

Canvey Island Town Council



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 OFFICE, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB** on **MONDAY 22ND APRIL 2024** commencing at **7.30PM** 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


Mrs E. De Can
Town Clerk

17th April 2024

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 be 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 12th February 2024.
5. To receive a verbal report from the Town Clerk of the ongoing projects and not on the agenda.
6. Policies – to note the annual review of all policies is underway. Note the amendments to the following policies:
 - i) Removable Media Policy (Appendix A)
 - ii) Publication Scheme (Appendix B)
 - iii) Flexible Working Request Procedure – regulation changes with effect from April 2024 (Appendix C)
7. Finance:
 - i) Grant Applications
 - a. To consider an application from the Royal British Legion (Appendix D)
 - b. To consider and application from the St Vincent De Paul Society (Appendix E)
 - ii) To note the cost of the Internal Audit of £430.00.
 - iii) To note the continuation of an annual contract for Feminine Hygiene Bins with Initial Rentokil at a cost of £76.80 per annum.
 - iv) To note the continuation of the vehicle insurance with James Hallam at a cost of £628.60 for 2024/25.
 - v) To verify the Council Finances up to 31st March 2024.
 - vi) To confirm accounts for payment as previously agreed.

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
POLICY AND FINANCE COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL
HELD IN THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND ON
MONDAY 12TH FEBRUARY 2024 AT 7.30PM**

PRESENT:

Councillors: Cllr A. Acott, Cllr. P May and Cllr S. Sach.

Also, present: Mrs E De Can – Town Clerk

P&F/019/23 - APOLOGIES FOR ABSENCE

Apologies were provided and accepted by Cllr J. Anderson and Cllr D. Anderson.

P&F/020/23 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/021/23 - 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/022/23 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 13TH NOVEMBER 2023.

The minutes of the committee meeting held on the 13th November 2023 were **CONFIRMED** as a true record and signed by the chairman.

P&F/023/23 – 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/024/23 – TO CONSIDER AND AGREE PURCHASING A NEW GAZEBO FRAME AT A COST OF £279.53.

Members considered the purchase of a new gazebo frame to replace the existing broken frame and that budget was made available for this purchase within the events equipment budget and **RECOMMENDED** that a new frame is purchased from The Gazebo Shop at a cost of £279.53.

P&F/025/23 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES IS UNDERWAY. NOTE THE AMENDMENTS TO THE FOLLOWING POLICIES:

i) COUNCIL AS A CORPORATE BODY.

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

P&F/026/23 – FINANCE

i) TO CONSIDER AND AGREE TO THE REINVESTMENT OF THE 1-YEAR FIXED BOND ACCOUNT WITH HAMPSHIRE TRUST BANK AT AN AER OF 4.25%.

Members considered the re-investment of the 1-year fixed bond and **RECOMMENDED** the reinvestment of £85,000 with Hampshire Trust Bank with an AER of 4.25%.

ii) TO CONSIDER AND AGREE THE APPOINTMENT OF HEELIS & LODGE AT A MAXIMUM COST OF £500.00 TO CONDUCT THE COUNCILS INTERNAL AUDIT.

Members considered the appointment of Heelis & Lodge to conduct the Internal Audit for 2024 and **RECOMMENDED** the appointment at a maximum cost of £500.00.

iii) TO NOTE THE NEW WATER SUPPLY CONTRACT WITH WATER PLUS WITH EFFECT FROM THE 12TH APRIL 2024.

Members noted the new water supply contract with Water Plus.

iv) TO NOTE THE NEW MOBILE PHONE CONTRACT AT A CHEAPER COST OF £13.50 PER SIM.

Members noted the new mobile phone contract with O2 at a reduced cost of £13.50 per sim per month.

v) TO NOTE THE RENEWED 3-YEAR CONTRACT WITH EDF ENERGY FOR NO 11 & 13 HIGH STREET.

Members noted the renewed 3-year contract with EDF for No 11 High Street and the confirmed fixed costs for No 13 High Street contract which comes to an end in April 2024.

vi) TO VERIFY THE COUNCIL FINANCES AS OF 31ST DECEMBER 2023

Members **NOTED** the Council Finances as of 31st December 2023 inclusive of the bank reconciliation, statements and payments issued from 1st October 2023 to 31st December 2023 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.

vii) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.

12th February 2024 NO 1 ACCOUNT

Company	Reference	Amount	Description
Office Needs	BACS640	£64.78	Stationery / Copier Paper
Top of the Mops	BACS641	£32.00	Office Cleaning 25/01
Aspect Maintenance Ltd	BACS642	£4,757.49	Open Spaces Maintenance – Jan
CB Landscapes	BACS643	£1,450.00	Covid Garden Maintenance
Stanley Marsh & Co Ltd	BACS644	£262.95	No 11 Building Insurance 2024/25
DVLA	DEBIT CARD	£320.00	Vehicle Tax
CITC	DEBIT CARD	£104.11	Petty Cash Top Up
TOTAL		£7,023.33	

The meeting closed at 8.10pm

CHAIRMAN

22nd April 2024

Canvey Island Town Council

REMOVABLE MEDIA POLICY

Purpose

- 1.1 This policy supports the controlled storage and transfer of information by Councillors and all employees, temporary staff and agents (contractors, consultants and others working on behalf of the Council) who have access to and use of computing equipment that is owned or leased by Canvey Island Town Council.
- 1.2 Information is used throughout the Council and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide services to the public.
- 1.3 It is therefore essential for the continued operation of the Council that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Council's needs.
- 1.4 The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:
 - a. Enabling the correct data to be made available where it is required.
 - b. Maintaining the integrity of the data
 - c. Preventing unintended consequences to the stability of the computer network
 - d. Building confidence and trust in data that is being shared between systems.
 - e. Maintaining high standards of care towards data and information about individual parishioners, staff or information that is exempt from disclosure.
 - f. Compliance with legislation, policies or good practice requirements

2 Principals

- 2.1 This policy sets out the principles that will be adopted by the Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.
- 2.2 Removable media includes but is not limited to:
USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes, **laptops, tablets, external hard drives** and any other device that transfers data between systems or stores electronic data separately from email or other applications.
- 2.4 Any person who intends to store Council data on removable media must abide by this Policy. This requirement devolves to Councillors, employees, and agents of the Council, who may be held personally liable for any breach of the requirements of this policy.
- 2.5 Failure to comply with this policy could result in disciplinary action.

3 Advice and Assistance

- 3.1 The Town Clerk will ensure that everyone that is authorised to access the Councils information systems is aware of their obligations arising from this policy.
- 3.2 A competent person should be consulted over any hardware or system issues. Advice and guidance on using software packages should be also sort from a competent person.

4 Responsibilities

- 4.1 The Town Clerk is responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Council business.
- 4.2 Users of removable media must have adequate Records Management / Information Security training so that relevant policies are implemented.

5 Incident Management

- 5.1 It is the duty of all employees and agents of the Council to not allow storage media to be compromised in any way whilst in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the Town Clerk.
- 5.2 It is the duty of all Councillors/Employees/agents of the council to report any actual or suspected breaches in information security to the Town Clerk.

6 Data Administration

- 6.1 Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.
- 6.2 Where removable media is used to transfer material between systems then copies of the data should also remain on the source system or computer, until the data is successfully transferred to another computer or system.
- 6.3 Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.
- 6.4 Transferring material to removable media is a snapshot of the data at the time it was saved to the media. Adequate labelling must be undertaken so as to easily identify the version of the data, as well as its content.
- 6.5 Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Council's retention and disposition schedule must be implemented by Councillors, employees, contractors, and agents for all removable media.

7 Security

- 7.1 All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size, there is a high risk of the removable media being mislaid lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.
- 7.2 Virus Infections must be prevented from damaging the Councils network and computers. Virus and malware checking software approved by the Council, must be operational on both the machine from which the data is taken and the machine on to which the data is to be loaded. The data must be scanned by the virus checking software before the media is loaded on to the receiving machine.
- 7.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned. However, work related data from external sources can be

transferred to the Council network using memory sticks that are from trusted sources and have been checked using current anti-virus software.

- 7.4 The Council will not provide support or administrator access for any non-council memory stick.

8 Use of removable media

- 8.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.
- 8.3 Council material belongs to the Council and any equipment on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.
- 8.4 All data transferred to removable media should be in accordance with an agreed process established by the Council so that material can be traced.
- 8.5 The person arranging the transfer of data must be authorised to make use of, or process that particular data.
- 8.6 Whilst in transit or storage the data must be given appropriate security according to the type of data and its sensitivity.
- 8.7 Encryption must be applied to the data file unless there is no risk to the Council, other organisations or individuals from the data being lost whilst in transit or storage. If encryption is not available, then password control must be applied if removable media must be used for the business purpose.

9 Faulty or Unneeded Storage Devices

- 9.1 Damaged or faulty media must not be used. The Town Clerk must be consulted over any damaged equipment, peripherals, or media.
- 9.2 All unneeded or faulty storage devices must be dealt with securely to remove the data before reallocating or disposing of the device.

10 Breach procedures

- 10.1 Users who do not adhere to this policy will be dealt with through the Councils disciplinary process.
- 10.2 Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.

11 Review and Revision

- 11.1 This policy will be reviewed annually by the Council and revised according to developments in legislation, guidance, accepted good practice and operational use.

12 Employees Guide in Brief

- 12.1 Data and information are valuable and must be protected.
- 12.2 Only transfer data onto removable media if you have the authority to do so.
- 12.4 All transfer arrangements carry a risk to the data.

- 12.5 Run the virus checking programme on the removable media each time it is connected to a computer.
- 12.6 Only use approved products for Council data.
- 12.7 Activate encryption on removable media wherever it is available and password protection if not available.
- 12.8 Data should be available for automatic back up and not solely saved to removable media.
- 12.9 Delete files from removable media, or destroy the media, after the material has been used for its purpose.

Information available from Canvey Island Town Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do. (Organisational information, structures, locations, and contacts) This will be current information only		
Who's who on the Council and its Committees	Website, newsletters, and notice boards Hard copy from Council office	FOC 10p per sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, newsletters, and notice boards Hard copy from Council office	FOC 10p per sheet
Location of main Council office and accessibility details	Website, newsletters, and notice boards	FOC
Staffing structure	Website Hard copy from Council office	FOC 10p per sheet
Class 2 – What we spend and how we spend it. (Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit) Current and previous financial year as a minimum		
Annual Return & Internal Auditor report	Website Hard copy from Council office	FOC 10p per sheet
Finalised budget	Website Hard copy from Council office	FOC 10p per sheet
Precept	Website Hard copy from Council office	FOC 10p per sheet
Borrowing-Approval-letter	N/a	
Financial Standing Orders and Regulations	Website Hard copy from Council office	FOC 10p per sheet

Grants given and received	Website Hard copy from Council office	FOC 10p per sheet
Expenditure over £500.00	Website Hard copy from Council office	FOC 10p per sheet
List of current contracts awarded and value of contract (inc contracts exceeding £5,000)	Hard copy from Council office	10p per sheet
Members' allowances and expenses	Hard copy from Council office	10p per sheet
Tenders/Procurement	Website Hard copy from Council office	FOC 10p per sheet
Class 3 – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections, and reviews)		
Parish Plan (current and previous year as a minimum)	N/a	
Annual Report to Town Meeting (current and previous year as a minimum)	Website Hard copy from Council office	FOC 10p per sheet
Quality Status	Hard copy from Council office	10p per sheet
Local charters drawn up in accordance with DCLG guidelines	N/a	
Class 4 – How we make decisions. (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings, and parish meetings)	Website, notice boards and newsletters. Hard copy from Council office	FOC 10p per sheet
Agendas of meetings (as above)	Website, notice boards, Council Office Window and Library Hard copy from Council Office	FOC FOC
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy from Council Office	FOC 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website – Published agenda Hard copy from Council Office	10p per sheet
Responses to consultation papers	Website - Minutes Hard copy from Council Office	FOC 10p per sheet

Responses to planning applications	Website (Minutes)	FOC
Bye laws	Website Hard copy from Council Office	FOC 10p per sheet
Officer decisions under delegated authority	Website - Minutes Hard copy from Council Office (Officer Reports)	FOC 10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities) - Current information only.		
Policies and procedures for the conduct of council business Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard Copy from Council Offices	FOC 10p per sheet
Policies and procedures for the provision of services and about the employment of staff Internal policies relating to the delivery of services. Equality and diversity policy Health and safety policy Recruitment/Training policies (including current vacancies) Policies and procedures for handling requests for information Complaint's procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy from Council Office	FOC 10p per sheet
Information security policy	Website Hard copy from Council Office	FOC 10p per sheet
Records management policies (records retention, destruction, and archive)	Hard copy from Council Office	10p per sheet
Data Protection/General Data Protection policies	Website Hard copy from Council Office	FOC 10p per sheet
Schedule of charges (for the publication of information)	Website Hard copy from Council Office	FOC 10p per sheet

<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	(some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website Where applicable, hard copy from Council Office	FOC 10p per sheet
Assets Register	Hard copy from Council office	FOC
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy from Council Office	10p per sheet
Register of members' interests	Website	FOC
Register of gifts and hospitality	Hard copy from Council office	10p per sheet
Register of land/leases	Hard copy from Council office	10p per sheet
<p>Class 7 – The services we offer. (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	(some information may only be available by inspection)	
Allotments	Website Hard copy from Council Office	FOC 10p per sheet
Parks, playing fields and recreational facilities	Website	FOC
Seating, litter bins, memorials, and lighting	Hard copy from Council Office	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	FOC
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy from Council Office	10p per sheet
Hard copy from Council office	Hard copy from Council office	FOC
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above.</p>		
Council Newsletter	Website	FOC
Annual Report	Hard copy from Council office	FOC
Website	Website	FOC

Town Guide	Hard copy from Council office	10p per sheet
Members Remuneration Scheme	Website	FOC
Grant Application Criteria	Hard copy from Council office	FOC
Annual Community Award Criteria	Hard copy from Council office	FOC
Heritage Plaque Scheme	Website	FOC
Business and Action Plan	Hard copy from Council office	FOC
Budget Forecast	Website	10p per sheet
Band Stand Hire Criteria/Application	Website	FOC
Community Special Scheme Application (REMOVE)	Hard copy from Council office	FOC
Health & Wellbeing Plan	Website	FOC
	Hard copy from Council office	10p per sheet

Contact details:

Town Clerk, Canvey Island Town Council, 11 High Street, Canvey Island, Essex SS8 7RB
 Telephone 01268 683965
 E-mail: clerk@canveyisland-tc.gov.uk
 Website: www.canveyisland-tc.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority

Canvey Island Town Council

Flexible Working Request Procedure

1. Introduction

Under the *Employment Right Act 1996*, eligible employees have the statutory right to request flexible working arrangements.

In order to make a request for flexible working, you must:

- a) Have worked for Canvey Island Town Council continuously for 26 weeks at the date the application for flexible working is requested.

Commented [CC1]: Change to 'Employees can request flexible working from day one of their employment'.

The Town Council will give consideration to any request for flexible working made in accordance with this procedure and will only reject a request for one of the following business reasons as set out in legislation:

- The burden of additional costs
- An inability to reorganize work amongst existing staff
- An inability to recruit additional staff
- A detrimental impact on quality
- A detrimental impact on performance
- Detrimental effect on ability to meet customer demand
- Insufficient work for the periods the employee proposes to work
- A planned structural change to your business

2. Meaning of Flexible Working

Flexible working can mean working shorter hours, flexi-time, job sharing, part time work or even a change of work location including working from home. Where the Town Council agrees to a request for flexible working, this will result in a permanent change to your terms and conditions of employment unless a short term agreement has been made.

3. Application Procedure

Employees

Before making a request for flexible working, you should consider the financial implications of your request such as a reduction in pay and recognise that if your request is accepted, any agreed variation to your terms and conditions of employment may be permanent and irreversible.

- a) Your application must be made in writing and include the following information:
 - i. A statement that this is a statutory request and if any when a previous application has been made.
 - ii. The date of the application, the proposed change of working conditions i.e. your desired work arrangements and the reason(s) for the request and the date it should become effective from.
 - iii. Specify how you meet the requirement for flexible working
 - iv. Explain any impact that the change will have on your employment and how any such effect may be dealt with.
 - v.
- b) To make a request, you should complete a Flexible Working Request Form.
- c) You must send your request in writing to the Town Clerk.

Commented [CC2]: Change to 'statutory flexible working'

Commented [CC3]: Change to 'Explain how the Council can deal with the effects of the change on existing work or the organisation'.

Commented [CC4]: Remove - no longer a requirement.

Commented [CC5]: Add a new section under 'v' - 'Explain any benefits of the change to your work or the Council'.

Commented [CC6R5]: Also add 'and the people you work with'.

- d) You may only make one application to work flexibly in a 12-month period.

Commented [CC7]: Change to 'two'.

Town Council

- a) Within 14 days of receiving an eligible request for flexible working, the Town Clerk will arrange a meeting with the employee to discuss the application and how it may be accommodated.
- b) Within 28 days of this discussion a meeting will be arranged with the Council to discuss the application. The Council may offer alternative options for consideration.
- c) Employees may be accompanied by a work colleague or employee representative at the meeting. The meeting will be postponed and rearranged in circumstances where the employee or supporting work colleague is unable to attend for good reason.
- d) The Council will inform the employee of its decision within 14 days of the meeting.
- e) If an application is accepted, the employee will be notified in writing detailing any contractual changes that will be made and the effective date.
- f) If an application is rejected, the employee will be notified in writing with a statement of the grounds for rejection and details of the appeal procedure.

Commented [CC8]: Add 'the Council will consult with the employee and a notification will be provided in writing'.

4. Appeal Procedure

There is no legal right to appeal a decision made by the Council. A decision must be made within 3 months of receiving a flexible working request, therefore, should an employee appeal a rejected decision the Council will request an extension to consider this request.

Commented [CC9]: Change to 'statutory'.

Commented [CC10]: Change to '2 months'.

- a) An appeal must be made in writing within 5 days of receipt of a rejection letter in response to a request for flexible working arrangements and sent to the Town Clerk.
- b) The Council will arrange a meeting to hear the appeal within 28 days.
- c) Employees may be accompanied by a work colleague or employee representative at the appeal hearing.
- d)
- e) The Council will inform the employee of its decision in writing within 5 days of the appeal hearing.

Commented [CC11]: Add under 'd' 'if any employee does not attend a meeting or appeal without good reason the request will be considered as withdrawn'.

5. Further Information

For further information on flexible working requests contact the Town Clerk.

Note: This policy has been based on advice from the Society of Local Council Clerks and ACAS and their understanding of the law and practice at the present time

FLEXIBLE WORKING REQUEST FORM			
1. Complete this form as applicable and return it to the Town Clerk. 2. You will be asked to attend a meeting with the Town Clerk within 14 days of receipt of your application. 3. A meeting will be arranged with the Council within 28 days of this initial discussion. 4. You may be accompanied by a work colleague or employee representative at the meeting. The meeting will be postponed and rearranged where you or your companion is unable to attend for good reason.			
Name			
Job Description			
Part A – Declaration			
I make this application to change my current work arrangements and I confirm that I meet all of the eligibility criteria below:			Tick / complete as appropriate
1	I have been continuously employed by Canvey Island Town Council for 26 weeks at the time of application.		
2	I have not made a request to work flexibly during the past 12 months		
3	If any, date of previous requests for flexible working		
Part B – Flexible Working Change Request			
My current working arrangements are e.g. 0900 to 1730 Monday to Friday with a one hour break (37.5 hours per week)			
I would request a change in my current working arrangements to (provide details)			
I would like this change to take effect from (insert effective date)		Town Clerk	

Commented [CC12]: Change to 'I am making this Statutory Flexible Working request under the Employment Right Act 1996'.

Commented [CC13]: Remove

Commented [CC14]: Remove

<p>I believe that the proposed change to my working arrangements will affect my colleagues and CITC as follows. (Provide details in the space provided and / or attach separate piece of paper).</p>			
<p>I believe the effect on my colleagues and CITC can be managed as follows. (Provide details in the space provided and / or attach separate piece of paper).</p>			
<p>I would request the following person to accompany me in a meeting to discuss my request and that he/ she has agreed to attend.</p>	<p>Provide Companion's Name</p>		
<p>Signature</p>		<p>Date</p>	
<p>For Council Use</p>			
<p>Date application received</p>		<p>Town Mayor notified</p>	
<p>Meeting date</p>		<p>Outcome</p>	<p>Accepted / Refused</p>
<p>Where accepted – provide outline changes to terms and conditions</p>			
<p>Where refused – provide explanation or reasons</p>			

Town Clerk		Date	
Confirmation letter sent	Yes/No	Date	
Contract amended/issued	Yes/No	Date	
Payroll advised	Yes/No	Date	
Notes:			



APPLICATION FOR A GRANT

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

The maximum granted to any organisation will be £500.

CHARITY NO

1. Name of organisation ROYAL BRITISH LEGION - 219279

2. What is the grant required for?

Please give a brief outline of your project P.A SYSTEM FOR USE ON

REMEMBRANCE DAY (SEE ATTACHED PRO-FORMA)

3. Please provide the following information:

Total cost of the project

£495.39

Funds currently available for the project

/

(List all grants already agreed from other sources)

/

Proposed sources of other funds for the project

Amount of grant requested (maximum of £500)

Have you received any previous grants from Canvey Island Town Council?

Yes (no)

If yes, please indicate when and the amounts



22 MAR 2024

Appendix E

APPLICATION FOR A GRANT

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

The maximum granted to any organisation will be £500.

1. **Name of organisation** St VINCENT DE PAUL SOCIETY (SVP)

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

Please give a brief outline of your project... THE GRANT IS REQUIRED FOR

FUEL FOR OUR THREE VANS, COLLECTING 2000 TONS OF FOOD

IN JANUARY AND FEBRUARY DELIVERING TO 3 CHURCHES, 6 SCHOOLS,

AND 4 SHELTERED ACCOMMODATION 630 FOOD PACKS TO THE HOMEBOUND

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

Total cost of the project

£32K

Funds currently available for the project

£15K

(List all grants already agreed from other sources)

0

Proposed sources of other funds for the project

ESSEX COUNTY COUNCIL

Amount of grant requested (maximum of £500)

£500

Have you received any previous grants from Canvey Island Town Council? Yes/ No

If yes, please indicate when and the amounts

No