Debtors	4725			The Gunny Project	0
VAT Due	12,528			Community	69557
Prepayments	1,072	Anticipated - Total Bal 2026/27		Health & Wellbeing	350
Bank Accounts Current A/c	117388	Funds left March 2026	214227	Canvey Lake	89627
Business Bond	88623	Precept 2026/27 (this includes a £4.73% increase) and other income from grants	317390	EMR	130500
Petty Cash	200	Allotment Rent	5270		
Receipts in advance/deposits	284,536	Anticipated Funds 2026/27	536888	Anticipated General Reserves	46870
Creditors	4083			Mar 2026/27	This is approximately 2.2 months running costs @ £21639.98.
	10007				Running costs only cover existing contracts and staff costs
	Total	270,446			
Bank - Year End	31ST MARCH 2025	270446		Band D tax rate	£25.92
	Precept 2025/26	297866		Tax Base	12245
				(24.75 - 2025/26 - increase of £1.17) (2026/27 figure)	
	TOTAL BALANCE FOR 2025/26 (Fund left Mar25 + Precept)	568312			

Canvey Island Town Council

		2024/25		2025/26		2026/27					
Policy & Finance		Budget	Actual	Brought Forward	Budget	Actual YTD	Expected up to 31/3/26	Total	Notes for 2025/26 for expected exp.	BUDGET	Notes
101 Central Costs											
1024 CIL Money Received	0	3057	0	3057	0	0	0	0		0	
1050 Grants Received	0	0	0	0	0	1238	0	1238	Locality Grant Fund	0	
1176 Precept Received	288352	288352	0	297866	148933	148933	297866	297866	£4.73 annual increase (£19524.40)	317390	
1190 Interest Received	0	3623	0	0	0	0	3864	3864	Business Bond 4.36%	0	
1200 Misc Income	0	3712	0	0	0	1150	0	1150	Electric refund £1003 & Rates £147	0	
Total Income	288352	298744	3057	297866	151321	152797	304118			317390	
									Increase estimated in line with LGPS award @ approx 4%		
4000 Staff Administration	33812	32677	0	36912	18079	17984	36063	299733 x 6		38057	
4008 Staff Training	1500	1150	0	2000	387	85	472	GDPR training	2000 Possible CILCA for Deputy Clerk.	2000	
4009 Staff Expenses	250	33	0	150	20	0	20			150	
4011 Rates	10000	10729	0	12400	0	0	0	0	Estimated rates for Paddocks - unknown	10000	
										10000	
4012 Premises Costs	12360	13981	0	13000	5251	3417	8668	£2700 service charge, Cleaning £216, Fire Risk Assessment £230, Fire Extinguishers £60, Alarm Testing £121, Pat Testing £90.	Alarm Contract £702, Service Charge £2700 (expected inflation increase unknown) - unknown issues with premises	11000	
4013 Premises Rent - Office	21000	20617	0	18000	2875	8625	11500	£2875 x 3	Lease £11500.	12000	
4020 Telephone/Broadband	3500	2165	0	3500	1924	382	2306	VOIP £30 x 6 = £180. Mobile £28.86 x 7 = £202.02.. Costs include VOIP set up.	Mobile £346.32 - contract ends Feb 2026. VOIP £30 (£360). Allow for increase in mobile charges.	1000	
4021 Stationery and Postage	1500	810	0	1500	284	300	584	Estimated £50 per month	1500 Replacement of headed paper @ £500	1500	
4023 Photocopier	2700	2455	0	2700	1319	1074	2393	Copier charges estimated £50pm x6= £300.00 / Lease x2 @337 = £774	2700 Lease £1658, Estimated copier charges £600	2700	
4025 Insurance	3000	3016	0	3500	2658	0	2658	No building insurance.	Building insurance charges for Paddocks unknown.	3500	
4030 Advert/Publicity/newsletter	750	100	0	750	83	0	83			750 Camva Subscription £83.32	
4040 IT Costs	2500	2446	0	3000	1975	832	2807	Email hosting £91.20 x 6 =£547.20 / Microsoft £84.99 / Website hosting + SSL =£200	Email Hosting £1094.4 / Microsoft £90 / R8S £613 / Website Hosting + SSL £200 / Bullguard Renewal £50 / Domain Renewal £90 / potential new server £600	3000	
4041 Office Equipment/Clothing	2500	457	0	6500	3887	2594	6481	Shredding x 20 £70, lanyards £58, Mini Projector £27 / New PCs £2439.10	2500		
4050 Payroll Administration costs	500	276	0	500	161	138	299	£2346	500 Contract agreed to May 28 - inflation expected	500	
4056 Internal Audit	600	430	0	600	430	0	430			900	
4057 External Audit	900	0	0	900	840	840	1680	Over budget as 2023/24 late completion & 2024/25.			
4060 Vehicle Tax/Insurance	950	994	0	1200	1039	0	1039	Tax £335 / MOT £50 / Insurance £654	1200 Allows for an increase in vehicle insurance / Tax		
4061 Vehicle Expenses	1500	123	0	1500	122	100	222	Estimated £100 for diesel	1000 Contingency for any replacement parts or issues		
4099 General Expenses	0	0	0	0	0	0	0		0	0	

	Reserves - Income	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	26500	4064	0	76000	12211	16571	28722				0
	Movement to/(from) Gen Reserve	-26500	-4064	0	-76000	-12211	-16571	-28722				-130500
	Total Budget Income	297042	318864	3057	303136	159276	154722	313998				322660
	Expenditure	370676	296919	0	445894	152889	201196	354085				490018
	Movement to/(from) Gen Reserve	-73634	21945	3057	-142758	6337	-46474	-40087				-167358



Canvey Island Town Council

Business and Action Plan

2025 – 2029

Introduction

Canvey Island Town Council has represented Canvey Island since 2007, after a public petition to the Government where it was agreed to the designation of this new parish within the borough of Castle Point. Previously Canvey Island Urban District Council had been the local government body before the major re-organisation of local government in 1974.

A Town Council is the first tier of local government and provides additional services on the Island to those provided by Castle Point Borough Council and Essex County Council. It is an elected body corporate with perpetual succession made up of local people representing the interests of the community. The Town Council is often the first point of contact for residents, and it can signpost people to help and support, that it cannot provide.

The Town

Canvey Island lies off the Southeast coast of Essex in the Thames estuary. It is a unique place with an interesting and diverse history much of which can be attributed to its relationship with the changing water levels of the River Thames and the fact that the whole of the Island is below sea level.

The Island is commonly known for its Dutch influence and became home to around 200 Dutch immigrants in the early 17th century, who it is reported 'sought refuge from the Duke of Alba, the butcher of Flanders'. Two tiny Dutch cottages are preserved on the Island from this period of the Island's history one is still inhabited at 'Canvey Village' the other is preserved as a museum.

At the start of the 20th century, the population of Canvey numbered about 300 people. At about that time, Canvey was heavily promoted as a holiday destination, primarily for Londoner's, to escape the smog of the big city. By the end of the First World War the population had reached 1,795 and the people kept coming. Since the 1930's, the west side of the Island at Hole Haven has been developed for use as oil refineries, and oil and gas storage which has met with a great deal of public opposition. In more recent times, some of the land previously used for this purpose has been 'reclaimed' and is currently being developed as a nature reserve.

The population of the Island has grown significantly since the turn of the Century to a little under 40,000 with 29,042 electors as at April 2024. The Island is now largely urbanised, and residents highly value the remaining green spaces on the Island.

The Island lies below sea level and its relationship with the surrounding sea, whilst rich in bounties, has also brought its share of tragedy. The devastating floods of 1953 saw 59 people on the Island lose their lives. The whole Island was evacuated. A memorial to the people who lost their lives that day can be found at Canvey Library. There has been significant investment put into raising the height of Canvey's 14 miles of sea walls both immediately after the floods and again in 1975 when the wall was raised by a further two metres.

Council Services and Functions

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

Vision

Canvey Island Town Council is extremely proud of its town and works hard to ensure it continues to be a popular and desirable place to live, work and visit. The staff and councillors support and assist its residents, listen to issues, and provide useful signposts to other people and organisations. It provides many services and functions to support the town and its residents. It was awarded the Community Engagement Award in 2013, and Canvey Island has an incredibly unique and thriving community spirit. The Town Council have made considerable improvements to the community, by taking over the management of open spaces, including the Band Stand which is a focal point of the seafront and tourist destination. It has created many new initiatives within the town such as Speed Watch, its heritage blue plaque scheme, summer events, community beach cleans, community information day events, computer training and the creation of a community garden. It is actively attempting to preserve its green environment and encourages biodiversity, by responding proactively to planning applications to help safeguard the town from over development, developing bee corridors and projects such as tree planting to help with climate change and environmental degradation as well as being a Tree Charter branch. The Council support many local clubs and organisations and help them continue their vital work with the community and act as a voice for the residents by liaising with other organisations and authorities on key strategic issues to ensure the best outcomes for the town and its community. The Council value its professionalism and reputation, striving hard to maintain high standards and to be a good employer. See the Council's Mission Statement (Appendix A)

Structure

Canvey Island Town Council consists of 11 Town Councillors, 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. All 11 Town Councillors are elected every four years by residents, with the last election being in May 2023 and the next due in May 2027. A new Town Mayor and Deputy Town Mayor are elected every year by the Full Council.

The Town Council is managed by the Town Clerk (Proper Officer and Responsible Financial Officer), Deputy Clerk and employs 2 other staff members a Community & Events Officer and Community Officer. All staff work on part time hours.

Full Council meet once every six weeks on a Monday evening at the Council Offices in accordance with its Standing Orders and terms of reference. The Council changed its committee system in 2020 and now only has the following committees:

- Policy & Finance (no delegated powers)
- Planning
- Personnel

Some business is also considered through working parties. These groups work on one-off, short-term projects and make recommendations to Full Council.

Finances

Canvey Island Town Council is funded by the precept (part of the council tax which is allocated to the Town Council) and income from donations or services at events. The precept is public money and Council ensure that it is spent effectively and wisely. It will always look at best value whilst still providing high quality services, projects, and functions. The Council follows strict controls, and all activities are audited and transparent.

For the 2025-26 financial year, the precept for a Band D equivalent property is £24.75 per annum. The Council review its spending requirements on an annual basis, keeping its reserves at a sustainable level to minimise risk and earmark reserves for specific projects as required. It operates an income and expenditure budget and holds adequate general reserves.

Key Objectives

Canvey Island Town Council review its four-year plan annually and in line with its budgets.

The Council's Key Objectives over the next four years are listed below.

Project 1

Health & Wellbeing

The Town Council want the people in Canvey Island to live healthy, happy, and full lives and to be able to fulfil their potential, including those who might be vulnerable. We want everybody to live in a strong, sustainable, and supportive community with good opportunities for work and other meaningful activity and a healthy standard of living. We want everybody to be able to maximise their capabilities with control over their own lives, including the ability to make healthy lifestyle choices for themselves and their families. We want to ensure that everyone can enjoy life long into old age. We want everyone to have access to high quality health services delivered in the right way at the right time when they need specialist help and support.

Canvey Island has an estimated population of 38,689 with more than 55% being over 65. There are areas within Canvey Island that has low income and high health deprivation along with above average levels of obesity and below average life expectancy.

For some social isolation can be a huge issue. Social isolation is as deadly as smoking and can lead to all sorts of ill health including, mental health issues, weight management issues and inactivity.

In some cases, health impacts can be negated through non-medical means. For example, volunteering even for an hour can make people feel needed, respected, and fulfilled. Taking part in a guided walk or sitting on a 'chat a while' bench and talking briefly to a stranger can lead to more social inclusion and a happy life.

Either setting up our own initiatives or by engaging with partners focus should be made in four areas:

- Improving mental health and wellbeing
- Addressing obesity, improving diet, and increasing physical activity
- Influencing conditions and behaviours linked to health inequalities.
- Enabling and supporting people with long-term conditions and disabilities.

Timescale	2020 - 2026
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Budget	901 9019 – Health & Wellbeing Plan - £1,500
Comments	<p>The Town Council office is already a J9 location and has a Hate Crime Ambassador. It runs volunteer programmes such as Speed Watch as well as setting up Beach cleans and litter picks throughout the year which offers individuals the opportunity to get out of their house, feel a sense of worth and creates a community spirit.</p> <p>We would like to build on these, but they need to be relevant to our residents and theirs needs. We are lucky to have some fantastic volunteer groups and organisations already operating in our area that we need to be able to offer something that is not necessarily already available.</p> <p>As part of the plan in 2022 the council set up its 1st Community Garden and a successful Computer Project to teach residents how to use their own devices which is run by volunteers.</p> <p>In 2022/23 the Council set up a computer service to provide computers and assist residents with issues online or accessing online services. This has now evolved and is continuing with the use of volunteers on a weekly basis.</p> <p>In 2024 the Council set up Employability workshops which are ongoing</p> <p>In 2026 the Council is running a Night Safety Campaign which will promote safety for road and pavement users during the darker hours. The project has been funded by Essex Police Fire & Crime Commissioner's Safer Streets Fund and will see the Town Council distribute LED keyrings, high visibility bands, and bicycle lights to residents to promote higher visibility to road and pavement users. The aim is to create a safer environment for both road and pavement users.</p>

Project 2

Employability Workshops

The Town Council have found that there is a large demographic of residents that are classed as 'economically inactive' and have been out of employment for a long period of time. Working with external organisations the Town Council is aiming to host employability workshops where residents can have assistance with CV writing, accessing free courses, job hunting and other activities that promote getting back into employment. These will be free friendly drop-in sessions that will utilise the Town Council's computer equipment.

Timescale	2024 - 2028
Budget	901 9019 – Health & Wellbeing – no expenditure expected.
Comments	The Council will engage with organisations such as the Salvation Army and utilise current volunteer provisions to assist with the running of the sessions. The Town Council will continue to facilitate these sessions while they are popular and well attended.

Project 3

Cost of Living Drop in Services

The Town Council is looking to work with an independent advisor offering a weekly drop-in service for residents to obtain help and advice regarding the cost of living and helping to reduce their household bills. This will be an individual service that will utilise the Town Council's meeting room space which is in a central location for residents to be able to attend. The aim of delivering this service is to help residents reduce their outgoings and prevent financial hardship.

Timescale	2026 – 2028
Budget	901 9019 – Health & Wellbeing – no expenditure expected.
Comments	The Town Council will work with organisations to facilitate and promote this service throughout the community.

Project 4

Health & Wellbeing Event

The Town Council is looking to facilitate a Health & Wellbeing event to be held at the Paddocks Community Centre providing facilities and inviting organisations who can support residents with information on weight management, homeopathy, hypnosis, addiction, meditation, fitness, diet, allergies, confidence and mindset

Timescale	2026 – 2028
Budget	210 4211 – General Events Programme – £3,000.
Comments	The Town Council will work with organisations to facilitate and promote this service throughout the community.

Project 5

Senior Wellness Event.

The Town Council is looking to facilitate a Senior Wellness event to include organisations such as the NHS, Police, Citizens Advice, Banking hubs as an example as part of its Health and Wellbeing Plan. Local groups will be contacted to establish their interests. The event will provide tea and coffee facilities for residents to sit and chat and engage with those present.

Timescale	2026 – 2028
Budget	901 9019 – Health & Wellbeing – £1,500.
Comments	The Town Council will work with organisations to facilitate and promote this service throughout the community.

Project 6

Community Gardens

The Town Council created its first Community Garden in 2022 in Sycamore Close. These gardens are to bring residents together and help reduce crime in the area by increasing visibility and engaging citizens in positive initiatives in an urban area.

Community gardens offer people and the community many benefits. They provide opportunities for both recreational gardening and food production and are good for the environment. Gardens contribute to biodiversity of species and help to support populations of pollinators.

Community gardens contribute to a healthy lifestyle by:

- providing fresh, safe, affordable herbs, fruits, and vegetables
- helping to relieve stress and increase sense of wellness.
- getting people active, which improves overall physical health.
- providing social opportunities that build a sense of community and belonging.
- giving people an opportunity to learn and share knowledge on gardening, nature, and cooking.

Timescale	2022 - 2026
Budget	901 9019 – Health & Wellbeing Plan - £1,500 (additional funding will be sought) 212 4245 – Sycamore Close – Volunteers - £100 212 4246 – Sycamore Close – Garden - £250
Comments	The Town Council are keen to continue this project to include more community gardens and any project that has the benefit of enhancing the health and wellbeing of its residents whilst also helping the environment. In 2026 the Town Council will be looking to enhance on the Community Garden project by utilising more to create 'bee corridors' that promote areas of planting that encourage bees and other pollinators to travel through. This will also compliment the Town Council's 'Save the Bee's' promotion that it received Essex County Council Locality Funding for in 2023.

Project 7

Canvey Lake

The Town Council is developing plans for a sustainable habitat for wildlife at Canvey Lake. The impact of climate change has seen extreme heat, lack of rainfall and the shallow nature of the lake cause serious problems at the site in recent years. Working with partners including the Environment Agency, Essex County Council, Castle Point Borough Council, Anglian Water and Essex Wildlife Trust, a plan is being developed to see how the lake can live up to its designation as a Local Nature Reserve whilst striking a careful balance between reality and the desire to increase biodiversity and retain the lake as a public amenity.

Timescale	2023 - 2028
Budget	901 9005 – Earmarked Reserves – Lake Enhancements - £79,000 901 9025 – Earmarked Reserves – Project Management - £25,000
Comments	The Council has worked with the Essex Wildlife Trust to prepare a Biodiversity Management Plan as well as options for re-profiling the lake if this is possible. Earmarked reserves have been considered; however, external funding will be sought to help deliver the overall vision for the lake and the Council is working with Castle Point Borough Council to find a solution to the water quality issues.

Completed / Ongoing Projects

Community Information Days

The Town Council held a very successful Community Information Day in July 22 working in partnership with Canvey Library which provided various stalls around the Town Centre informing residents of services available within the community. This included statutory organisations, community groups showing what they have to offer, activities, entertainment, and safety information.

Due to the success of the event the Council would like to build on this service to provide further days which will benefit residents and provide information and advice on relevant issues.

Timescale	2023 – 2026 - ongoing
Budget	210 4235 – Community Engagement - £1,000
Comments	<p>The Council also held in 2022 a Water Safety Day in Aug and an Energy Saving Information Day in November.</p> <p>The Town Council will continue to run the Community Information Day on an annual basis whilst it is still popular and well attended.</p>

Community Computers

The Town Council found during the pandemic that many services available to residents had been computerised. It decided that it wanted to purchase a laptop for community use to provide an internet service to members of the public which will be restricted to services that have been reduced by other authorities as the library will be available for all other uses. Many services no longer allow residents the ability to pay over the phone, such as rent, or council tax, so are pushing the use of the internet, which many of the older community do not have or struggle with. Although the Library provide a computer service it is not always a private area should residents need to pay bills which can be provided in the council office.

As part of the Health & Wellbeing Plan the council started friendly drop-in sessions in 2022 to provide help and advice where one-to-one support is given. These sessions are held at the offices, with volunteers, where attendees could use either the council's laptop or bring in their own devices.

Timescale	2022 - 2026 - ongoing
Budget	210 4235 – Community Engagement - £1,000
Comments	<p>The Town Council received funding from the ECC Community Fund for 3 laptops and the ECC Technology Fund for 3 Samsung tablets.</p> <p>The Town Council will continue this community scheme whilst it is still needed.</p>

School Holiday Activities

The Town Council have found that many families need free or affordable activities during the school holidays and plan to hold fun days by contacting local businesses that provide sports clubs for children and can arrange a day in school holidays where free sessions could be provided. Working in partnership it can provide a space, if needed, they would provide the service with the possibility of gaining new members.

Timescale	2022 – 2025 – completed in 2022 - ongoing
Budget	210 4235 – Community Engagement - £1,000
Comments	<p>The Council will engage with Active Essex to work in partnership to provide services such as 3030 Essex and Essex ActivAte.</p> <p>The Council held various free events during the summer holidays. It is anticipated that these or similar events will continue.: Lake Picnic, Outdoor Crafts, a Football Activity Day and Messy play.</p> <p>The Town Council continues to run free activities annually during the school holiday and is now part of its annual event schedule.</p>

Band Stand

The Town Council took over the management of the Band Stand in 2019, fully refurbished it and wishes to enhance the community asset further by holding regular events during the summer periods, whether this be the usage of local businesses, community groups or bands or the Town Council.

Timescale	Summer of 2022 – 2026 - ongoing
Budget	210 4211 – General Events - £3,000
Comments	<p>The Town Council have written to all local businesses and developed a hiring policy for the usage of the community. The Council continues to use this facility to hold small scale events such as the Water Safety Information Day, SEN events and Litter Picking events.</p> <p>The Town Council has utilised the Band Stand for many events and will continue to promote and utilise this facility annually.</p>

Budgets

Canvey Island Town Council's budget preparations begin in September/October of each calendar year. It is reviewed by each committee and submitted to the Policy & Finance Committee to make recommendations to Full Council. The final budget is set in the December/January of the next year. Once the budget is agreed all spending is kept within budget. Should any further financial requirements be needed it is requested at Full Council by the Town Clerk.

Budgets are monitored by the Responsible Financial Officer and Town Clerk and reported to the Policy & Finance Committee at its quarterly meetings where the accounts are verified by the committee. General and Specific Reserves are set as part of the annual budget process.

Mission Statement

Canvey Island Town Council will work continuously to improve the social and economic well-being of the community and to provide accountable, efficient, and effective services; through engagement with the community and to work in partnership other public service providers, local businesses, and the voluntary sector

Objectives

1. To encourage community cohesion, community pride and enthusiasm. To work with the residents of Canvey Island to better understand their needs and in turn explain how we will address those needs within the resources and powers on the Council.
2. To provide a democratic representational voice for the Canvey Island community.
3. To support and contribute to the economic and social life of the town and regeneration of the local community, in partnership with residents, other tiers of local, regional, and national government, voluntary agencies, groups and individuals to meet the needs and aspirations of the community.
4. To encourage and promote the economic and commercial vitality of the town and help strengthen and diversify the local economy by where possible source goods and services from the Canvey area.
5. To preserve the unique identity of Canvey Island and promote its heritage.
6. To help to create a socially inclusive and caring community which embraces all its residents, irrespective of age, gender, culture, income, race, or religion and which seeks to develop their well-being, knowledge, understanding and mutual co-operation.
7. To organise, promote and manage a variety of events within Canvey Island that positively enhances the social, economic, educational, leisure and tourism aspects of town vitality. In addition, to also support and advise in the facilitation of current events and to assist with the bureaucratic nature of such as activities.
8. To protect and improve the environment of the town and promote sustainable development of the town to meet the needs of the present residents without jeopardising the needs of future generations.
9. 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 and to the greatest possible benefit to the town ensuring cost effectiveness and value for money.
10. To continue valuing and developing employees thereby stimulating innovation for the benefit of the town.

Canvey Island Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

		Notes
1.	The audit of accounts for Canvey Island Town Council for the year ended 31 March 2025 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2.	The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection by any local government elector of the area of Canvey Island Town Council on application to:	
(a)	<u>Mrs E. De Cau - TOWN CLERK CANVEY ISLAND TOWN COUNCIL PADDOCKS COMMUNITY CENTRE, LONG ROAD CANVEY ISLAND, ESSEX, SS8 0JA</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b)	<u>TUESDAY - WEDNESDAY 9.30 AM - 4.30 PM</u>	(b) Insert the hours during which inspection rights may be exercised
3.	Copies will be provided to any local government elector of the area on payment of £ <u>0</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d)	<u>Mrs E. De Cau - TOWN CLERK</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e)	<u>06.01.2026</u>	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

CANVEY ISLAND TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:		
	Yes	No*			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓				<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓				<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓				<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	✓	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

19/05/2025

and recorded as minute reference:

CO/021/25

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

S. Sayeed

Clerk

D. J. D.

Section 2 – Accounting Statements 2024/25 for

CANVEY ISLAND TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	255,805	248,500	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	274,356	288,352	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	20,567	30,511	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	113,464	130,709	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	188,764	166,208	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	248,500	270,446	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	262,242	266,211	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	162,756	149,591	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

12/05/2025

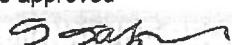
I confirm that these Accounting Statements were approved by this authority on this date:

19/05/2025

as recorded in minute reference:

CO/022/25

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Canvey Island Town Council - EX0042

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is not a **full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below

Other matters not affecting our opinion which we draw to the attention of the authority:

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2024/25 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and ‘other’ matters.

Our fee note for the limited assurance review will be issued when we certify completion.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

We do not certify completion because:

We have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

24/09/2025

Final External Auditor Report and Certificate 2024/25 in respect of Canvey Island Town Council – EX0042

Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor's limited assurance opinion 2024/25

On 23 September 2025, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2025. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

We received challenge correspondence in relation to the 2024/25 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.

External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

PKF Littlejohn LLP

PKF Littlejohn LLP

31/12/2025

COUNCIL NAME	Canvey Island Town Council
DATE OF APPLICATION	13.02.26
AWARD LEVEL	Silver

Please read through the scheme guide before completing this form as it includes essential information in support of the evidence required. If you are unsure of the criteria requirements or need further information, then please check with your local county association or contact NALC at LocalCouncilAwardScheme@nalc.gov.uk

Completed sections required for each award level:

- If you are applying for Bronze level complete the Bronze criteria section
- If you are applying for Silver complete the Bronze and Silver criteria sections
- If you are applying for Gold complete the Bronze, Silver and Gold criteria sections

The exception to the above is if you have achieved an award within the last 12 months, then the section for that level award (and the preceding one) need not be completed.

All relevant sections of the form must be completed with evidence provided for the level that you are applying for. Otherwise, this could result in a delay to your application.

Application Tips

- Check all relevant documents are attached with your submission and hyperlinks provided are working correctly.
- Hyperlinks to the council's website must be to the exact evidence required. If this is not possible then include details of how the evidence can be found (i.e. menu, sub-menu etc).
- All published policies and documents must be tailored/personalised to the council.
- Check policies and procedures are not overdue for review. It is best practice to include a review date on all relevant documents and for Silver/Gold award levels the next review date must be included.
- If you are providing minutes as evidence, it is important you include the specific minute reference.
- For the Silver and Gold award levels, a more in-depth assessment will be undertaken of the evidence provided for the preceding award levels. For Gold in particular, the assessment panel will be looking for evidence of best practise throughout the application.
- A column has been provided on this form for any supporting comments you may have.

Local Council Award Scheme Application Form



BRONZE RESOLUTION

Please provide hyperlink to minutes:

Please provide a direct hyperlink for evidence that is published on the council's website. For all other evidence please specify attachment provided.

Criteria	Hyperlink or Attachment	Supporting Comments (if any)
1. Standing Orders	Council Website / Council / Policies & Procedures / Standing Orders <u>Standing Orders</u>	
2. Financial Regulations	Council Website / Council / Finances / Financial Regulations <u>Financial Regulations</u>	
3. Code of Conduct and a link to councillors' registers of interests	Council Website / Council / Register of Interests <u>Registers Of Interest</u>	
4. Accessibility statement	Council Website / Accessibility Statement <u>Accessibility Statement</u>	
5. Publication scheme	Council Website / Council / Policies & Procedures / Publication Scheme <u>Publication Scheme</u>	
6. Complaints procedure	Council Website / Council / Policies & Procedures / Complaints Procedure	

Local Council Award Scheme Application Form

	<u>Complaints Procedure</u>	
7. Privacy notice	Council Website / Privacy Policy <u>Privacy Policy</u>	
8. Last annual return	Council Website / Council / Finances / Annual Returns <u>Annual Returns</u>	
9. Transparent information about council payments	Council Website / Council / Finances / Expenditure <u>Expenditure</u>	
10. Calendar of all meetings <u>including</u> the next annual meeting of electors	Council Website / Meetings / Timetable of Meetings 2025/26 <u>Timetable of Meetings</u>	
11. Minutes for at least <u>one year</u> of full council meetings and (if relevant) all committee/sub-committee meetings	Council Website / Meetings / Full Council / 2024/25 <u>Full Council Minutes 2024/25</u> Council Website / Meetings / Policy & Finance Committee / 2024/25 <u>Policy & Finance Committee Minutes 2024/25</u> Council Website / Meetings / Planning Committee / 2024/25 <u>Planning Committee Minutes 2024/25</u> Council Website / Meetings / Annual Council Meeting <u>Annual Council Meeting Minutes</u>	
12. Current agendas	Council Website / Meetings / Full Council / 2024/25 <u>Full Council Agendas 2024/25</u> Council Website / Meetings /	

Local Council Award Scheme Application Form

	<p>Policy & Finance Committee / 2024/25</p> <p><u>Policy & Finance Committee Agendas 2024/25</u></p> <p>Council Website / Meetings / Planning Committee / 2024/25</p> <p><u>Planning Committee Agendas 2024/25</u></p> <p>Council Website / Meetings / Annual Council Meeting</p> <p><u>Annual Council Meetings</u></p>	
13. The Budget and Precept information for the current or next financial year	<p>Council Website / Council / Finances / Budget</p> <p><u>Budget</u></p>	
14. Biodiversity policy	<p>Council Website / Council / Policies & Procedures / Biodiversity Statement</p> <p><u>Biodiversity Statement</u></p>	
15. Council contact details and councillor information in line with the Transparency Code	<p>Council Website / Council / Councillors</p> <p>Council Contact details – <u>Contact Us</u></p> <p>Council Website / Council / Councillors</p> <p>Councillor Information – <u>Councillors</u></p>	
16. Action plan for the current year	<p>Council Website / Council / About the Council / Council Activities / Business and Action Plan 2022 -2026</p> <p><u>Business & Action Plan 2024-2028</u></p>	
17. Evidence of consulting the community	<p>Council Website / Council / Consultations</p>	

Local Council Award Scheme Application Form

	<u>Consultations</u>	
18. Publicity advertising council activities	<p>Council Website / News <u>News</u></p> <p>Council Website / Events <u>Events</u></p>	
19. Evidence of participating in town and country planning	<p><u>Planning Committee – Planning Committee</u></p> <p><u>Planning Policy - Planning Policy</u></p>	Canvey Island is a large town, and the Council have adopted a Planning Policy to be able to commit it's time to effectively respond to planning issues of significant local interest such as major change of use (if considered to affect residential housing or quality of life), large scale new developments, new properties/structures or controversial builds or new development on green open spaces.
20. Evidence of publicising elections and vacancies on the council	<p><u>Elections - Elections</u></p> <p><u>Vacancies - Casual Vacancy</u></p> <p>Please see attachment named Bronze 20, Silver 11 & Gold 2E – Poster & Facebook Post</p>	The Town Council publishes election information through its's website and all vacancies are advertised on the Town Council's website and in its' seven noticeboards within Canvey Island.
21. Risk management policy	<p>Council Website / Council / Finances / Risk Management Plan <u>Risk Management Plan</u></p>	
22. Register of assets	<p><u>Annual Council Meeting 19th May 2025</u></p> <p>Minute Ref: CO/017/25 <u>Asset Register</u></p>	<p>Members note the Council's Asset Register annually at the Annual Council Meeting.</p> <p>The Asset Register is also reviewed as part of the Annual Return.</p>
23. Up-to-date insurance	Please see attachment named	

Local Council Award Scheme Application Form

policies that mitigate risks to public money	Bronze 23 – Insurance Policy Schedule	
24. Evidence of considering the impact of the council's functions and decisions on crime and disorder in local area	<p>Council Website / Council / Policies & Procedures / Crime and Disorder Policy</p> <p><u>Crime & Disorder Policy</u></p>	<p>The Town Council consider crime and disorder when undertaking new projects and any impact on the community. Its Community Officer attends the local Community Safety Partnership Meetings and the Town Council liaise directly with Essex Police's Community Policing Team, assisting them with hosting beat surgeries. The Town Council has recently successfully obtained funding from the PFCC's Safer Streets Fund to deliver a 'night safety project' to improve safety and reduce anti social behaviour in the local area.</p> <p>Link for the minutes where this was approved is below:</p> <p><u>Full Council 2nd September 2024 Minutes</u></p> <p>Minute Note: CO/085/24</p>
25. Disciplinary and Grievance procedures	<p>Council Website / Council / Policies & Procedures / Disciplinary Procedure</p> <p><u>Disciplinary Procedure</u></p> <p>Council Website / Council / Policies & Procedures / Grievance Procedure</p> <p><u>Grievance Procedure</u></p>	
26. A policy for training and development of staff and councillors	<p>Council Website / Council / Policies & Procedures / Training Policy</p> <p><u>Training Policy</u></p> <p>Council Website / Council / Policies & Procedures / Standing Orders</p> <p><u>Standing Order Point 27.a</u></p>	
27. A record of all training		Records of all training of staff and

Local Council Award Scheme Application Form

undertaken by staff and councillors in the last year	<p>This is in place.</p> <p>Please see attachment named Bronze 27 – Councillor Training Records</p> <p>Please see attachment named Broze 27 – Staff Training Records</p>	councillors are held in the council offices.
28. A current clerk who has achieved 12 CPD points in the last year	<p>Please see attachment named Bronze 28 – Clerk's SLCC Principal Membership</p>	<p>A record of the Clerks CPD points achieved within the last year is held in the council offices.</p> <p>The Town Clerk is a Principal Member of the SLCC.</p>
29. Signed up to the Civility & Respect Pledge and a Dignity at Work policy	<p><u>Council Meeting 5th September 2022 – Minute Ref: CO/068/22</u></p> <p>Please see attachment named Bronze 29 & Gold 7 – Dignity At Work</p> <p>Please see attachment named Bronze 29 & Gold 7 – Civility & Respect Pledge</p>	<p>The Town Council signed up to the Civility and Respect Pledge on 5th September 2022</p>



SILVER RESOLUTION		
<p>Please provide hyperlink to minutes:</p> 		
<p>Please provide a <u>direct</u> hyperlink for evidence that is published on the council's website. For all other evidence please specify attachment provided.</p>		
Criteria	Hyperlink or Attachment	Supporting Comments

Local Council Award Scheme Application Form

		(if any)
1. Health and Safety policy	<p>Council Website / Council / Policies & Procedures / Health & Safety Policy</p> <p><u>Health & Safety Policy</u></p>	
2. Policy on Equality	<p>Council Website / Council / Policies & Procedures / Equality & Diversity Policy</p> <p><u>Equality & Diversity Policy</u></p>	
3. Co-option policy	<p>Council Website / Council / Policies & Procedures / Casual Vacancy Policy</p> <p><u>Casual Vacancy Policy</u></p>	
4. Community engagement policy involving two-way communication between council and community	<p>Council Website / Council / Policies & Procedures / Community Engagement Policy</p> <p><u>Community Engagement Policy</u></p>	
5. Councillor profiles	<p>Council Website / Council / Councillors</p> <p><u>Councillors</u></p>	
6. Grant awarding policy	<p>Council Website / Council / Finances / Grants</p> <p><u>Grants</u></p>	
7. Evidence showing how electors contribute to the Annual Parish or Town Meeting	<p><u>Annual Town Meeting 10th March 2025 - Agenda</u></p> <p><u>Annual Town Meeting 25th March 2024 - Minutes</u></p> <p>The Town Council advertises and invites electors to contribute to the Annual Town Meeting by having a specific agenda item for members of the electorate to ask questions. Members of the electorate are actively encouraged to engage with Town Councillors at the parish meeting through informal discussions should they not wish to raise questions in a public setting. Members of the electorate are asked to contact the Town Clerk with questions they wish to discuss in order for the Town Council to ensure appropriate information is available on the night.</p>	

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<p>8. Action plan and related Budget responding to community engagement and setting out a timetable for action and review</p>	<p>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.</p> <p><u>Council Activities</u></p>	
<p>9. Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins</p>	<p>Council Website / Council / Publications / Annual Reports</p> <p><u>Annual Reports</u></p> <p>Council Website / Council / Publications / Newsletters</p> <p><u>Newsletters</u></p> <p><u>Facebook</u></p> <p>The Town Council's Community Officer visits community groups on a regular basis to engage with residents. This is used for promotion of council activities, as well as engagement with those in the community that may not be able to access other forms of promotion.</p>	
<p>10. Evidence of helping the community plan for its future</p>	<p>Council Website / Council / Consultations</p> <p><u>Consultations</u></p>	<p>The Council is in the process of reviewing a public consultation to review the Councils activities and to prepare for any devolution opportunities.</p>
<p>11. Evidence of encouraging public engagement in local democracy</p>	<p>Council Website / Council / Elections</p> <p><u>Elections</u></p> <p>Council Website / Council / Policies & Procedures / Casual Vacancy Policy</p> <p><u>Casual Vacancy Policy</u></p> <p>Please see attachment named Silver 11 – Full Council Minutes 19th October 2020</p> <p>Minute Ref:</p> <p>CO/053/20 - To receive presentations from</p>	

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	<p>candidates for co-option for a period not exceeding 5 minutes each.</p> <p>CO/054/20 – To co-opt a candidate as town councillor for Canvey Island South Ward</p> <p>The Town Council actively promotes its' elections and seeks to engage its residents in local democracy. Please see attachment named Bronze 20, Silver 11 & Gold 2E – Poster & Facebook Post. As well as online these were distributed in the local area and at the Town Council's Annual Town Meeting. It was also promoted by a display in the Town Council office foyer, through its' seven noticeboards and in local shops.</p>	
<p>12. Scheme of Delegation (where relevant)</p>	<p>Council Website / Council / Policies & Procedures / Scheme of Delegation Policy</p> <p><u>Scheme of Delegation</u></p>	
<p>13. At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising vacancies</p>	<p>Council Website / Council / Elections / Statement of Persons Nominated 2023</p> <p><u>Elections</u></p>	
<p>14. Evidence of customer service with examples of managing/handling correspondence with the public</p>	<p>The Town Council acts as a point of contact for all Canvey residents. Residents can contact the Town Council who will then advise, and liaise with the relevant and necessary authority. The Town Council keep enquiry forms for the recording of this information for enquiries via the phone and through visiting the office.</p> <p>Residents can also contact the Town Council through its' website enquiry form <u>Contact Us</u> and these are responded to in a timely manner. Records of the enquiry are kept for the purpose of ensuring customer service.</p> <p>The Town Council employs a Community Officer who attends community groups to ensure that more of the community is reached especially the older community who are not online, and this ensures that they can voice their concerns. The Community Officer then reports any issues to the relevant authority.</p>	

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	<p>Members of the public may ask questions of the Leader of the Council, the Town Mayor, or Chair of a Committee, which will be answered in formal council meetings as per the Town Council's Standing Orders</p> <p><u>Standing Order Point 3E</u></p> <p>An example of this can be seen in the below minutes</p> <p><u>Annual Council Meeting 19.05.25 Minute Note – CO/007/25</u></p> <p>Please see attachment named Silver 14 Website Enquiry & Enquiry Form</p>	
15. A current qualified clerk	<p>Clerk's CILCA Certificate Attached – Qualified on 1st August 2013</p> <p>Please see attachment named Silver 15 – CILCA Qualification</p>	
16. A formal appraisal process for all staff	<p><u>Standing Order 19 Handling Staff Matters (C).</u></p> <p>The Town Clerk undertakes an appraisal of all council staff which is reviewed by the Personnel Committee.</p> <p>Please see attachment named Silver 16 – Personnel Minutes and attachment named Silver 16 – Appraisal Form Template</p> <p>Staff objectives are linked to individual job roles in line with the Council's activities and aspirations.</p>	



GOLD RESOLUTION

Community Officer
Progress Report for All Open Spaces – 19.01.26

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.
- Lake frozen
- Oil has been discarded into the dyke by the yellow bridge, this has been reported to the Environment Agency

PLAYGROUND

- No issues

BAND STAND

- No issues

WILDFLOWER MEADOW

- No issues

MEMORIAL GARDENS

- Plaques have now been installed
- Quotes for privet bushes are now completed.

TIDAL POOL

- No issues
- Rocks need to be replaced on the outer corner of the pool.

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

Community Groups

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

Canvey Lake – Risks Reported – 2025

Appendix F

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
NOVEMBER							
11 large gas bottles in dyke	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor removed 03.11.25	
Skid marks from motor bikes over all grass areas	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Police are aware	
DECEMBER							
Skid marks from motor bikes all over grass areas	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Ongoing	
Large hole with Cadent barriers around area	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	CO - Cadent advised it was being filled in and reopened in 2026 to finish work.	
New double bin has been graffitied all over	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Contractor removed 16/12/25	
Litter bins were full and some had extra black bags that had been fly tipped.	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Ongoing issue – 15.12.25 – 2pm all cleared Bins were emptied that day	
Banks are muddy along footpath due to heavy vehicles when tree work was done.	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		

Canvey Play Area – Risks Reported - 2025

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

Gunny – Risks Reported – 2025

Gunny – Risks Reported – 2025						Appendix F.	
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
NOVEMBER							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CTTC		
DECEMBER							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CTTC		

Memorial Gardens – Risks Reported – 2025

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

Appendix F

Month	Owner	Manager	Found By	Category	Type	Solution	Cost to Council
NOVEMBER	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CTTC		
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CTTC		
DECEMBER	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CTTC		

Tidal Pool – Risks Reported – 2025

Tidal Pool – Risks Reported – 2025						Appendix F.	
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
NOVEMBER							
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CTTC		
DECEMBER							
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CTTC		

Allotments – Risks Reported – 2025

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
NOVEMBER							
Waterside - Both dykes are high due to heavy rain fall	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CTTC	Weather related issue	
DECEMBER							
Road entrance is flooded	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CTTC	The road has sunk this has been reported to ECC	
Waterside - Both dykes are high due to heavy rain fall	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CTTC	Weather related issue	

Appendix F.

Band Stand – Risks Reported – 2025

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
NOVEMBER							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CTTC		
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CTTC		
DECEMBER							
Christmas banner ripped and torn.	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CTTC	Removed by CO on 09.12.25	