



## TO MEMBERS OF THE POLICY AND FINANCE COMMITTEE

Cllr. A. Acott (Chairman), Cllr. D Anderson, Cllr. S. Sach, Cllr P. May  
and Cllr. J. Anderson

Dear Councillors,

I hereby summon you to attend a meeting of the **POLICY AND FINANCE COMMITTEE** to be held in the **COUNCIL MEETING ROOM** at the **PADDOCKS COMMUNITY CENTRE, LONG ROAD, CANVEY ISLAND, SS8 0JA** on **MONDAY 9<sup>TH</sup> FEBRUARY 2026** commencing at **7.00PM** for the transaction of business as set out below.

***Any member who is unable to attend the meeting should send their apologies before the meeting.***

Yours faithfully

*Elaine De Can*

Town Clerk

4<sup>th</sup> February 2026

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

## **A G E N D A**

1. Apologies for absence
2. To receive declarations of interest in items on the agenda.
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 committee meeting held on the 17<sup>th</sup> November 2025.
5. To receive a verbal report from the Town Clerk of the ongoing projects and not on the agenda.
6. Policies – to note the annual review of all policies and to consider and agree amendments to the:
  - I. IT Policy (Appendix A)
  - II. Allotment Policy (Appendix B)
  - III. Band Stand Policy (Appendix C)
7. To note the Training Courses booked / attended since the last meeting:
  - I. Assertion 10 Made Simple – Free (NALC) (Town Clerk)
  - II. Demonstrating your Value – Free (CAVS) (Deputy Clerk and Town Clerk)
  - III. Emergency First Aid at Work at a cost of £100 each (Town Clerk and Community Officer)
  - IV. The Clerk as an Employee & HR Adviser at a cost of £60.00 (Town Clerk)
  - V. Chairs: Leading Council & Committee Meetings at a cost of £65.00 (Cllr B. Botham)



8. Finance:

i) Grant Applications

a) To consider an application from Essex & Herts Air Ambulance (Appendix D)

ii) To consider and agree a 1-year fixed bond account and the reinvestment of £88,622.89 (Appendix E)

iii) To consider and agree the quotes obtained for the Councils Vehicle Insurance (Appendix F)

iv) To consider and agree the costs obtained for the renewal of the Councils mobile phone contract (Appendix G)

v) To verify the Council Finances up to 31<sup>st</sup> December 2025.

vi) To confirm accounts for payment as previously agreed.

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE  
POLICY AND FINANCE COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL  
HELD IN THE COUNCIL MEETING ROOM, PADDOCKS COMMUNITY CENTRE, LONG  
ROAD, CANVEY ISLAND ON  
MONDAY 17<sup>TH</sup> NOVEMBER 2025 AT 7.00PM**

**PRESENT:**

Councillors: Cllr A. Acott, Cllr. Cllr D. Anderson, Cllr S. Sach, and Cllr J. Anderson.

Also, present: Mrs E De Can – Town Clerk  
Mrs L Gould – Deputy Clerk

**P&F/010/25 - APOLOGIES FOR ABSENCE**

Verbal apologies received and reason given by Cllr P. May.

**P&F/011/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**P&F/012/25 - PUBLIC FORUM – TO RECEIVE QUESTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND OF WHICH NOTICE HAS BEEN RECEIVED FOR A PERIOD NOT EXCEEDING TEN MINUTES.**

No questions were received.

**P&F/013/25 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 28<sup>TH</sup> JULY 2025.**

The minutes of the committee meeting held on the 28<sup>th</sup> July 2025 were **CONFIRMED** as a true record and signed by the chair.

**P&F/014/25 – TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA**

Members noted the Clerks report of completed projects.

**P&F/015/25 – TO CONSIDER THE DRAFT BUDGET AND PRECEPT REQUIREMENTS FOR 2026/27 AND AGREE RECOMMENDATIONS TO FULL COUNCIL.**

Members received reports detailing the expected and anticipated expenditure for the year ending 31<sup>st</sup> March 2026, a draft budget including explanations for increases or decreases and a financial report providing details of the Councils accounts detailing the use of the budget and earmarked reserves and providing an anticipated figure for the General Reserves at the end of the financial year for 2026/27.

The Town Clerk confirmed that the tax base calculation from Castle Point Borough Council is not yet known and may change the precept value slightly once confirmed.

The Council is still producing a tight budget for the year 2026/27 ensuring it is offering best value to its residents for their precept; however, contingencies have been made to ensure the Council maintains its responsibilities. Should these responsibilities change in 2026/27 the additional budget will be spent on projects or services highlighted in the Councils recent public consultation.

Members discussed the proposed budget and **RECOMMENDED** that a budget of £488,518 is set for 2026/27 raising the precept based on a Band D equivalent to £29.70 which equates to a £4.95 increase in the annual cost to the taxpayer.

As a decision is unlikely to be made by the Borough Council until February 2026 in relation to the Councils request for an early surrender of the Canvey Lake lease, members **RECOMMENDED** that the final budget is reviewed at the meeting on the 19<sup>th</sup> January 2026 to allow the Council to seek further costing information following the work being undertaken by Borough Officers to provide

sufficient information to enable Full Council to consider these recommendations and make an informed decision on its 2026/27 budget. This will also allow the Council an opportunity to sufficiently review the responses to its consultation.

**P&F/016/25 – TO NOTE THE EXTERNAL FIRE RISK ASSESSMENT AND THE RECOMMENDATIONS MADE.**

Members noted the report and the recommendations made as well as the responsibilities of the landlord.

**P&F/017/25 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES IS COMPLETE AND TO CONSIDER AND AGREE AMENDMENTS TO THE:**

**i) STATEMENT OF INTERNAL CONTROL.**

Members approved and **RECOMMENDED** the amendments to the policy by the Council.

**ii) LIST OF DOCUMENTS FOR RETENTION OR DISPOSAL.**

Members approved and **RECOMMENDED** the amendments to the policy by the Council.

**P&F/018/25 - TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST MEETING.**

Members noted the courses booked or attended which are Martyn's Law Webinar at no cost for the Town Clerk and Deputy Clerk, Forecast, Budget & Precept Setting at no cost for the Deputy Clerk, Data Protection Essentials at a cost of £17.00 each for all staff and Standards of Life at a cost of £17.00 for Cllr B. Botham.

**P&F/019/25 – FINANCE**

**i) TO VERIFY THE COUNCIL FINANCES AS OF 30<sup>TH</sup> SEPTEMBER 2025**

Members **NOTED** the Council Finances as of 30<sup>th</sup> September 2025 inclusive of the bank reconciliation, statements and payments issued from 1<sup>st</sup> July 2025 to 30<sup>th</sup> September 2025 and no questions were raised. Members confirmed that Cllr Acott can sign the reconciliation documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2.

**ii) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.**

**28<sup>th</sup> October 2025 - NO 1 ACCOUNT**

Company	Reference	Amount	Description
Homotech Centre	BACS896	£2,926.92	New Computer Equipment / Windows 11 installation.
The Bungalow Nursery Limited	BACS897	£234.42	Covid Garden winter plants.
<b>TOTAL</b>		<b>£3,161.34</b>	

**17<sup>th</sup> November 2025 - NO 1 ACCOUNT**

Company	Reference	Amount	Description
MB Fire Risk Limited	BACS898	£230.00	External Fire Risk Assessment
Top of the Mops	BACS899	£54.00	Cleaning 14/10, 28/10 & 11/11.
Amazon Business	BACS900	£201.43	Lumbar Support / Christmas Supplies
RBL Poppy Appeal	BACS901	£25.00	Poppy Wreath
Office Needs Group	BACS902	£52.45	Stationery
Local Government East	BACS903	£10,938.73	Engagement & Community Support/ Travel Expenses
CB Landscapes	BACS904	£2,222.00	Covid Garden / Gunny Grass Cutting / Wildflower Meadow Tree
Aspect Maintenance Ltd	BACS905	£7,679.08	Oct Maintenance / Installation of Bins

David Sales Ltd	BACS906	£255.60	Grotto Gifts
Design 4 Print	BACS907	£288.00	Xmas Banners x 5
<b>TOTAL</b>		<b>£21,946.29</b>	

The meeting closed at 7.55pm

CHAIRMAN

9<sup>th</sup> February 2026

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# Canvey Island Town Council

## Computer and Information Security Policy

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### Scope of this Policy

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

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

### Computer Use and Equipment

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Copyright**

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

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

## Security

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

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

**Health and safety**

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

**THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.**

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

Signed .....

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

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

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# Canvey Island Town Council

## Allotment Policy

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### 1. Purpose

- 1.1 To set out Canvey Island Town Council's policy approach to supporting its existing Allotments and to develop additional Allotment sites within Canvey Island.
- 1.2 An allotment is traditionally a collection of rented plots of land usually for the growing of fruit and vegetables.

### 2. Statement of Policy Aims

- 2.1 Canvey Island Town Council recognises the environmental, health, recreational and other benefits that Allotments can bring to plot holders, their families, and the wider community. Allotment gardening offers the benefit of a healthy lifestyle all year round that is active, sustainable, and socially inclusive.
- 2.2 The Council is committed to providing allotments and developing new sites to adhere to the increasing demand.
- 2.3 The Council is committed to increasing community involvement in Allotment sites and to work in partnership with groups or Allotment Associations in Canvey Island to assist them to develop sustainable Allotments.
- 2.4 The Council aims, within existing resources, to provide groups or Allotment Associations with advice and support to help them build capacity to realise their ambitions of developing and maintaining sustainable allotment sites.

### 3. Practical Council Support

- 3.1 In furtherance of the policy approach set out above, the Council will:
- a. Designate an Officer to act as a liaison with a group or Allotment Association, to help them pursue their ambitions;
  - b. Assist individuals to constitute as Allotment Association and to help such groups to build capacity to take forward sustainable allotment projects;
  - c. Provide groups or Allotment Associations with advice on possible sources of start up grants and ongoing funding to sustain an allotment site;
  - d. Review its policy approach to allotment provision at regular intervals to ensure that the Council's policy objectives are being met.

### 4. Letting of Allotment Plots

- 4.1 A person must be a resident of Canvey Island to be eligible for an allotment plot at any site owned by Canvey Island Town Council. Upon the completion of a tenancy agreement, evidence of proof of residence will be required such as a utility bill (or other such proof of residence) to the Town Council.

## 5. Identification of Land for Allotment Sites

- 5.1 The Council will continuously review potential land for identification of additional Allotment sites.
- 5.2 Allotment Associations or groups will themselves be expected to identify land for development as allotment sites.

## 6. Development & Management of Allotment Sites

- 6.1 The Council will develop and manage its Allotment sites within existing resources unless an agreement has been made with an Allotment Association or group.

If such an agreement is in place the Allotment Association or group will be expected to assist with the undertaking of all works to develop their allotment site. This includes, but will not be limited to:-

- the division of the land into allotment plots;
- inspections
- resolution of issues or incidents
- provisions of security gate keys
- general maintenance

- 6.2 The Council will pay the water rates (excluding the Horticultural Society Hut), provide adequate insurance cover inclusive of volunteers, administer the tenancy agreement renewals and waiting list, collect rents and issue warning letters or terminations/notice to quit notifications.

### Management Rules

- 6.3 The Council will be responsible for managing all aspects of its Allotment sites unless an agreement has been made with an Allotment Association or group. Allotment Rules and Tenancy Agreement are attached at **Annex 1** to this policy document.

## 7. Funding Arrangements

- 7.1 An annual budget funded by the collection of rents will be provided by the Council to maintain its Allotment sites. Funding opportunities will be investigated for specific projects or when the need arises.
- 7.2 Allotment Associations or groups will be responsible for raising funds to assist with the establishment and sustainability of their allotment sites.
- 7.2 Officers will provide advice to help Associations or groups identify sources of grant funding, and assist Associations or groups to make applications.

## Further Information

Anyone interested in taking forward an allotment site development in Canvey Island, should in the first instance discuss their proposals with:

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

Telephone: 01268 683965

## ALLOTMENT RULES

In conjunction with the Schedule outlined in your current Tenancy Agreement the following Allotment Rules must be observed.

1. The Tenant shall have at least  $\frac{1}{4}$  of their plot under cultivation of crops after 3 months and at least  $\frac{3}{4}$  of the plot under cultivation after 12 months thereafter.
2. The Tenant shall not deposit or allow any other person to deposit any refuse or any decaying matter as this will be treated as "fly tipping" and could be prosecuted (except manure or compost which must be in quantities reasonable for use in cultivation of the plot).
3. Non-compostable waste must be removed from the site by the Tenant.
4. Only retail available products from garden or horticultural suppliers (no agricultural or professional horticultural products) shall be used for control of pests, disease or vermin.
5. Dogs MUST be kept on a lead and be tethered and MUST remain on the Tenants plot only. Any excrement MUST be removed by the dog's owner.
6. No plot may be used for any illegal or immoral purposes and the Tenant must observe all relevant legislation or codes of practice relating to activities they carry out on the plot.
7. The Tenant shall be issued with a key to access the allotment on foot, no replicas shall be made and no key passed to anyone other than the person authorised by the Tenant to work on his/her allotment plot.
8. The main access gate shall be closed and locked at all times (for the protection of lone Tenants and prevention of unauthorised visitors).
9. The Town Council/Horticultural Society will not be held responsible for loss by accident, fire, theft or damage from any allotment.
10. The Tenant shall consider water conservation by not using hosepipes to water allotment plots but instead to fill a water butt or watering can from the water point to do so. Sprinkler systems are not permitted.
11. The water supply will be turned off during the winter months (1 November to 1 April).
12. On the termination of the Tenancy, the Tenant shall return to the Horticultural Society hut at Smallgains any property (keys etc) made available during the Tenancy for reimbursement of any deposit and shall leave the plot in a clean and tidy condition.
13. The Tenant must obtain the written consent of the Town Council for the erection of any structure which are restricted to the following:
  - All greenhouse must not be more that 6ft by 8ft in size and all greenhouses must be made from Polycarbonate material.
  - Greenhouses must not impinge on neighbouring allotments e.g. casting shadows etc.
  - All sheds must be 6ft x 4ft and must not be on a concrete base.

- All polytunnels must not be more than 8ft x 12ft in size. Polytunnels must not impinge on neighbouring allotments. All polytunnels must not be of a permanent nature.
- Any structure deemed to be unsafe by the Town Council will not be permitted and must be removed.

I have read and understood the Allotment Rules and undertake to comply with all Allotment Rules.

Signed: .....

Dated: .....

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# Canvey Island Town Council Allotments Tenancy Agreement (2025)

Tenant: \_\_\_\_\_ Full Address: \_\_\_\_\_  
Tel No: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Location: \_\_\_\_\_ Plot No: \_\_\_\_\_

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CANVEY ISLAND TOWN COUNCIL agree to let, and the above tenant agrees to take as a yearly tenant from the 1st day of January the allotment garden, plot number above at the yearly rental of £42.50 half plot or £85.00 full plot inclusive of water usage as provided for the use of the tenant by the council payable yearly in advance. 50% of the rent will be charged for the period 1st July to the 31st December. The tenancy is subject to the conditions contained in the schedule of this agreement, the signed allotment rules and to the relevant allotment's acts. Payment of rent should be paid within 28 days of the due date. The tenancy will automatically be terminated if rent is not paid within 40 days of the due date.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Tenant

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Canvey Island Town Council

## SCHEDULE

1. The tenancy may be terminated by one months' notice in writing given by the Council under Section 30 (2) of the Small Holdings and Allotment Act.
2. The tenancy may be terminated by either party giving to the other twelve months' notice in writing expiring on or before 6th April or on or after 29th September in any year.
3. The allotment garden to be left in a reasonable clean condition on the expiration of tenancy, i.e. free from weeds, rubbish, etc.
4. The tenant shall keep the allotment garden, paths and hedges that form part of the allotment boundary, clean and in a good state of cultivation and fertility and use as an allotment garden only and for no other reason. Pests, weeds and refuse must be controlled at all times.
5. The tenant shall not cause any nuisance or annoyance to the occupier of any other allotment garden, allow a fire in or near the allotment or obstruct any path set out by the Council for the use of occupiers of the allotment gardens.  
Disputes shall be referred to the Council whose decision shall be final.
6. The tenant shall not underlet, assign, or part with possession of the allotment, or any part of it without written consent of the Council.
7. The tenant shall not use barbed wire for the fence adjoining any path set out by the Council.
8. The tenant shall not without written consent of the Council, cut or prune any timber, or any other trees, or take away or carry away any minerals, gravel, sand or clay.
9. The allotment is an open space with uneven surfaces and all activities undertaken on the site are at the tenant's risk.
10. The tenant shall not erect or cause to be erected, any building, hut, shed or structure as detailed in the allotment rules without the written consent of the Council.
11. The tenant shall not keep animals or livestock of any kind, or create ponds on the allotment garden.
12. Keys to gates (The property of the Horticultural Society) are provided against a £10 deposit, to be returned on termination of tenancy to the Horticultural Hut at Smallgains.
13. Annual rents to be paid in advance to Canvey Island Town Council, The Paddocks Community Centre, Canvey Island and will be subject to an annual review.
14. In the event of any breach of any of the terms and conditions herein contained, the Council reserve the right to terminate the tenancy with immediate effect without notice.

Please refer to the Councils Privacy Notice which can be found on the Town Council website [www.canveyisland-tc.gov.uk](http://www.canveyisland-tc.gov.uk) or a hard copy can be obtained from the Town Council offices.

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### CANVEY ISLAND TOWN COUNCIL

Received for Allotment Rent: £42.50 (half plot) / £85.00 (full plot) (delete as necessary)

PLOT NO. \_\_\_\_\_ LOCATION: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Canvey Island Town Council

## Bandstand Hire Policy

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### PURPOSE

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

### SCOPE

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

### DEFINITIONS

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

### PRINCIPLES OF POLICY

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

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

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

### ITEMS TO CONSIDER

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

#### **Risk Assessments/Evacuation Plan**

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

#### **Licensing**

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

#### **Insurance**

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

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

### **Surrounding Area**

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

## **BOOKING PROCESS**

### **The Application**

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

Please send the completed application forms to:

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

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

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

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

### **Consideration of the Application**

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

### **Confirmation**

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

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

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

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

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

## TERMS AND CONDITIONS

### **Applications**

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

### **Assignment**

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

### **Hire Fee**

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

### **Refusal of Booking or Cancellation**

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

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

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

### **Health and Safety**

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

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

### **Insurance and Indemnity**

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

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

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

### **Event Plan**

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

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

### **Use of the Bandstand**

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

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

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

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

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

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

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

### **Litter and Cleanliness**

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

### **Responsibility of the Council**

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

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

### **Further Information**

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

### **REVIEW**

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



## APPLICATION FOR A GRANT

A completed form should be submitted to the Town Clerk at the address shown below. You are advised to read the Council's grant policy before completing the application form.

**The maximum granted to any organisation will be £500.**

1. **Name of organisation** .....Essex & Herts Air Ambulance Trust (EHAAT).....

2. **What is the grant required for?**

Please give a brief outline of your project

As the Town Council may be aware EHAAT provides a free 24/7 emergency medical service despatching critical care teams via two air ambulance helicopters and four rapid response vehicles (RRV's). The charity's aim is to save lives, reduce or prevent disability, or suffering from critical illness and injury, by delivering advanced pre-hospital emergency medical care to people of all ages who live, work or are travelling through Essex, Hertfordshire and surrounding areas.

On average EHAAT's critical care teams undertake 7 missions each day, around 2,500 activations each year.

EHAAT is always seeking to enhance the service it provides and one of the ways it's doing this is to install external Public Access Defibrillators (PAD's) on the outside of all its charity shops and the premises from which it operates. Subject to the relevant permissions, the charity is hoping to install a PAD outside a shop it is opening in the next few months on Furtherwick Road, Canvey Island.

Sudden cardiac arrest is one of the UK's largest killers and the potential for saving a life is dependent on time. The chances for survival decrease by 7-10% with every minute so, the faster medical help can be given, the better the chance of survival. Should sudden cardiac arrest occur in an out-of-hospital environment, it is widely recognised that early bystander cardiopulmonary resuscitation (CPR) and early defibrillation (delivering an electric shock to the heart) is crucial to increase the patients' chances of survival.

When all the stages in the 'Chain of Survival' take place promptly - the arrest is recognised immediately, bystanders perform CPR, and an automated defibrillator is used before the ambulance service arrive - survival rates in excess of 50% have been reported.

As a charity already providing a life-saving service EHAAT is committed to ensuring that the locations in which its activities are based are equipped with PAD's so that, should a sudden cardiac arrest occur, assistance can be given at the very earliest opportunity whilst help from the emergency services is on route.

Sudden cardiac arrest can strike anyone, anywhere, at any time and does not discriminate by gender or age. The placement of a PAD at the charity's shop in Canvey Island will allow for early CPR and early defibrillation which is proven to save lives. The equipment purchased with the assistance of a grant from Canvey Island Town Council will directly benefit those living in, working in and visiting Canvey Island.

3. **Please provide the following information:**

Total cost of the project .....£1,121.00....

- Semi Automatic AED (Defibrillator including Starter Pack, Electrode Pads, Battery and Carry Case. £750.00
- DefibSafe Mk2 External Defibrillator Cabinet with custom sticker £371.00

## 1 Year Fixed Bond Accounts

Appendix E

Company	Specifications	Total Cost (excluding VAT)
Hampshire Trust Bank	1-Year Business Loyalty Bond	4.00%
Unity Trust Bank	Business 1 Year Bond	4.10%
Nationwide	1-year Fixed Rate Online Bond	<b>Not currently accepting new business customers</b>
Barclays	1-year Fixed-Rate Bond	<b>Do not offer a fixed rate bond account for business customers but savings account rate is 1.05%</b>
Shawbrook	1-year Fixed Rate Business Bond	3.92%
Aldermore	1 Year Fixed Rate Business Savings Account	4.00%

The current Business Loyalty Bond matures on the 19<sup>th</sup> February 2026. It is recommended that the Town Council re-invest with Hampshire Trust Bank at an AER of 4.00% for 1 year and decide whether to invest the whole amount of £92,389.36 (Current Bal £88,622.89 + 4.25% rate on maturity) or reduce this and transfer funds back into general reserves.

The protection of the Financial Services Compensation Scheme (FSCS) has increased to protect up to £120,000 instead of £85,000.

Quotes for Van Insurance

Appendix F

Company	Specifications	Total Cost (including VAT)
James Hallam – ERS – Current Insurer	Fully comprehensive cover including courtesy vehicle, legal protection and windscreen cover for any driver over the age of 25  Current excess: £250.00	<b>Last year was £653.60</b> – unable to obtain quote until 30 days before renewal date of 20 <sup>th</sup> March. Average increase of vehicle insurance is 25%. <b>Estimate based on 25% increase is £817.00</b>
Highway Insurance (Part of LV Group)	Fully comprehensive cover including courtesy vehicle, legal protection and windscreen cover for any driver over the age of 25  Excess: £350.00	<b>£926.84 Annually (without protected no claims bonus)</b>  <b>£999.02 Annually (with protected no claims bonus)</b>
AXA Insurance	Fully comprehensive cover including courtesy vehicle, legal protection and windscreen cover for any driver over the age of 25  Excess: £350.00	<b>£1957.52 Annually</b>
KGM Insurance	Fully comprehensive cover including courtesy vehicle, legal protection and windscreen cover for any driver over the age of 25  Excess: £500.00	<b>£1459.59 Annually</b>

Members are asked to note that the agreed budget for 2026/27 for Vehicle Tax/Insurance is £1,200. Considering the expected cost for Tax at approx. £355.00 (2025/26 rate) the remaining budget for insurance is £845.00.

Company	Specifications	Total Cost (including VAT)
Daisy Communications (existing supplier)	No communication from current supplier.	<b>No quote provided</b>
Connection Technologies	Samsung A36 – Unlimited Calls, Texts and Data - £26.50 per month – 36 month contract	<b>£53.00 per month</b> <b>£636.00 pa</b>
Plan	Samsung A – Unlimited Calls, Texts and 30GB Data - £28.50 per month – 36 month contract	<b>£57.00 per month</b> <b>£684.00 pa</b>
Aerial Direct	Samsung A36 – Unlimited Calls, Texts and 20GB Data - £20.00 per month – 36 month contract	<b>£40.00 per month</b> <b>£480.00 pa</b>
Vodafone	Iphone 16e – Unlimited Calls, Texts and 10GB Data - £20.00 per month – 36 month contract  £25.00 upfront fee per handset	<b>£40.00 per month</b> <b>£480.00 pa</b> <b>£50.00 upfront cost</b> <b>TOTAL: £530.00</b>

It is recommended that members agree to either a contract with Aerial Direct for a Samsung A36 with unlimited calls, texts and 20GB of data for a total annual cost of £480.00 or to consider a contract with Vodafone for an iPhone 16e with unlimited calls, texts and 10GB of data at a total annual cost of £530.00. Officers currently use an iPhone 8.

Members are asked to note that the agreed budget for 2026/27 for telephone/broadband is £1000.00. Considering the costs for the VOIP (office phone systems) are a total of £360.00 the remaining budget for mobile phones is £640.00.