



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 17TH NOVEMBER 2025** 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

12th November 2025

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 28th July 2025.
- 5 To receive a verbal report from the Town Clerk of the ongoing projects and not on the agenda.
- 6 To consider the draft budget and precept requirements for 2026/27 and agree recommendations to Full Council (Appendix A)
- 7 To note the External Fire Risk Assessment and the recommendations made (Appendix B).
- 8 Policies – to note the annual review of all policies is complete and to consider and agree amendments to the:
 - I. Statement of Internal Control (Appendix C)
 - II. List of Documents for Retention or Disposal (Appendix D)



9. To note the Training Courses booked / attended since the last meeting:

- i) Martyn's Law Webinar – Free (Town Clerk & Deputy Clerk)
- ii) Forecast, Budget & Precept Setting – Free (Scribe) (Deputy Clerk)
- iii) Data Protection Essentials at a cost of £17.00 each (All Staff)
- iv) Standards of Life at a cost of £17.00 (Cllr B. Botham)

10. Finance:

- i) To verify the Council Finances up to 30th September 2025.
- ii) 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 28TH JULY 2025 AT 7.00PM**

PRESENT:

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

Non-committee members: Cllr R. Langley

Also, present: Mrs E De Can – Town Clerk

P&F/001/25 - APOLOGIES FOR ABSENCE

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

P&F/002/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/003/25 - TO APPOINT A VICE CHAIRMAN TO THE COMMITTEE FOR 2025/26

Cllr D. Anderson nominated Cllr J. Anderson as Vice Chairman of the Committee. The nomination was seconded by Cllr Acott. There were no other nominations therefore Cllr J. Anderson was appointed Vice Chairman of the Committee for 2025/26.

P&F/004/25 - 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/005/25 – TO NOTE THE COMMITTEE MEETING TO BE HELD ON THE 28TH APRIL 2025 WAS CANCELLED AND THE 10TH FEBRUARY 2025 WERE CONFIRMED AND SIGNED AT THE FULL COUNCIL MEETING HELD ON THE 28TH APRIL 2025.

Noted that the minutes of the committee meeting held on the 10th February 2025 were **CONFIRMED** as a true record and signed by the chairman on the 28th April 2025.

P&F/006/25 – 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/007/25 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES IS UNDERWAY AND TO CONSIDER AND AGREE AMENDMENTS TO THE FOLLOWING:

i) BAND STAND POLICY.

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

ii) ALLOTMENT POLICY.

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

iii) VEXATIOUS OR PERSISTENT COMPLAINANTS' POLICY.

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

iv) ANNUAL LEAVE/EMERGENCY LEAVE POLICY.

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

P&F/008/25 - TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST MEETING.

Members noted the courses of Chairs Leading with Confidence at a cost of £65.00 each for the Town Mayor and Deputy Town Mayor and Beyond the Precept at a cost of £35.00 each for the Town Clerk and Deputy Town Clerk.

P&F/009/24 – FINANCE

i) GRANT APPLICATIONS:

a) TO CONSIDER AN APPLICATION FROM KARIS HEELING HANDS CHARITY

Members considered the grant application from Karis Helping Hands towards the purchase of a new computer and printer and **RECOMMENDED** the award of a £500.00 grant.

b) TO CONSIDER AN APPLICATION FROM THE CASTLE POINT TRANSPORT MUSEUM

Members considered the grant application from the Castle Point Transport Museum towards the purchase of a printer and **RECOMMENDED** the award of a £280.00 grant.

i) TO NOTE THE RENEWAL OF THE COUNCIL'S CYBER INSURANCE POLICY AT AN ANNUAL COST OF £410.25.

Members noted the cost.

ii) TO CONSIDER AND AGREE THE COUNCIL'S INSURANCE RENEWAL.

Members noted that the insurance policy renewal was due on the 16th August 2025 and that the Council approved a 3-year term which ends in August 2027. Members noted the insurance document and that minor amendments had been submitted and awaiting confirmation and **RESOLVED** to approve the renewal policy with Zurich Municipal at a cost of £2,248.04 for 2025/26 and delegated the power to the Town Clerk to approve additional costs if required within the approved budget allocation.

iii) TO VERIFY THE COUNCIL FINANCES AS OF 30TH JUNE 2025

Members **NOTED** the Council Finances as of 30th June 2025 inclusive of the bank reconciliation, statements and payments issued from 1st April 2025 to 30th June 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.

iv) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.

28th July 2025 NO 1 ACCOUNT

Company	Reference	Amount	Description
Aspect Maintenance Ltd	BACS855	£13,126.17	May & June Maintenance – BACS850 VAT to pay
DP Media	BACS856	£796.40	Garden Trail Booklets / Indoor Banner Stand / CITC Notice Board / Algae Signs
Hook & Partners	BACS857	£4,116.60	Lease / Land Registry Fees
NALC	BACS858	£84.00	EDC/LG Beyond the Precept Course
Local Government East	BACS859	£5,209.82	Public Consultation – Phase 1
Amazon	BACS860	£28.38	Paper Cups / Biscuits – AFD
Top of the Mops	BACS861	£54.00	Office Cleaning – 23/6, 08/7 & 21/7
Mulberry Local Authority	BACS862	£156.00	Chairman Training – Cllr Brooke & Cllr Sayes
Kath4ID	BACS863	£12.90	ID Cards – Cllr Acott & Cllr Langley
Clear Insurance Management	BACS864	£410.25	Cyber Insurance 07/25-07/26
SLP Event Hire	BACS865	£420.00	Chair Hire x 200 – AFD
VIP Security Services	BACS866	£1557.60	Security - AFD
All Occasions Caterers	BACS867	£200.00	Refreshments - AFD

Gary Rogers Tree Surgery	BACS868	£350.00	Cutting back Willow Tree
CITC	Debit Card	£107.73	Petty Cash Top Up
TOTAL		£26,629.85	

The meeting closed at 8.00pm

CHAIRMAN

17th November 2025

DRAFT

Subject: Budget 2026/27

Speaker: Cllr A. Acott - Chairman

Reason for Report

Review expected expenditure for the year ending 31st March 2026 and consider and agree the budget proposal for 2026/27.

Proposed Budget 2026/27

Policy and Finance

Income:

- Precept – Tax base figures are not yet available – estimated precept of Band D Tax of £29.70 will provide a precept of £357,440. This proposal is to increase the annual precept by £4.95 from £24.75 to allow for and provide a contingency for the funds needed for Canvey Lake.
- CIL Money Received – the provision of CIL funds to the Town Council began in May 2023 - £3,057 received. This is earmarked for projects not yet approved.

Proposed Income:

£357,440

Expenditure

- Staff Administration – increased to £38,057 – this has been estimated for a 4% increase in-line with the recent Local Government Pay scale increase.
- Staff training – to remain at £2,000 – to allow for CILCA for the Deputy Clerk.
- Staff expenses – to remain at £150.
- Rates – to reduce to £10,000 as the rates for the new premises is unknown but likely to be less than the High Street.
- Premises costs – to reduce to £11,000 – the new premises show reduced costs; however, a full year of normal costs are not known.
- Premises rent – to reduce to £12,000 as rent has reduced significantly but inflation is expected.
- Telephone/Broadband – to reduce to £1,000 – charges for VOIP have significantly decreased from normal telephone charges.
- Stationery and Postage – to remain at £1,500 to allow for the purchase of headed paper at a cost of approx. £300 and increases in postage costs.
- Photocopier – to remain at £2,700.
- Insurance – to remain at £3,500.
- Advert/Publicity/Newsletter – to remain at £750.
- IT Costs – to remain at £3,000 to allow for any unknown IT costs and potential new server.
- Office Equipment/Clothing – to reduce to £2,500.
- Payroll administration costs – to remain at £500.
- Internal Audit – to reduce to £500 – this is still to allow for possible increase in costs and travel of an internal auditor.
- External Audit – to remain at £900.
- Vehicle Tax/Insurance – to remain at £1,200 to allow for an increase in vehicle insurance and tax.
- Vehicle Expenses – to reduce to £1,000 – to allow for a contingency for replacement parts.

Grants

- Grants – to remain at £2,000.

Civic and Democratic

- General Expenses – to reduce to £500 for contingency funds.
- Election Expenses – to remain at £15,000 to allow for any by-election.
- Members Training – to remain at £500.
- Members Travel/Subsistence – to remain at £100.
- Town Mayors Allowance – to remain at £150.
- Subscriptions – to remain at £3,400.
- Room Hire – to increase to £1,000 – to allow for hall bookings for meetings in the Paddocks.
- Regalia – to remain at £250.

Proposed Policy and Finance Budget for 2026/27	£115,157.00
Reduction	£15,705.00

This reduction relates to the cost savings of moving to the Paddocks Community Centre as anticipated and unspent budgets.

Environment & Open Spaces

Expenditure:

- Staff Administration – increased to £38,057 – this has been estimated for a 4% increase in-line with the recent Local Government Pay scale increase.
- Seafront Gardens – to remain at £9,000 – the existing maintenance contract extended to Oct 2026 and still allows for a 15% increase and contingency for unexpected costs.
- Tidal Pool / Beach – to remain at £7,000 – this covers the existing maintenance contract and still allows a small contingency for unexpected costs.
- Tidal Pool Joints – to reduce to £1,000 – this allows for the replacement of 8 new joints.
- Wildflower Meadow – to remain at £2,500 – the contract for the 40 trees reduced in Nov 2024 and Wildflower meadow contract ends in March 2026 so this allows for an increase in costs and a small contingency for unexpected costs including potential vandalism.
- Blue Plaque Scheme – to increase to £1,000 – this allows for the cost of two plaques with delivery with expected inflation of costs.
- Band Stand – to remain at £5,000 – the existing maintenance contract extended to Oct 2026, so this still allows for a 15% increase and a small contingency for unexpected costs.
- Covid-19 Memorial Garden – to remain at £2,500 as allows for contingency for unexpected costs.
- Hanging Baskets / Planter Maintenance – to remain at £9,000.
- Street Furniture – to remain at £3,000 – this will allow for the potential of new furniture.
- CI Wildlife & Conservation Group – remain at £500 for the annual donation to the group for assistance with the maintenance of the Don Downes Nature Reserve.

Proposed Open Spaces Budget for 2026/27	£77,557.00
Increase	£545.00

Allotments

Income:

- Allotment income - to increase to £5,270 – the cost of allotment plots is £42.50 for a half plot and £85 for a full plot rented on a yearly basis. (110 Half plots @ 42.50 and 7 Full plots @ 85.00)

Proposed Income: **£5,270.00**

Expenditure:

- Allotment costs – to remain at £4,270.
- Allotment land – to remain at £1,000.

Proposed Expenditure: **£5,270.00**

Proposed Allotment Budget for 2026/27 **£0.00**

Community Relations

Expenditure

- Staff Administration – increased to £38,057 – this has been estimated for a 4% increase in-line with the recent Local Government Pay scale increase.
- Christmas Event - to remain at £10,000.
- Festive Lighting – to remain at £11,000 – contract £9845. This also allows for contingency costs.
- General Events Programme – to remain at £3,000.
- Armed Forces – to remain at £3,000.
- Garden Trail – to remain at £500.
- Community Awards – to increase to £500 to allow for additional costs of hiring the Paddocks and new trophies/supplies.
- Community Engagement – to remain at £500.
- Events equipment – to remain at £2,500 – this will allow a budget for the purchase of items requiring replacement such as walkie talkies.

Proposed Community Relations Budget for 2026/27 **£69,057.00**
Increase **£1,345.00**

This increase is due to the additional costs included to incorporate an estimated 4% national pay increase and increased costs for the Community Awards costs.

Health & Wellbeing Plan

- Volunteer Expenses – to remain at £100 – this small budget is to allow for refunding any travel expenses incurred by our volunteers whilst assisting with projects from our Health & Wellbeing plan.
- Community Garden – to reduce to £250 – this small budget has been created as a contribution towards costs for the upkeep of the community garden.

Proposed Health & Wellbeing Budget for 2026/27 **£350.00**

Canvey Lake

Expenditure:

- Staff Administration – increased to £38,057 – this has been estimated for a 4% increase in-line with the recent Local Government Pay scale increase.
- Lake General Maintenance – to remain at £10,000 – potential for a new aerator/electric works and unknown costs of general maintenance.
- Lake Litter / Grass Maintenance – increased to £40,570 – Year 3 of existing contract.
- Play Area – to remain at £1,000.

Proposed Canvey Lake Budget for 2026/27 **£89,627.00**

Increase **£1,939.00**

This increase is due to the additional costs included to incorporate an estimated 4% national pay increase and increased costs for the new maintenance contract.

Earmarked Reserves

- Health & Wellbeing Plan – this will remain at £1,500 to allow for the possibility of potential projects from our Health & Wellbeing project being implemented.
- The Gunny Project – reduce to £1,000 for grass cutting as no longer maintaining play equipment.
- Canvey Lake – Signage / Information – removed and included in Lake Enhancement budget.
- Lake Enhancements – to increase to £79,000 - £20,000 carried over from 2025/26 for nature-based enhancements, additional £19,000 from reductions made in overall budget and £40,000 from reserves from the increase in precept. Further funding will still be required.
- Project Management/Consultation Costs – reduced to £25,000 – to cover the cost of project management for the lake enhancements.
- New Resource – this EMR has been created to allow for an additional member of staff to assist with financial administration and potential VAT registration.

Proposed Earmarked Reserves for 2026/27 **£130,500.00**

Increased **£54,500.00**

This increase is due to the additional funds made available for Canvey Lake and the potential of additional resource.

Information

The Tax base calculation from Castle Point Borough Council is estimated at 12035, which is last year's figure.

The budget overall has been decreased where possible, however the main increases in cost centre budgets is mainly due to general inflation increases, the significant increase in earmarked reserves for the Canvey Lake open space to allow for the potential works required and the estimated national pay deal yet to be agreed by central government for 2026/27,

The Council has a low-income expectation for 2026/27; and has had to consider a significant increase in its precept request to allow for the funding required following demands from residents to

reduce the silt levels in Canvey Lake. Although this is a significant increase it still does not allow for the full funding needed and further grant funding will need to be obtained to allow for the required works.

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

Recommendation

A recommendation has been made for the Policy and Finance Committee to propose an increase to the precept and set a budget of £488,518 for 2026/27. This will provide a precept of £357,440 which is an annual increase of £4.95 raising the Band D equivalent from £24.75 to £29.70 to provide a contingency for the funds needed for Canvey Lake.

The Policy & Finance Committee can recommend a lower increase in its precept whilst still allowing for the additional budget needed to cover costs for Canvey Lake, however, this will reduce the level of general reserves remaining in March 2027 increasing the risk of limited funds for running costs should unanticipated expenditure occur.

As a decision is unlikely to be made by the Borough Council until February 2026 in relation to the decision whether to accept the surrender of the Canvey Lake lease, it is recommended that the final budget is reviewed at the meeting on the 19th 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 members to 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.

ACCOUNTS - 31ST MARCH 2025 (2024/25)		Actual Expenditure 2025/26 up to 30.09.2025		DRAFT PROPOSED BUDGET 2026/27	
General Reserves		270446		152889	
	EMR	0	Anticipated up to 31.03.26	176196	Central Costs Grants
			Total Anticipated Spend	329085	Civic & Democratic Environment & Open Spaces
Current Assets		270446	Anticipated Funds left March 2026	239227	Allotments The Gunny Project
	Debtors	4725			Community Health & Wellbeing
	VAT Due	12,528	Anticipated - Total Bal 2026/27		Canvey Lake
Bank Accounts	Prepayments	1,072	Funds left March 2026	239227	EMR
	Current A/c	177388	Precept 2026/27 (this includes a £4.95 increase) and other income from grants		
			Allotment Rent	357440	Total Budget
	Business Bond	88623		5270	488518
	Petty Cash	200			
	Total	284,536	Anticipated Funds 2026/27	601937	Anticipated General Reserves
	Receipts in advance/deposits	4083			Mar 2026/27
	Creditors	10007			113419
	Total	270,446			
Bank - Year End			Band D tax rate	£29.07	This is approximately 5.2 months running costs @ £21639.98. Running costs only cover existing contracts and staff costs
	31ST MARCH 2025	270446	Tax Base	12035	
	Precept 2025/26	297866			
	TOTAL BALANCE FOR 2025/26 (Fund left Mar25 + Precept)	568312			

Canvey Island Town Council

Policy & Finance	2024/25		Brought Forward	2025/26			Notes for 2025/26 for expected exp.	2026/27	Notes
	Budget	Actual		Budget	Actual YTD 30/09/2025	Expected up to 31/3/26			
101 Central Costs									
1024 CIL Money Received	0	3057	3057	0	0	0		0	
1050 Grants Received	0	0	0	0	1238	0	Locality Grant Fund	0	
1176 Precept Received	288352	288352	0	297866	148933	148933			
1190 Interest Received	0	3623	0	0	0	3864	Business Bond 4.36%	0	£4.95 annual increase (£59,574)
1200 Misc Income	0	3712	0	0	1150	0	Electric refund £1003 & Rates £147	0	
Total Income	288352	298744	3057	297866	151321	152797		357440	
4000 Staff Administration	33812	32677	0	36912	18079	17984	36063 2997.33 x 6	38057	Increase estimated in line with LGPS award @ approx 4%
4008 Staff Training	1500	1150	0	2000	387	85	472 GDPR training	2000	Possible CILCA for Deputy Clerk.
4009 Staff Expenses	250	33	0	150	20	0	20	150	
4011 Rates	10000	10729	0	12400	0	0	0 No rates paid under new premises	10000	Estimated rates for Paddocks - unknown
							£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
4012 Premises Costs	12360	13981	0	13000	5251	3417	8668	11000	Lease £11500.
4013 Premises Rent - Office	21000	20617	0	18000	2875	8625	11500 £2875 x 3	12000	Mobile £346.32 - contract ends Feb 2026. VOIP £30 (£360). Allow for increase in mobile charges.
4020 Telephone/Broadband	3500	2165	0	3500	1924	382	2306	1000	Replacement of headed paper @ £300
4021 Stationery and Postage	1500	810	0	1500	284	300	584	1500	
4023 Photocopier	2700	2455	0	2700	1319	1074	2393	2700	Copier charges estimated £50pm x6= £300.00 / Lease x2 @387 = £774
4025 Insurance	3000	3016	0	3500	2658	0	2658	3500	Lease £1658, Estimated copier charges £600 Building insurance charges for Paddocks unknown.
4030 Advert/Publicity/newsletter	750	100	0	750	83	0	83	750	Canva Subscription £83.32
4040 IT Costs	2500	2446	0	3000	1975	832	2807	3000	Email Hosting £1094.4 / Microsoft £90 / RBS £613 / Website Hosting + SSL £200 / Bullguard Renewal £50 / Domain Renewal £90 / potential new server £600
4041 Office Equipment/Clothing	2500	457	0	6500	3887	2594	6481	2500	
4050 Payroll administration costs	500	276	0	500	161	138	299	500	Shredding x 20 £70, lanyards £58, Mini Projector £27/ New PCs £2499.10
4056 Internal Audit	600	430	0	600	430	0	430	500	£23x6
4057 External Audit	900	0	0	900	840	840	1680	900	Contract agreed to May 28 - inflation expected
4060 Vehicle Tax/Insurance	950	994	0	1200	1039	0	1039	1200	Over budget as 2023/24 late completion & 2024/25.
4061 Vehicle Expenses	1500	123	0	1500	122	100	222	1000	Tax £335 / MOT £50 / Insurance £654
4099 General Expenses	0	0	0	0	0	0	0	0	Estimated £100 for diesel
									Contingency for any replacement parts or issues

	Overhead Expenditure	99822	92459	0	108612	41334	36371	77705		92257	
105	Grants										
4500	Grants	2000	2000	0	2000	780	1000	1780	2 further grants anticipated	2000	
	Overhead Expenditure	2000	2000	0	2000	780	1000	1780		2000	
110	Civic and Democratic										
4099	General Expenses	600	25	0	600	50	225	275	Reaccreditation of Gold Status £200 / Poppy Wreath £25	500	Carried over
4100	Election Expenses	15000	0	0	15000	0	0	0	Potential By-election costs	15000	Carried over
4110	Members Training	500	0	0	500	130	100	230	Estimated training courses	500	
4115	Members Travel/Subistence	100	0	0	100	0	0	0		100	
4121	Town Mayor Expenses	150	0	0	150	60	0	60		150	
4130	Subscriptions	3300	3274	0	3400	3209	0	3209	EALC £717, NALC £2137 & SLCC £355	3400	EALC, NALC & SLCC - no longer paying for Echo as too expensive
4150	Room Hire	250	0	0	250	591	65	656	Over budget for booking of Dellaway Room for meetings. £65 - Consultation	1000	Increased for annual hall bookings and any additional unplanned meetings
4160	Regalia	250	0	0	250	0	0	0		250	
	Overhead Expenditure	20150	3299	0	20250	4040	390	4430		20900	
	Policy & Finance - Income	288352	298744	3057	297866	151321	152797	304118		357440	
	Expenditure	121972	97758	0	130862	46154	37761	83915		115157	
	Movement to/(from) Gen Reserve	166380	200986	3057	167004	105167	115036	220203		242283	
	Environment & Open Spaces										
201	Open Spaces			Brought Forward		Actual YTD 30/09/2025	Expected up to 31/3/26	Total		2026/27 BUDGET	
1017	Donation / Sponsorships	0	0	0	0	0	0	0		0	
1018	LTO support grant to CITC	0	0	0	0	0	0	0		0	
1050	Grants Received	0	3000	0	0	0	0	0	Gunny grass cutting	0	
	Total Income	0	3000	0	0	0	0	0		0	
4000	Staff Administration	33812	32677	0	36912	18079	17984	36063	2997.33 x 6	38057	Increase estimated in line with LGPS award @ approx 4%
4207	Sea Front Gdns	9500	6000	0	9000	2500	5000	7500	Contract 500 x 7 = £3500 - Bushes to replace fencing approx £1500.	9000	Annual maintenance contract - £6000 extended by 1 year due to end Oct 2026 - expected increase
4220	Tidal Pool/Beach	7000	6070	0	7000	2529	3541	6070	Contract 7x 505.83=£3541	7000	Current contract - £6070.
4231	Tidal Pool Joints	2000	0	0	2000	0	0	0		1000	Joint material already purchased - allow for at least 8 joints @ £40 and unexpected expenditure
4250	Wildflower Meadow	2500	1520	0	2500	0	1735	1735	KJ Gray £960 / CB Landscapes £300 / Tree Maint £120 / Replacement tree £355	2500	Wildflower contract £960 ends Mar 26. Tree and grass maintenance £420 - unexpected vandalism or tree replacement

[illegible]

	Movement to/(from) Gen Reserve	0	-624	0	0	0	0	0	0	0					0
	Environment & Open Spaces - Income Expenditure	3965	7116	0	5270	4423	425	4848						5270	
		7777	65154	0	83282	30874	38082	68956						83827	
	Movement to/(from) Gen Reserve	-73812	-58038	0	-78012	-26451	-37657	-64108						-78557	
		2024/25		Brought Forward	Budget	Actual YTD 30/09/2025	Expected up to 31/3/26	Total							2026/27
Community															
210 Community Projects															
1013 Donations		0	1254	0	0	0	0	0						0	
1014 Garden Trail Brochure Donation		0	285	0	0	856	0	856	Paid to Mayors charity					0	
1015 Donations / Sponsorship		0	0	0	0	0	0	0						0	
1016 Christmas Donations/Sponsorship		0	2970	0	0	515	1500	2015	£600 Santas Grotto, £900 Xmas Tree					0	
1050 Grants Received		0	3770	0	0	2161	0	2161	MOD Funding					0	
	Total income	0	8279	0	0	3532	1500	5032						0	Increase estimated in line with LGPS award @ approx 4%
4000 Staff Administration		33812	32677	0	36912	18079	17984	36063	2997.33 x 6					38057	
4208 Christmas Events		10000	9417	0	10000	151	8983	9134						10000	
									Contract £8795 - lamp column testing £250 - unmetered electric supply costs being investigated as very high - unknown						Contract £9845 - lamp column testing £250 - unmetered electric supply - up to £700 - unknown electrical issues.
4209 Festive Lighting		10000	10295	0	11000	0	9045	9045						11000	
4211 General Events Programme		500	393	0	3000	622	0	622						3000	Wildlife Picnic £1000, Health & Wellbeing event £1000, Summer events £1000
4215 Armed Forces Day		4000	2122	0	3000	2549	0	2549						3000	
4219 Garden Trail		500	1129	0	500	198	856	1054	£855.50 paid to recipient charity 2025 Awards £175 / Hall Hire £75 / Supplies					500	
4229 Community Award/ATM		500	392	0	300	0	260	260	£10.					500	Usage of Paddocks increase in costs
4235 Community Engagement Events		1000	40	0	500	0	0	0						500	Educational events
4237 Band Stand Events		1500	0	0	0	0	0	0						0	Removed as included with general events budget.
4239 Events equipment		2500	254	0	2500	0	1008	1008	Office Flags £400 / Projector Screen £100 / Promotional Items £499					2500	
	Overhead Expenditure	64312	56719	0	67712	21599	38135	59734						69057	
212 Health & Wellbeing Plan															
1021 Sponsorship / Donations		0	0	0	0	0	0	0						0	
	Total Income	0	0	0	0	0	0	0						0	
4245 Volunteer Expenses		100	0	0	100	0	0	0						100	
4246 Community Garden		500	39	0	250	0	40	40	Green waste bin					250	
	Overhead Expenditure	600	39	0	350	0	40	40						350	

[illegible]

[illegible]



REGULATORY REFORM (FIRE SAFETY) ORDER 2005
FIRE RISK ASSESSMENT REPORT
Type 1 – (non-destructive)

Canvey Island Town Council



Relevant information:

Client:	Laura Gould – Deputy Clerk of Canvey Town Council
Address:	Canvey Island Town Council The Paddocks Community Centre Long Road Canvey Island Essex SS8 0JA
Telephone No:	01268 683965
Date of Assessment:	MB Fire Risk - 12/09/2025
Date of previous Fire Risk Assessment:	24/03/2025 building FRA – City Fire Training.
Fire Risk Assessor:	C. Bainbridge - AMIFPO NEBOSH fire safety certificate.
Registered Assessor & Verifier:	M. Bainbridge - FIFPO, SFIIRSM, MIFSM, EngTech GFireE
Reason for commissioning Fire Risk Assessment:	Statutory compliance
Next Report Review Date: *	12 months
Responsible person (e.g. employer) or person having control of the premises:	Landlord – Castle Point Borough Council. Mike Todd – The Paddocks Community Centre General Manager. Tenant - Canvey Town Council - Laura Gould - Deputy Clerk.
Person/s providing information:	Laura Gould – Deputy Clerk of Canvey Town Council. Kirsty – Community & Events Officer of Canvey Town Council. Mike Todd – The Paddocks Community Centre General Manager.
Report Reference number:	FSQ 1257

**This assessment should be reviewed by the date indicated above, by a competent person, or at such earlier time when any physical or procedural changes are made in the premises, change in process, new fire hazards, increase in occupancy, if there is reason to suspect that it is no longer valid, or if a fire occurs.*



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10	FLOOR PLAN

Martin Bainbridge FIFPO, SFIIRSM, MIFSM, EngTech GiFireE
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<http://www.mbfirerisk.co.uk/>
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Section 1 - INTRODUCTION

1.1 Fire Risk Assessment Report Guidance

This document serves as a record of a fire risk assessment as required by the Statutory Instrument 2005 No. 1541, Regulatory Reform (Fire Safety) Order 2005.

The purpose of this report is to provide an assessment of the risk of life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

This fire risk assessment is not a DSEAR risk assessment -
<https://www.hse.gov.uk/fireandexplosion/dsear-background.htm>

1.2 Relevant Fire Safety Guidance and Legislation

- The following standards are referred to in this document (list not exhaustive).
- Regulatory Reform (Fire Safety) Order 2005 - known as the FSO or Fire Safety Order
- The Fire Safety (EMPLOYEES' CAPABILITIES) (ENGLAND) Regulations 2010
- Section 156 of the Building Safety Act 2022 - applies to all non-domestic premises as of 01/10/2023 - <https://www.gov.uk/government/publications/check-your-fire-safety-responsibilities-under-section-156-of-the-building-safety-act-2022/fire-safety-responsibilities-under-section-156-of-the-building-safety-act-2022>
- Health and Safety at Work etc. Act 1974
- British Standard BS5839 Part 1 and/or part 6 – Code of practice for Fire detection and fire alarm systems for buildings as appropriate, as amended.
- British Standard BS5266 - Code of practice for the emergency escape lighting of premises
- Electrical safety in the workplace - <http://www.hse.gov.uk/electricity/faq.htm>
- The Electrical Safety Council - Landlord's Guide to Electrical Safety
http://www.rla.org.uk/landlord/guides/responsibilities/electrical_inspections.shtml
- Maintaining Portable Electrical Appliances -
<http://www.hse.gov.uk/pubns/priced/hsg107.pdf>
- Electrical Safety First 'Use our 'socket calculator' -
<http://www.electricalsafetyfirst.org.uk/guides-and-advice/electrical-items/overloading-sockets/>
- The Gas Safety (Installation and Use) Regulations 1998
<http://www.legislation.gov.uk/uksi/1998/2451/made>
- The Smoke-free (Signs) Regulations 2012
<http://www.legislation.gov.uk/uksi/2012/1536/note/made> and
http://www.camquit.nhs.uk/uploads/POL018_Smokefree_guidance_3.pdf
- Dust explosions - <http://www.dustexplosion.info/>
- The Furniture and Furnishings (Fire) (Safety) Regulations 1988
<http://www.legislation.gov.uk/uksi/1988/1324/contents/made>
- Warrington Fire testing centre – Pink 120-minute rated Fire foam failed within 10-minutes
https://www.youtube.com/watch?v=i7wrloB_wo8
- Control of Asbestos Regulations 2012 - <https://www.hse.gov.uk/asbestos/regulations.htm>



Section 2 - GENERAL PREMISES INFORMATION

2.1 The Premises Particulars	
Type of Construction	<p>'The Paddocks' is constructed of solid block and brick external walls with render finish, likely Bitumen lined flat roof.</p> <p>Metal final exit doors and timber window frames, internal suspended ceiling tiles with metal grids. A blend of internal plasterboard and stud partition walls. Mobility ramps is provided at the second foyer entrance/exit.</p>
Approximate Age of building	<p>'The Paddocks' opened on the 27/10/1973.</p> <p>Recent refurbishment including a room alterations to fire alarm zone 4.</p>
Approximate floor area (footprint)	The building – 58x37= 2,146 M Sq.
Number of Floors	Ground floor only.
Number of Stairwells	Zero staircases.
Use of Premises	Council offices leased within the Community Centre.
Brief Details of Property	<p>The Paddocks Community Centre is a shared building and some rooms are hired out by agreement and control of The Paddocks Community Centre General Manager.</p> <p>Canvey Island Town Council occupy 2/3 rooms being the main office no 1 with roller steel shutter to the second foyer entrance/exit with ablutions. Including an inner-room (office). Plus a meeting room used for meetings 'as and when' with clients.</p> <p>All Canvey Island Town Council rooms are within fire alarm zone 4 as is the communal corridor connected to the second foyer (primary exit) at one end and the main foyer at the other end offering alternate fire exits.</p>
Any existing fire engineered solutions?	None.
2.2 Fire evacuation strategy	
Stay-Put (Defend in Place), Delayed, Progressive Phased Evacuation (PHE) or simultaneous fire evacuation?	Paddocks Community Centre Fire Evacuation Plan requires Canvey Island Town Council to follow a simultaneous fire evacuation strategy with any PEEP's as was the strategy at previous offices.
2.3 The Occupants	
Max. Number of Employees Inc. full/part time	<p>4</p> <p>2 on the day of the assessment.</p>
Max. Number of Occupants	Canvey Island Town Council have approximately 15 occupants at any one time in the meeting room.
Associated times/hours of occupation	Monday – Friday 09:00 – 17:00
Vulnerable Groups including those with registered disabilities	<p>None noted or reported.</p> <p>The premises lends itself well to disabled persons and wheelchair users due to its level ground, purpose-built concrete ramps, wide internal corridors/fire escape routes, sounder based detection, and emergency lighting.</p>



2.4 Fire Loss History	
Fire Loss History Inc. any outstanding issues with fire enforcing authority e.g. alteration notices, enforcement notices, prohibition notices	None.
Other Relevant Information (e.g. Flood, Burglary, Planned Building Works etc.	None.
List any areas not assessed?	The whole building apart from areas rented out by Canvey Island Town Council.
2.5 Nearest fire station	
Nearest fire station:	Canvey Island Fire Station.
2.6 Relevant Fire Safety Legislation	
The following fire safety legislation applies to these premises:	Regulatory Reform (Fire Safety) Order 2005. Fire Safety Act 2021. Fire Safety (England) Regulations 2022. Building Safety Act 2022.
The above legislation is enforced by: Local fire and rescue authority.	Essex Fire & Rescue Service.
Other legislation that makes significant requirements for fire precautions in these premises [other than the Building Regulations 2010 (as amended)]:	
The other legislation referred to above is enforced by:	HSE (H&SAW Act suite of regulations) Canvey Island Local Authority.
HM or other fire safety risk assessment guidance used during this fire risk assessment:	Government guidance – Fire Risk Assessment: Office & Shops. <i>Other guidance:</i> Building Regulations 2010 as amended ADB V2 as amended.



Section 3 - FIRE HAZARD AUDIT

3.1 Electrical Sources of Ignition				
Description	Yes	No	N/A	Comment and hazards observed
Are Fixed Electrical Installations being Periodically Tested by a competent NICEIC or similar electrical engineer or independent qualified tester in accordance with BS 7671?		X		Next due 27/06/2025. See action 01 section 7
Do visible service cables appear to be suitably fixed so not to drop during the early stages of fire throughout dedicated, or other fire escape routes as required in British Standards most recently The 18th Edition. The 18th Edition IET Wiring Regulations (BS 7671:2018) published in July 2018. This fire inspection is non-invasive only. Integrity of cables and cable fixings should be properly inspected during regular periodic testing of fixed electrical installations by a competent electrical engineer as above.	X			
Has the duty holder determined the frequency of inspection and testing Portable Electrical Equipment to meet requirements of The Electricity at Work Regulations 1989? Preventative Maintenance Schedule (PPM) for Portable Electrical Equipment? Are they regularly tested as recommended by the HSE Examples-? Earthed (class 1) items Inc. Kettles/toasters every 1-2 years Extension leads every 1-5 years	X			The Deputy Clerk confirmed that PAT testing is booked in for the 30/09/2025.
Is there a suitable policy regarding the use of personal electrical appliances requiring staff to carrying out visual checks to spot early signs of damage or deterioration?	X			14/10/2025 email conformation - The Town Council's Policy for using personal items is that we are not to use them. Any items that are in the office are PAT Tested.
Is the use of extension leads kept to a minimum, not daisy chained into each other increasing load and fire risk?	X			
Evidence of electrical adaptor blocks in use? (If so, advise replacement with extension leads or wall socket outlets)		X		
Are air conditioning units and any extractor fans cleaned and maintained as per manufactures instructions?			X	
Solar panels or other solar power energy presenting hazards requiring controls and procedures?			X	
Suitable Lithium-ion (LiB) battery controls?	X			Advisory



				See a link to free awareness training below.
Lithium-ion (LiB) battery fire awareness: Lithium-ion battery online fire training for building owners, managers and staff can be booked using the link. Welcome to the Firechief Academy Education is key - https://firechiefglobal.com/firechief-academy/				
Have reasonable measures been taken to prevent fires of electrical origin?	X			
3.2 Smoking				
Description	Yes	No	N/A	Comment and hazards observed
Is smoking prohibited on the premises?	X			
If so, are suitable arrangements in place for those who wish to smoke?	X			Off of the premises.
Is there evidence of a breach of the smoking restrictions?		X		
At least one legible no-smoking sign must be displayed in smoke-free premises in accordance with the duty at section 6(1) of the Act. Are "No Smoking" signs appropriately displayed in accordance with The Smoke-free (Signs) Regulations 2012?	X			'No smoking or vaping on these premises' sign displayed in a prominent location.
Did this policy appear to be observed at the time of inspection?	X			
3.3 Arson				
Description	Yes	No	N/A	Comment and hazards observed
Does basic security against arson by outsiders appear reasonable?	X			Primary exit being the second foyer entrance/exit doors are secured by lock and key and were unlocked during the assessment. Canvey Island Town Council room doors are fitted with digit code door locks, single action to exit. Alternate main foyer entrance fire exit doors were manned at all times by The Paddocks staff at reception with the FACP. CCTV noted throughout the premises.
<i>Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, this should be obtained from a security specialist.</i>				
Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?		X		No evidence noted at close proximity to the building.
Is there a history of Arson attacks in area surrounding the building?		X		None noted or reported.



3.4 Portable heaters and heating installations				
Description	Yes	No	N/A	Comment
Is the use of portable heaters avoided as far as practicable?	X			
Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?	X			
Are heating appliances securely fixed?	X			Water filled radiators securely fixed to walls.
Are suitable measures taken to minimise the hazard of ignition of combustible materials?	X			
Are heating appliances suitably positioned to allow free flow of air?	X			
Are fixed heating installations subject to regular maintenance?		X		No annual Gas service certificate presented. See action 02 in section 7
3.5 Cooking				
Description	Yes	No	N/A	Comment
Are reasonable measures taken to prevent fires as a result of cooking?	X			Two refreshment points noted, one in the main office and one in the inner office, both considered low risk limited to microwave, kettle, and fridge freezer with detection, fire extinguishers, and a wall mounted fire blanket. Advisory Should refreshment points generate Unwanted Fire Signals, exchange smoke detectors for heat sensors. Or permit use of the small kitchen next door.
Are filters and ductwork cleaned regularly?			X	
Is suitable Portable Fire-fighting equipment provided?	X			A blend of foam, Co2, and water fire extinguishers along with a wall mounted fire blanket.
Are Gas Shut-Off Valves suitably identified and free from obstruction?	X			Electrical isolation switch located in the meter room as per floor plan drawing 'The Paddocks Community Centre – Know Hazards'. No gas in Canvey Island Town Council rooms. Advisory If Gas is in the building – Ensure staff are aware of the Gas shut-off location and highlight on the floorplan.



Are flammable materials stored appropriately i.e. away from ignition sources?	X			
3.6 Lightning				
Description	Yes	No	N/A	Comment and hazards observed
Is a Lightning Protection System installed?		X		
3.7 Housekeeping				
Description	Yes	No	N/A	Comment and hazards observed
Waste management	X			
Is the standard of housekeeping adequate?	X			
Are combustible materials separated from ignition sources and stored appropriately?	X			
Are accumulations of combustible waste avoided?	X			
Are Boiler Rooms and Electrical Intake Rooms kept free of storage?			X	Should be covered in the building FRA report.
Are hazardous materials stored appropriately?	X			
Are designated Escape Routes kept clear of obstruction and combustible materials?	X			
3.8 Hazards introduced by outside contractors and building works				
Description	Yes	No	N/A	Comment and hazards observed
Are Visitor/Contractors given instruction how to raise the fire alarm, respond to fire alarm and prevent fires?	X			Fire Action Notices displayed in prominent locations.
Are contractors logged in and logged out of premises to assist managing the roll call in an emergency?	X			The Deputy Clerk confirmed visitors are encouraged to log in/out of the visitors logbook supporting the simultaneous fire evacuation strategy.
Is there a permit to work system in place? When working on the fire alarm, emergency lighting doing hot works etc.	tbc			The Paddocks Community Centre General Manager is responsible for the day-to-day maintenance and fire safety of the building.
3.9 Dangerous Substances				
Description	Yes	No	N/A	Comment
Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	X			
<i>For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents. Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.</i>				
3.10 Oxygen				
Description	Yes	No	N/A	Comment
Evidence of oxygen stored in cylinders for medical use, resuscitation or industrial purposes?		X		None noted or reported.
Have staff operating oxygen apparatus been trained to use it in recent years?			X	



3.11 Other Significant Fire Hazards				
Description	Yes	No	N/A	Comment
Are there any works processes, other than those previously identified, that produce heat?	X			Electrical fly zapper and portable electrical fans noted on the day of the assessment. Advisory Ensure all are included in the annual PAT testing.
Has an asbestos survey been carried out and does this pose a threat to fire risk assessors or oncoming fire crews in a fire emergency?	?			Condemned area marked up on The Paddocks Community Hazards plan. Non highlighted in zone 4.



Section 4 - PREVENTATIVE AND PROTECTIVE MEASURES AUDIT

4.1 Means of Escape				
Description	Yes	No	N/A	Comment
Is the design and maintenance of the means of escape considered adequate?	X			<p>The design and layout of the ground floor space used by Canvey Island Town Council is simple and unobstructed with low-risk fire escape routes allowing staff and visitors to evacuate the building safely and efficiently during any fire emergency.</p> <p>All Canvey Island Town Council rooms are within fire alarm zone 4 as is the communal corridor connected to the second foyer (primary exit) at one end and the main foyer at the other end offering alternate fire exits.</p>
More specifically:				
Do staircase, corridor and exit capacities appear to be adequate for the number of occupants?	X			<p>Canvey Island Town Council present low numbers of occupancy considered to be under 60.</p> <p>Advisory The building fire risk assessment should have considered occupancy for the shared communal corridor with double door exit width at the narrowest point.</p>
<i>Based on current occupancy information provided. Detailed calculations (e.g. using floor space factors to predict maximum occupancy) are not carried out.</i>				
Are there reasonable distances of travel where there is escape in a single direction?			X	
Are there reasonable distances of travel where there are alternative means of escape?	X			Short travel distances.
Is there adequate provision of exits?	X			
Do fire exits open in the direction of escape, where necessary?	X			Final fire exit doors open in the direction of escape. The second foyer (primary exit) leads on to a purpose-built concrete ramp supporting the simultaneous fire evacuation strategy.
Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits?			X	
Are the arrangements provided for securing exits satisfactory?	X			Lock and key. Final exit doors were open on the day of the assessment and the Community Centre reception was manned at all times. Part of the opening-up process.



Is a suitable standard of protection designed for escape routes?	X			
Suitable fire precautions for all inner rooms?	X			One inner office noted with sounder based detection and PAT tested portable electrical appliances. The fire door was wedged open during the assessment, however staff confirmed that they manage this situation by shutting the fire door for fire alerts and at night or if the office is unattended. Considered reasonable for an inner door to the main office.
Escape routes unobstructed?	X			
Are there reasonable arrangements for means of escape for disabled people? <i>Ample space and amenities provided at ground floor level. Evacuation lift, safe refuge, Emergency Voice Communication Systems, and evacuation aids etc.</i>			X	No mobility challenged reported. The premises lends itself well to disabled persons and wheelchair users due to its level ground, purpose-built concrete ramps, wide internal corridors/fire escape routes, sounder based detection, and emergency lighting.
Are the escape routes available for use and suitably maintained?	X			
More specifically:				
Are fire-resisting doors maintained in sound condition and self-closing, where necessary?	X			Fire doors noted with combined cold smoke seals and intumescent strips, 3 steel hinges with 4 screws, fire resistant door furniture, top door closures, and Georgian wired vision panels.
Are there sufficient fire doors and do they operate as designed?	X			Newly installed automatic fire shutter linked to the fire alarm system with FACP situated in Canvey Island Town Council room 1 protecting the main foyer shared means of escape. Lack of an audio-visual warning device. See action 03 in section 7
Is the fire-resisting construction protecting escape routes in sound condition?	X			
Are all escape routes clear of obstructions?	X			
Other issues?	X			Rodent issues in roof space causing staff to wedge open fire doors and open windows to ventilate during hours of operation.



				The Deputy Clerk confirmed issues are being dealt with and fire doors are managed, closed shut when the fire alarm operates or the room is unoccupied and at night.
4.2 Measures to limit fire spread and development				
Description	Yes	No	N/A	Comment
Is it considered that there is:				
Is the compartmentation of a reasonable standard? * <i>*Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate</i>	X			Vertical fire batts noted over cross-corridor fire doors concealed by suspended ceilings. Also noted in plant room ceiling with ownership labels dating 16/08/2024 GBS Fire Protection Ltd.
Is fire stopping in a reasonable condition around services penetrating fire compartment walls and floors?	X			Kitchen fire door leading on to the communal means of escape corridor with smoke detection and suspended ceiling tiles. Fire door with seals & strips is degraded by an air transfer grill vent cut into the lower section permitting fire spread. See action 04 in section 7
<i>This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.</i>				
As far as can reasonably be ascertained, are fire dampers and trunking provided as necessary to protect critical means of escape against passage of fire, smoke, and products of combustion in the early stages of a fire?		X		None noted or reported.
<i>A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.</i>				
Ventilation provided may include natural or mechanical possibly with Automatic Opening Vents (AOV)	X			Openable quarter light windows to outside.
Is the Fire Risk Assessor in the absence of any definitive knowledge of the external wall construction recommending the Responsible Person engages a (FRAEW)?		No		Solid block and brick external walls with render finish, likely Bitumen lined flat roof
<p>Following The Grenfell Fire Tragedy our insurers removed cover for cladding as have other fire risk assessment insurance providers:</p> <p><i>Extract from our fire insurance:</i></p> <p><i>Clause 1254.0 Removal of cover: cladding assessment.</i></p> <p><i>We will not make any payment for any claim or part of a claim or loss directly or indirectly due to:</i></p> <p><i>a. any cladding assessment;</i></p> <p><i>b. combustibility, potential combustibility or fire performance of any type of panelling, cladding, façade or construction material; or c. any assessment undertaken in connection with any EWS1 form.</i></p> <p><i>Extract from our quotation:</i></p>				



k) Following the Grenfell fire tragedy Hiscox insurance introduced an exclusion to PI insurance not providing cover for cladding. You may need a Fire Risk Assessment External Wall (FRAEW) report as per PAS 9980-2022 Fire risk appraisal of external walls. Undertaken by a competent Fire Engineer.

Roof Tile Association information:

17/09/2024 - Roof Tile Association indicate both Clay and Concrete tiles manufactured to BS EN 1304 2013 and BS EN 490 2011+A1 2017 used on a conventional pitched roof with insulation, underlay, battens and tiles are deemed to satisfy the UK building regulations with respect to external fire performance and are designated Class AA in BS 476 – 3.

The European external fire performance classification applicable to roof coverings made of clay or concrete determines that they are incombustible and have a reaction to fire rating of BROOF (t4) in BS EN 1187.

<https://rooftileassociation.co.uk/testing-and-standards-for-concrete-and-clay-roof-tiles-in-the-uk/>

Are surface finishes of walls and ceilings in fire escape routes, corridor/staircases 'O' rated surface spread of flame?	X			Most likely water-based paint. Notices in fire escape routes are limited displayed on purpose-built notice boards.
Do furniture and furnishings comply with the Furniture and Furnishings 1988 Regulations?	X			
Are wax candles used?		X		Any naked flames should be replaced with battery-powered flickering candles being a safe option.

4.3 Emergency escape lighting

Description	Yes	No	N/A	Comment
Reasonable standard of emergency escape lighting system provided complying with BS 5266?	X			Internal emergency lighting noted.
Does emergency escape lighting extend to outside building helping people move away to safety in hours of darkness?	X			3 lighting units noted over the mobility ramp leading from the second foyer.
Has Part Night Lighting been introduced by the local authority affecting streetlight. If so, was street lighting considered 'borrowed lighting' for emergency lighting of premises in a fire?	X			Part night lighting devices noted on lampposts situated throughout the public car park to the front and sides of the premises.

Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

4.4 Fire safety signs and notices

Description	Yes	No	N/A	Comment
Is there a reasonable standard of fire safety signs and notices?	X			The Deputy Clerk agreed to display a copy of The Paddocks Community Centre Emergency Plan on the wall by the fire exit door. See section 5.1 below.

4.5 Means of giving warning in case of fire

Description	Yes	No	N/A	Comment
Is a reasonable fire detection and fire alarm system provided?	X			Addressable Fire Alarm Control Panel (FACP) located in the main entrance lobby linked to sounder-



				based detection and red Manual Call Points. Interfaced with an automatic roller steel fire shutter in Canvey Island Town Council room 1 protecting the second foyer communal means of escape.
<i>Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.</i>				
Is there remote transmission of alarm signals?	X			The building is linked to Southern Monitoring RMC – staff should still dial 999 stating the full address and postcode with confirmation of fire.
Is a zone plan displayed?	X			Fire alarm zone plan drawing, fire escape plan and FS information box fire safety folder/plans noted near the FACP. Zone plan indicates 10 colour-coded zones are allocated. Canvey Island Town Council space and means of escape are within zone 4.
Are Fire Alarm Call-points sited within an acceptable distance of travel? i.e. Maximum distance of 45m.	X			
Does the Fire Alarm system provide the same sound throughout the premises as required?	X			Sounder- based detection.
Is the Fire Alarm system compatible with Equality Act 2010 requirements if necessary?	X			
4.6 Manual fire extinguisher appliances				
Description	Yes	No	N/A	Comment
Is there reasonable provision of manual fire extinguishing appliances?	X			
What type(s) of appliances are provided?	X			A blend of foam, Co2, and water fire extinguishers along with a wall mounted fire blanket.
Are all fire extinguishing appliances readily accessible?	X			
4.7 Other relevant fire systems				
Description	Yes	No	N/A	Comment
Relevant to life safety and this risk assessment (as opposed to property protection).				
Type of fixed system?			X	Installing automatic fire suppression is encouraged by the fire sector to manage fire risks. It is like having your own firefighter to hand who can start to control the fire until the arrival of the Fire Brigade, supporting the Fire Evacuation plan, preventing extensive damage to the building, supporting business continuity.
Other relevant fixed systems and equipment? <i>Such as smoke control, localised fire</i>		X		



<i>suppression, wet or dry rising main, disabled emergency voice communication systems, or fusible links designed to shut down power supplies, firefighters, firefighting, or evacuation lifts.</i>				
Is there suitable provision of firefighters' switch(es) for high voltage luminous tube signs, etc.?		X		
Solar energy panels - Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?			X	
Easy access to gas and electrical power supply isolations valves/switches?	X			<p>Electrical isolation switch located in the meter room as per floor plan drawing 'The Paddocks Community Centre – Know Hazards'.</p> <p>Advisory If Gas is in the building – Ensure staff are aware of the Gas shut-off location and highlight on the floorplan.</p>
Nearest fire hydrant or other suitable water supply to fight fire?	X			<p>Fire hydrant located directly outside 'The Paddocks Community Centre' access road within Long Road within 50-metres.</p> <p>We noted a hydrant bypass on the pedestrian walkway near the speed camera sign and fire crews have access to electronic water supply maps for pre planning enroute.</p>
Is access for fire appliances suitable?	X			Front, both side, and rear of building.



Section 5 - FIRE SAFETY MANAGEMENT AUDIT

5.1 Procedures and arrangements				
Description	Yes	No	N/A	Comment
Safety assistance:				
The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:				Fire alarm – Fisk Group via Estates Team. Emergency lighting - Fisk Group via Estates Team. Fire doors - Fire dampers - Fire extinguishers – Bond Fire Protection. Fixed wire testing – PAT testing – Fire training – Craig Todd via MB Fire Risk. Fire risk assessment – MB Fire Risk.
Fire safety at the premises is managed by:				Landlord – Castle Point Borough Council. Mike Todd – The Paddocks Community Centre General Manager. Tenant - Canvey Town Council - Laura Gould - Deputy Clerk.
<i>This is not intended to represent a legal interpretation of responsibility but merely reflects the managerial arrangement in place at the time of this risk assessment.</i>				
Is there a suitable record of the fire safety arrangements?	X			
Are procedures in the event of fire appropriate and properly documented, where appropriate?	X			The Deputy Clerk agreed to display a copy of The Paddocks Community Centre Emergency Plan on the wall by the fire exit door. See action 05 in section 7
<i>Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.</i>				
More specifically:				
Are there adequate procedures for investigating fire alarm signals including false alarms?	X			The Paddocks Community Centre General Manager is responsible for the day-to-day maintenance and fire safety of the building.
Are there suitable arrangements for summoning the fire and rescue service?	X			The building is linked to Southern Monitoring RMC – staff should still dial 999 stating the full address and postcode with confirmation of fire.
Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters?	X			The Paddocks Community Centre General Manager is responsible for the day-to-day maintenance and fire safety of the building.
Are there suitable arrangements for ensuring that the premises have been evacuated?	X			Tenants are responsible for their own specific area ensuring their staff and visitors leave the premises



				safety via the nearest available fire exit. See action 05 in section 7
Is there a suitable fire assembly point(s)?	X			Grassed area at the front of The Paddocks – Sign is displayed at pathway leading up to the war memorial.
Are there adequate procedures for evacuation of any disabled people who are likely to be present? <i>I.e. Ample space and amenities provided at ground floor level.</i> <i>Evacuation lift, safe refuge, Emergency Voice Communication Systems, and evacuation aids etc.</i> <i>Personal Emergency Evacuation Plan (PEEP) or Person-Centred Fire Risk Assessment.</i>		X		None reported. Canvey Island Town Council offices lend themselves well to disabled persons and wheelchair users being on the ground floor, unobstructed fire escape routes, wide corridors, and purpose-built concrete ramps on fire exits.
Are there persons nominated to assist with evacuation, including evacuation of disabled people?	X			Trained Fire Wardens.
Are there persons nominated to use fire extinguishing appliances?	X			Trained Fire Wardens receive fire extinguisher familiarisation training. The priority should be to raise the fire alarm, leave the building closing fire doors behind you, assisting and supporting visitors to the nearest fire exit, and summon the assistance of the Fire Service.
If the premises are in multiple occupation, are there adequate arrangements for cooperation between 'Duty holders' to ensure coordination of their fire safety arrangements?	X			The Paddocks Community Centre Emergency Plan is shared with Tenants and Hirers. Fire Action Notices displayed in prominent locations.
Has a safe shelter been agreed in the event of a real out-of-control fire?		X		Dispersal to home working after assembly rollcall in the event of a serious fire preventing a return.
Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarization visits?)		X		No record of visits presented. Local Fire Managers task crews to familiarise with topography and water supplies. Advisory Invite local fire crews to visit and familiarise crews with site layout, access, water supplies etc.



Are Unwanted Fire Alarm Signals (UWFS) recorded in the fire alarm logbook and managed to prevent summoning the Fire Service unnecessarily?	X			The Paddocks Community Centre General Manager is responsible for the day-to-day maintenance and fire safety of the building.
5.2 Training and Drills				
Description	Yes	No	N/A	Comment
Are all staff given adequate fire safety instruction and training?	X			Staff received Fire Warden training on 11/06/2025 by Craig Todd of MB Fire Risk.
More specifically:				
Are new employees trained on induction?	X			
Are existing employees and any regular volunteers given periodic refresher training?	X			
Are they given additional training to cover any specific roles and responsibilities?	X			
<i>Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.</i>				
Are fire drills carried out at appropriate intervals? <i>At least annually.</i>	X			The last fire drill was carried out on the 12/06/2025 resulting in an evacuation time of a minute and a half. Fire drills are recorded in the fire safety folder for future FRA's and Fire Safety Audits.
When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided? <i>As a minimum this may be as simple as asking others including contractors, to read and understand a locally displayed Fire Action Notice.</i>	X			Fire Action Notices displayed in prominent locations.
5.3 Testing and Maintenance				
Description	Yes	No	N/A	Comment
Are the following arrangements in place and being suitably recorded in a fire logbook folder:				
Adequate general maintenance of premises?	X			
Degraded fire safety systems. Are suitable protocols in place for reporting and subsequent restoration of safety measures that have failed relevant standards?	X			Report any fire safety system or other systems degraded to The Paddocks Community Centre General Manager who resolves the issue.
Weekly Testing of the Fire Alarm System recording a differing Manual Call Point each week?	X			08/09/2025 - The Paddocks Community Centre General Manager.
Regular testing of emergency release devices securing fire exits doors undertaken with MCP's.			X	Non noted in Canvey Town Council demise.
Periodic Testing of the Fire Alarm System in accordance with BS 5839 Part 1?	X			08/10/2024 - Fisk Group via Estates Team.



Annual discharge Testing of the Emergency Lighting System in accordance with BS5266?		X		Possibly Fisk Group via Estates Team however, no evidence presented. See action 06 section 7
Monthly function testing of the Emergency Lighting System?	X			28/08/2025 - The Paddocks Community Centre General Manager.
Periodic Testing of automatic Opening Vent Systems (AOV), any control panel and Fireman's devices? <i>Smoke Clearance or Life Safety Smoke Ventilation Systems; serviced and maintained at least once a year.</i>			X	
Maintenance of fire and smoke dampers? Regular inspection & testing intervals not exceeding two years.			X	
Backup generator monthly test?			X	
Monthly inspection and annual Testing of the Portable Fire-fighting Equipment?	X			January 2025 - Bond Fire Protection.
Fire door checks should be carried out at least annually. <i>Newly occupied buildings may require more frequent checks in the first year of use.</i> <i>Doors where traffic is high are likely to be more susceptible to damage and should be checked more frequently than other doors in the building. E.g. once per week/month (depending on usage).</i>		X		No evidence presented. Advisory The Paddocks Community Centre General Manager should introduce regular annual fire door inspections. Open each fire door fully and let go ensuring door leaf closes shut to door stop unaided within a reasonable time frame suggest 08 - 10 seconds, longer if there are mobility challenged occupants no more than 35-seconds overcoming any catch. Aim for a 3mm gap around the top and leading edges between door and frame and no more than 8mm at the bottom. Any holes, damaged glazing or missing door furniture should be repaired, missing fire strips replaced etc.
Final exit doors to outside: Weekly check final exit doors open?	X			Final exit doors used on a daily basis.
Annual Testing of the Hose Reels?			X	
Six-Monthly Inspection and Annual pressure testing of the Wet/Dry Rising Mains BS 9990?			X	
Weekly visual inspection of the Sprinkler System indicators, water levels and correct position of stop valves?			X	
Periodic Testing of the Sprinkler System to BS EN 12845 and TB203:2015:1 Care and maintenance of automatic sprinkler systems?			X	



Periodic inspection of external escape staircases and gangways?			X	
Weekly and monthly testing, six monthly and annual testing of fire-fighting lifts?			X	
Is an annual or 11 monthly test of lightning protection system carried out in accordance with BS EN 62305?			X	
Testing and maintenance of evacuation equipment?			X	
Other relevant inspections or tests?		X		
5.4 Records				
Description	Yes	No	N/A	Comment
Is there a fire policy?		X		<p>The Paddocks Community Centre Emergency Plan noted.</p> <p>Advisory The Paddocks Community Centre General Manager should create a fire policy stating who is responsible for overall managing fire safety, co-ordinating the rollcall and fire response, testing and maintaining fire safety and energy systems. To be kept in the fire safety folder and shared with relevant persons as listed within the policy.</p>
Fire Safety Management Plan?		X		
Are there fire procedures?	X			<p>The Deputy Clerk agreed to display a copy of The Paddocks Community Centre Emergency Plan on the wall by the fire exit door.</p> <p>See action 05 in section 7</p>



Is there an Emergency Fire Escape plan (schematic drawing) highlighting fire escape routes and fire safety systems etc.?	X		<p>Zone plan indicates 10 colour-coded zones are allocated. Canvey Island Town Council space and means of escape are within zone 4.</p> <p>The Paddocks Community Centre Emergency Fire Escape plan displayed at the FACP differs from the known hazards plan that appears to be out of date following recent alterations to room allocation and or configuration.</p> <p>Advisory The Paddocks Community Centre General Manager should update both The Paddocks Community Centre known hazards plan and Emergency Fire Escape plan particularly in zone 4 to show cross-corridor fire doors, room fire exits, fire shutter, gas isolation and any plant rooms.</p>
Is there a Fire Logbook?	X		<p>Promptly presented on our arrival by kind reception teams working together very well.</p>



Section 6 - FIRE RISK LEVEL ESTIMATOR

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator:

Likelihood of fire ↓	Potential consequences of fire →		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is: -

Low ☒ Medium ☐ High ☐

In this context, a definition of the above terms is as follows:

Low: Usually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings)

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm ☐ Moderate Harm ☒ Extreme Harm ☐

In this context, a definition of the above terms is as follows: -

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is

Trivial ☐ Tolerable ☐ Moderate ☒ Substantial ☐ Intolerable ☐



Relevant comments:

Canvey Island Town Council recently moved into The Paddocks Community Centre and have a good working relationship with Mike Todd The Paddocks Community Centre General Manager. Canvey Island Town Council have received recent Fire Warden training in the Paddocks and are working with The General Manager towards full fire compliance.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks:

Risk Level	Action and Timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited costs.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Note:

- A. Although the purpose of section 6 is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only.**
- B. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan.**
- C. Due account should be taken of any advisories recorded in comments throughout the audit part of this report.**
- D. The fire risk assessment should be reviewed regularly by a competent person.**
- E. Competency is demonstrated by fire risk assessors who are members of professional fire institutions, maintaining a Fire Risk Assessor Register and included on the Register such as <https://ifpo.org.uk/fire-risk-assessor-register/>**
- F. Frequency of review is indicated on page 1, generally 12-monthly ***



Section 7 - ACTION PLAN - Canvey Island Town Council, The Paddocks Community Centre

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial ☐

Tolerable ☒

No	Section Ref	Action Item	Priority (high, med, low)	State action by Whom here	State date action taken here
1	3.1	<p>Are Fixed Electrical Installations being Periodically Tested by a competent NICEIC or similar electrical engineer or independent qualified tester in accordance with BS 7671?</p> <p><i>Next due 27/06/2025.</i></p> <p>The Paddocks Community Centre General Manager (Responsible Person) to engage a competent NICEIC approved electrical contractor to test and inspect the fixed wire system and provide a conditions report. Ensure all code 1 and code 2 defects are remedied.</p> <p>Keep the conditions report in the fire safety logbook folder for future FRA's and Fire Service Audits.</p>	Medium		
2	3.4	<p>Are fixed heating installations subject to regular maintenance?</p> <p><i>No annual Gas service certificate presented.</i></p> <p>The Paddocks Community Centre General Manager should engage a competent Gas safe engineer to service the Gas on an annual basis. Obtain the certificate of compliance to keep in the fire safety logbook folder for future FRA's and Fire Service Audits.</p>	Medium		

Timescale

High: Requires immediate action, every effort should be made to rectify the issues within 14 days

Medium: Requires action within 30 days preferably to resolve the issue within this period

Low: Requires action within 60 days



No	Section Ref	Action Item	Priority (high, med, low)	State action by Whom here	State date action taken here
3	4.1	<p>Are there sufficient fire doors and do they operate as designed?</p> <p><i>Newly installed automatic fire shutter linked to the fire alarm system with FACP situated in Canvey Island Town Council room 1 protecting the main foyer shared means of escape.</i></p> <p><i>Lack of an audio-visual warning device.</i></p> <p>Provide an audio-visual warning device on the foyer side or display a warning sign informing visitors to 'stand clear' when the fire alarm sounds as the roller shutter will descend.</p>	Low		
4	4.2	<p>Is fire stopping in a reasonable condition around services penetrating fire compartment walls and floors?</p> <p><i>Kitchen fire door leading on to the communal means of escape corridor with smoke detection and suspended ceiling tiles. Fire door with seals & strips is degraded by an air transfer grill vent cut into the lower section permitting fire spread.</i></p> <p>The Paddocks Community Centre General Manager should arrange for the installation of an intumescent honeycomb seal to air transfer grill in kitchen fire door to check fire spread when heated and sealed.</p>	Low		
5	5.1	<p>Are procedures in the event of fire appropriate and properly documented, where appropriate?</p> <p><i>The Deputy Clerk agreed to display a copy of The Paddocks Community Centre Emergency Plan on the wall by the fire exit door.</i></p> <p>Develop a suitable Canvey Town Council Emergency Fire & Evacuation Procedure, reflecting points 1-9 of The Paddocks Community Centre Emergency Plan ensuring both procedures blend, tested during future fire drills.</p> <p>Display a copy of Canvey Town Council Emergency Fire & Evacuation Procedure in the office and meeting room.</p>	Medium		



No	Section Ref	Action Item	Priority (high, med, low)	State action by Whom here	State date action taken here
6	5.3	<p>Annual discharge Testing of the Emergency Lighting System in accordance with BS5266?</p> <p><i>Possibly Fisk Group via Estates Team however, no evidence presented.</i></p> <p>The Paddocks Community Centre General Manager should engage a qualified Electrician to regularly undertake a full annual discharge of the internal and external emergency lighting system and obtain a certificate of compliance, to be kept in the fire safety logbook folder for future FRA's and Fire Service Audits.</p>	Medium		

Timescale

High: Requires immediate action, every effort should be made to rectify the issues within 14 days

Medium: Requires action within 30 days preferably to resolve the issue within this period

Low: Requires action within 60 days



Exempla Fire Policy

The establishment of a policy such as this will confirm your objectives to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005. If passing day to day management to a third party, such as a Managing Agent, defined responsibilities relating to fire safety should be recorded and acknowledged by signature. Coverage should include: -

Certification of electrical and gas installations.

Servicing of appliances and equipment.

Annual testing of appliances.

Periodic testing of Emergency Lighting, Automatic Fire Detection System, Fire Extinguishers, Blankets etc.

Periodic inspection of condition and functionality of Fire Doors, Compartmentation, Fire Stopping, Latches on Final Exit Doors.

Content and display of Fire Action Notices.

Fire safety awareness of tenants.

Cooking restricted to designated kitchen ONLY. (This has a direct impact on the class/ type of fire detection installed).

Safe use of electrical appliances, extension leads etc.

Waste management.

Management of contractors and other site visitors.


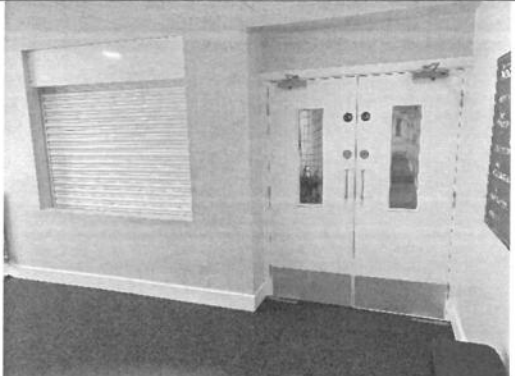




Fire Logbook

Clearly labelled as such with address of property. Storage of all fire safety related certification test records sheets, Fire Risk Assessment etc. Copies of tenancy awareness sheets etc.






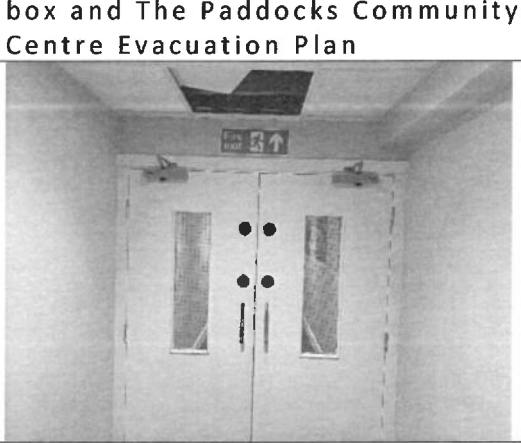
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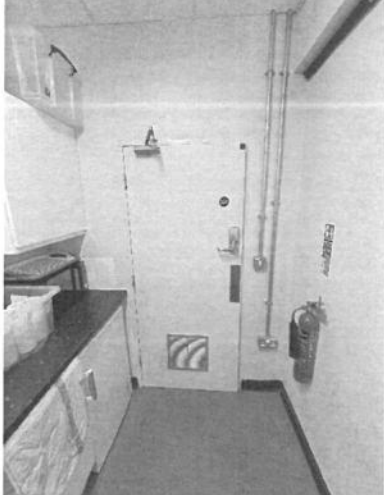

Section 8 – PHOTOGRAPHS

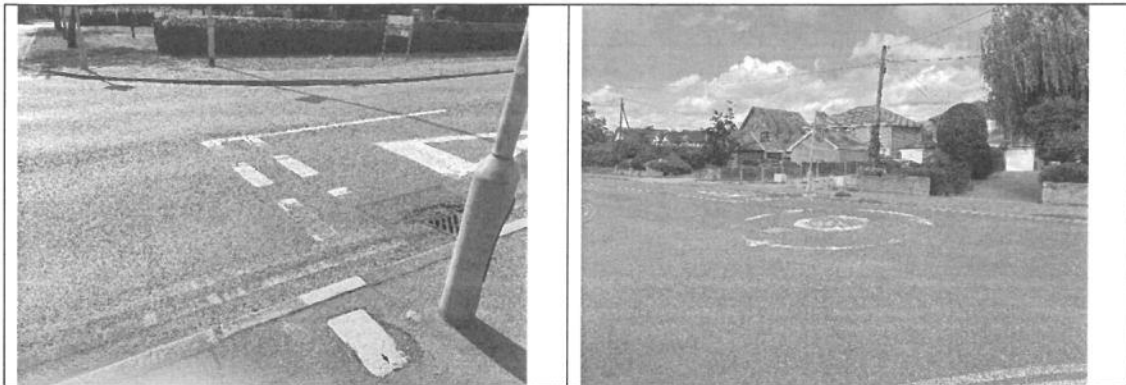
	
<p>1 – Second foyer entrance used by Canvey Island Town Council staff and clients</p>	<p>2 – Second foyer with new roller steel shutter lacking controls to prevent personal injury to potential clients</p>
	
<p>3 – Second foyer primary fire exit with red MCP and Fire Action Notice</p>	<p>4 – Staff entrance into main office</p>
	
<p>5 – Inner office</p>	<p>6 – Roller steel shutter checking fire spread protecting the foyer shared means of escape</p>



	
<p>7 – Completed FAN above extinguishers</p>	<p>8 – Communal corridor looking toward main foyer</p>
	
<p>9 – Canvey Town Council meeting room</p>	<p>10 – Fire point in main foyer with addressable FACP, FS information box and The Paddocks Community Centre Evacuation Plan</p>
	
<p>11 – Example of a fire stopping ownership label dated 2024</p>	<p>12 – Fire separation continues above cross-corridor fire doors</p>



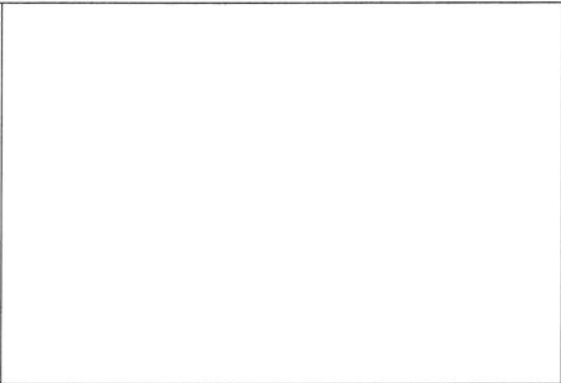
	
<p>13 – Meeting room has a primary and alternate fire exit</p>	<p>14 – Seating provided for about 20 persons</p>
	
<p>15 – Ensure all portable electrical items are PAT tested and visually inspected before use</p>	
	
<p>16 – Lack of intumescent honeycomb device within air transfer grill at lower part of door results in a degraded fire door permitting fire and heat travel into the shared means of escape corridor</p>	



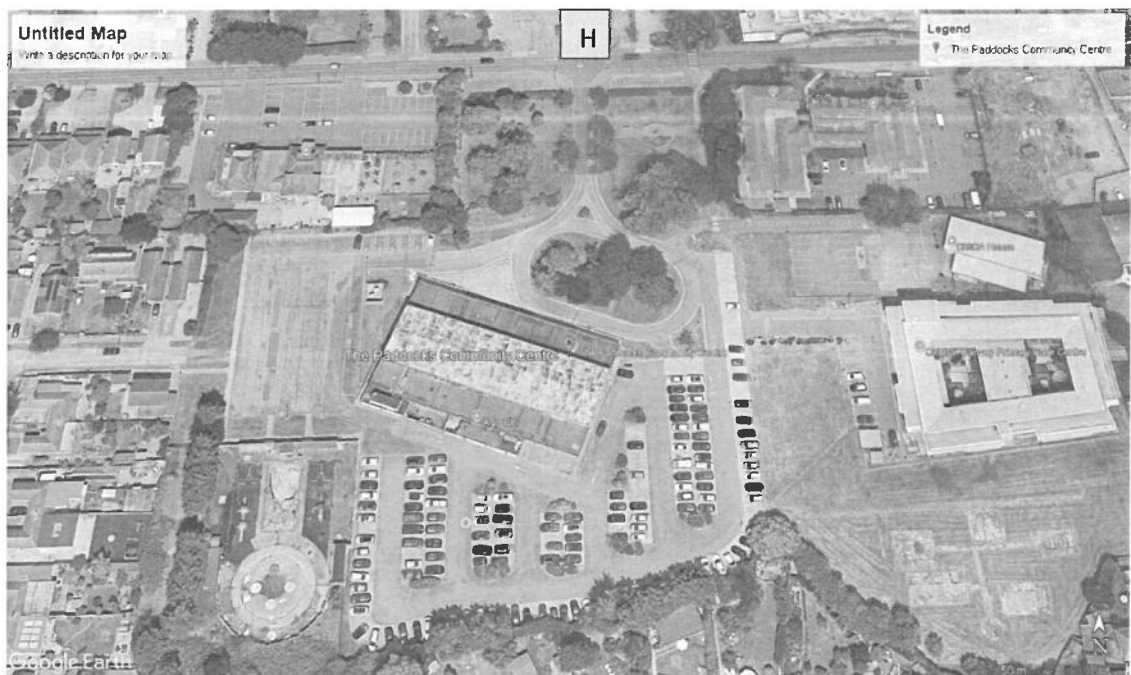
17 – Nearest fire hydrant within 50-metres



18 –marker plate on lamppost states Meter bypass to hydrant



19 – Intentionally blank



20 - Nearest fire hydrant within 50-metres



Section 9 – DOCUMENT CONTROL

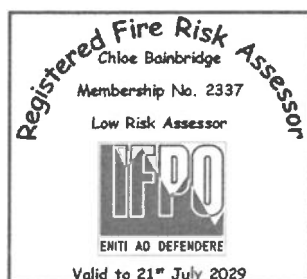
DOCUMENT CONTROL

Fire risk assessment reference number – FSQ 1257

Fire Risk Assessor: Chloe Bainbridge - Registered Fire Risk Assessor

Qualifications & professional memberships: AMIFPO. NEBOSH fire safety certificate.
Level 3 Award in Assessing Competence in the Work Environment (RQF)
Level 3 in Children's Care, Learning & Development.

Signed: *Chloe Bainbridge* **Date:** 17/09/2025



Verifying Fire Risk Assessor: Martin Bainbridge – Registered Fire Risk Assessor

Qualifications & professional memberships: FIFPO, SFIIRSM, MIFSM, Eng. Tech GFireE -

Signed: *M Bainbridge* **Date:** 09/10/2025



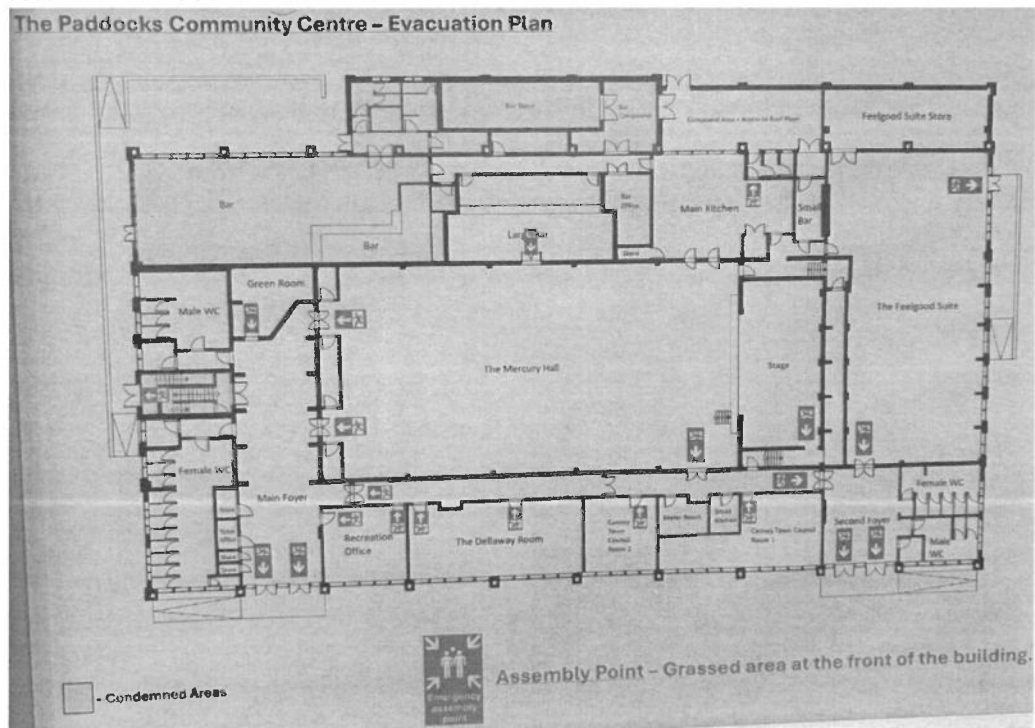
14/10/2025 email conformation and correction email, FRA report re-issued 28/10/2025.

Document version: MBAMGVCB

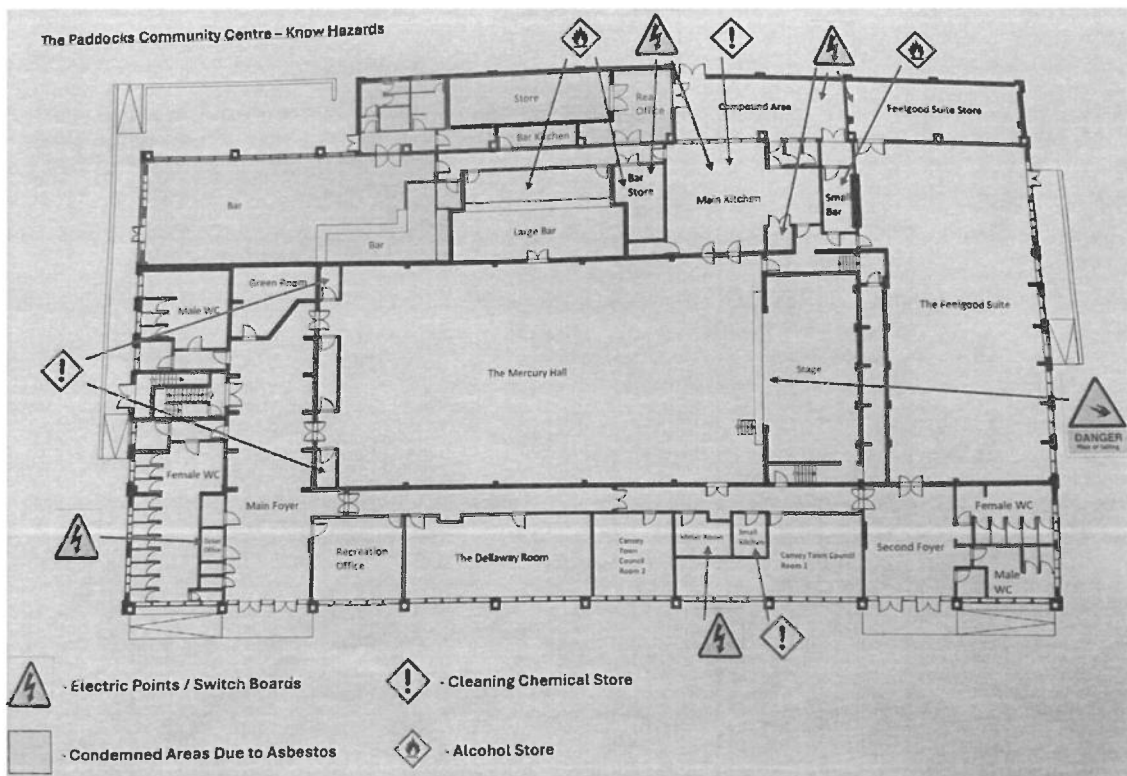


Section 10 – FLOOR PLAN

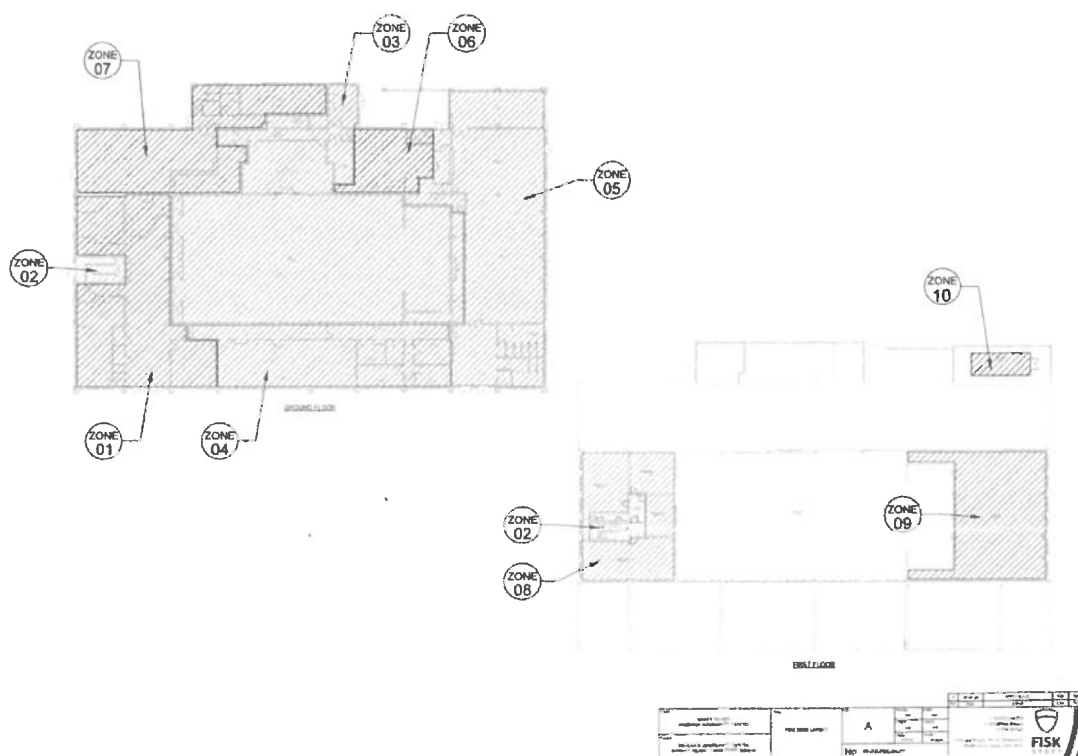
The Paddocks Community Centre – Evacuation Plan



Evacuation plan should show 2 exits from room 2 and a roller steel shutter in room 1



Hazards plan should show 2 exits from room 2 and the roller steel shutter in room 1



Fire alarm zone plan drawing displayed at the FACP may need updating

Canvey Island Town Council

Statement of Internal Control

1. SCOPE OF RESPONSIBILITY

Canvey Island Town Council is responsible for ensuring its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for and used economically, efficiently, and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which efficiently and effectively exercise the Council's functions, and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Internal controls are set out by the Town Clerk and the Responsible Financial Officer, but the Council must ensure that it has an understanding of those controls and that they are operated effectively.

3. PERSONNEL RESPONSIBLE FOR INTERNAL CONTROL.

The Council:

The Council appoints a Mayor and Chair of each committee for the smooth running of meetings and for ensuring that all Council decisions are lawful. The Chair/Mayor signs each page of the minutes at the meetings.

Decisions are made in accordance with the Standing Orders and the Financial Regulations approved by the Council.

The Town Clerk, Responsible Financial Officer and Deputy Clerk are authorised signatories, however, will not authorise the same payments unless in an emergency and authorised by the Mayor.

The Policy and Finance Committee meets regularly to review the financial position, receive financial reports, inspect the bank statements and compare them to the reconciliations. The Committee also reviews governance, financial regulations, standing orders, policies, and procedures, risk management annually or when required, co-ordinates budget requests from other Committees and makes recommendations to Full Council.

The Personnel Committee meets when required to consider staffing issues and salaries.

Two councillors authorise all payments/cheques at each meeting and the full list of payments is agreed before the authorisation of signatures is given. Internet banking payments are dual controlled and processed by the Town Clerk/Responsible Financial Officer with the final authorisation being made by a councillor before submission.

All banking arrangements and processing of income is made in accordance with the Financial Regulations approved by the Council.

The Council approves a budget for the following year at the December/Jan meeting which also approves the level of precept for the following financial year.

All Committees have terms of reference which are reviewed annually along with membership.

Town Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Town Clerk to the Council who acts as the Council's advisor and administrator. The Council has also appointed a Responsible Financial Officer and is responsible for administering the Council's finances. The Town Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Town Clerk also ensures that the Council's procedures, control systems and policies are maintained.

The Responsible Financial Officer submits all the requested information to the Internal and External Auditor by the required date and arranges for the public notices to be displayed.

The Responsible Financial Officer retains all relevant documents relating to finances (Annual Return, VAT Returns, PAYE/NIC information, public notices, Asset register, Risk Assessments, accounts and supporting information)

Internal Auditor

The Council appoints an Independent Internal Auditor who reports to the Council on the adequacy of it's:

- records
- procedures and systems
- internal control and risk management
- regulations and reviews

The effectiveness of the internal audit is reviewed annually, and the council agrees to the appointment of the Internal Auditor.

The scope of the work of the Internal Auditor is reviewed annually and the review and the appointment is minuted.

The Internal Auditor inspects the accounts at the year-end and completes the Annual Return confirming the completion of the audit.

The findings of the Internal Auditor are reported and considered at the Policy and Finance Committee meeting before being passed to the Council for approval and authorisation of any actions required.

4. Risk Assessment and Risk Management

The Council's insurance cover is reviewed annually with reference to the asset register and the known risks inherent in the property and services provided. The Council review its risk management assessment annually which is completed by the Responsible Financial Officer.

5. External Audit:

The Council's External Auditors, submit an External Auditor's Report, which is considered by the Council with any actions required.

6. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness is informed by the work of:

- The Town Clerk/Responsible Financial Officer is responsible for the development and maintenance of the internal control and managing risks;
- The independent Internal Auditor reviews the Council's system of internal control;

- The Council's external auditors, make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Mayor and the Internal Auditor.

DRAFT

Canvey Island Town Council

DOCUMENT RETENTION & DISPOSAL POLICY

1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.
 - Out of date distribution lists.
- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.
- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

3. Roles and Responsibilities for Document Retention and Disposal

- 3.1 The Town Council is responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 The Town Council will ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

- 4.1 The Town Council will have in place an adequate system for documenting the activities of its service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
- Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining should be placed in storage or at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:
- Is retention required to fulfil statutory or other regulatory requirements?
 - Is retention required to meet the operational needs of the service?
 - Is retention required to evidence events in the case of dispute?
 - Is retention required because the document or record is of historic interest or intrinsic value?
- 5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.
- 5.3 Documents can be disposed of by any of the following methods:
- Non-confidential records: place in waste paper bin for disposal.
 - Confidential records or records giving personal information: shred documents.
 - Deletion of computer records.

- Transmission of records to an external body such as the County Records Office.

5.4 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- the Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

6. **Data Protection Act 1998 – Obligation to Dispose of Certain Data**

6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained.

Section 1 of the Data Protection Act defines personal information as:

- a. Data that relates to a living individual who can be identified from the data, or from data and other information which is in the possession of, or is likely to come into the possession of the data controller.
- b. It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

- 7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.
- 7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.
- 7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
- *Local Council Administration*, Charles Arnold-Baker, 910^h edition, Chapter 11
 - Local Government Act 1972, sections 225 – 229, section 234
 - SLCC Advice Note 316 Retaining Important Documents
 - SLCC Clerks' Manual: Storing Books and Documents
 - *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. List of Documents

- 9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

List of Documents for Retention or Disposal

Appendix A:

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Legal Record of Council Decisions	Office	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage.
Agendas / Supporting Documents	5 years	Administration Purposes	Office/Offsite Storage	Bin (shred confidential waste)
Accident/incident reports/RIDDOR Reports	20 years	Potential claims	Office	Confidential waste – a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	7 years	Management	Office/Offsite Storage	Bin
Receipt and payment accounts	Indefinite	Archive	Office/Offsite Storage	N/A
Receipt books of all kinds	7 years	VAT	Office/Offsite Storage	Bin
Bank statements including deposit/savings accounts	7 years	Audit	Office/Offsite Storage	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Office	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Office	Confidential waste
Debit Card Authorisation	Last completed audit year	Audit	Office	Confidential waste
General Journals	Last completed audit year	Audit	Office	Confidential waste
Quotations and tenders	7 years	Limitation Act 1980 (as amended)	Office/Offsite Storage	Confidential waste – a list will be kept of those

Document	Minimum Retention Period	Reason	Location Retained	Disposal
				documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	7 years	VAT Act 1994	Office/Offsite Storage	Confidential waste
Paid cheques	7 years	Limitation Act 1980 (as amended)	Office/Offsite Storage	Confidential waste
VAT records	7 years generally but 20 years for VAT on rents	VAT Act 1994	Office/Offsite Storage	Confidential waste
Budgets	6 years	Management	Office	Bin (shred confidential waste) - a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Petty cash, postage and telephone books	7 years	Tax, VAT Act 1994, Limitation Act 1980 (as amended)	Office/Offsite Storage	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Office/Offsite Storage	Bin
Wages books/payroll	12 years	Superannuation	Office/Offsite Storage	Confidential waste
Insurance policies	Previous Year and while valid (but see next two items below)	Limitation Act 1980	Office	Bin
Insurance company names and policy numbers	Indefinite	Management	Office	N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753)	Office	Bin

Document	Minimum Retention Period	Reason	Location Retained	Disposal
	renewed	Management		
Investments	Indefinite	Audit, Management	Office/Offsite Storage	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Office	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Office/Offsite Storage	Confidential waste – a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Annual Accounts/Journals	Indefinite	Audit, Management	Office/Offsite Storage	N/A
Annual Return	Indefinite	Audit, Management	Office/Offsite Storage	N/A
External Audit Reports	7 years	Audit, Management	Office/Offsite Storage	Confidential waste – a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Asset Register	Indefinite	Audit, Management	Office/Offsite Storage	N/A
Declaration of Acceptance	Term of Office + 1 year	Audit, Management	Office	Confidential waste – a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Office	Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	Office/Offsite Storage	N/A
Magazines and journals	Council may wish to keep its own publications For others retain for as long as they are useful and relevant.	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British	Office/Offsite Storage	Bin if applicable

Document	Minimum Retention Period	Reason	Location Retained	Disposal
		Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.		
Record-keeping				
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names 	<p>The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.</p>	Management	Office	<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste - a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>
General correspondence	<p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply</p>	Management	Office	<p>Bin (shred confidential waste) - a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>

Document	Minimum Retention Period	Reason	Location Retained	Disposal
	with regulatory requirements or to protect legal and other rights and interests.			
Health & Safety Reports/Office Risk Assessments/Pat Testing/Fire & External Fire reports	6 years	Management	Office	Bin (shred confidential waste)
Complaints/Queries/Correspondence with residents	1 year or for as long as they are relevant	Management	Office	Shred - confidential waste – a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Correspondence relating to Training records	Term of employment	After an employment relationship has ended, a council may need to retain for former staff in respect of any related legal claims made against the council.	Town Clerks Office	Confidential waste - a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Disciplinary Records	Term of employment	After an employment relationship has ended, a council may need to retain for former staff in respect of any related legal claims made against the council.	Town Clerks Office	Confidential waste - a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Staff Employment Contracts/records	6 years after cessation	Limitation Act 1980	Town Clerks Office	Confidential waste - a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Pension Records	12 years	Pension Act	Town Clerks Office	Confidential waste - a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Job Application Forms	6 months (if successful for the term of employment)	Equality Act 2010 Defence Against Discrimination Claims	Office	Confidential waste - a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Event Monitoring	1 year or as relevant required for claims, insurance or legal purposes	Management	Office	Bin - a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Information Requests	2 Years	Management	Office	Bin
Documents from legal matters, negligence, and other torts	Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.			
Negligence	6 years		Office/Offsite Storage	Confidential waste - a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		Office/Offsite Storage	Confidential waste - a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		Office/Offsite Storage	Confidential waste – a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years		Office	Confidential waste.
Sums recoverable by statute	6 years		Office	Confidential waste.
Personal injury	3 years		Office	Confidential waste.
To recover land	12 years		Office/Offsite Storage	Confidential waste.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Rent	6 years		Office/Offsite Storage	Confidential waste.
Breach of trust	None			Confidential waste.
Trust deeds	Indefinite		Office	N/A
Parks/Open Spaces/Recreation Grounds				
Inspection Reports	6 years or as relevant required for claims or insurance	Management	Office/Electronic Files	Bin
Risk Assessments	6 years or as relevant required for claims or insurance	Management	Office/Electronic Files	Bin
Allotments				
Register and plans	Indefinite	Audit, Management	Office	N/A
Minutes	Indefinite	Audit, Management	Office	N/A
Legal papers	Indefinite	Audit, Management	Office	N/A
Tenancy Agreements	Term of Tenancy	Audit, Management	Office	Confidential waste
Management Agreement	Term of Agreement	Audit, Management	Office	Confidential waste
Planning Papers				
Applications	Only for the purpose of a meeting	Management/Consultee	Office	Confidential waste
Local Development Plans	Retained as long as in force	Reference	Office/Offsite Storage	Bin
Local Plans	Retained as long as in force	Reference	Office/Offsite Storage	Bin
Town/Neighbourhood Plans	Indefinite – final	Historical purposes	Office/Offsite Storage	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
	adopted plans			
CCTV				
Daily notes	Daily	Data protection	Office	Confidential waste
Radio rotas	1 week	Management	Office	Confidential waste
Work rotas	1 month	Management	Office	Confidential waste
Observation sheets	3 years	Data protection	Office	Confidential waste
Stats	3 years	Data protection	Office	Confidential waste
Signing in sheets	3 years	Management	Office	Confidential waste
Review requests	3 years	Data protection	Office	Confidential waste
Discs – master and working	For as long as required	Data protection	Office	Confidential waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management	Office	Confidential waste
Code of Practice	Destroy on renewal Review annually	Management	Office	Confidential waste
Photographs/digital prints	31 days	Data protection	Office	Confidential waste