

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 MEETING ROOM** at the **PADDOCKS COMMUNITY CENTRE, LONG ROAD, CANVEY ISLAND, SS8 0JA** on **MONDAY 27TH JULY 2026** commencing at **7.00PM** for the transaction of business as set out below.

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

Yours faithfully

Elaine De Can

Town Clerk

21st July 2026

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

A G E N D A

- 1 Apologies for absence
- 2 To receive declarations of interest in items on the agenda.
- 3 To appoint a Vice Chairman to the committee for 2026/27.
- 4 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.
- 5 To confirm and sign as a true record the minutes of the committee meeting held on the 27th April 2026.
- 6 To receive a verbal report from the Town Clerk of the ongoing projects and not on the agenda.
7. Policies – to note the annual review of all policies and to consider and agree amendments to the:
 - I. Community Engagement Strategy (Appendix A)
 - II. Driving to Work Policy (Appendix B)
 - III. Staff Recruitment Policy (Appendix C)
 - IV. Tree Policy (Appendix D)
 - V. Members Remuneration Policy (Appendix E)
 - VI. Expenses Policy (Appendix F)
 - VII. Heritage Plaque Policy (Appendix G)
8. To note the Training Courses booked / attended since the last meeting:
 - I. Stand Up to Harassment – Free online (Town Clerk, Community Officer, Deputy Clerk & Cllr S Sach)
 - II. Data Protection Conference - Free online with the ICO (Town Clerk)



- III. Navigating the Planning System at a cost of £108.00 each (Community Officer and Cllr B Botham)
- IV. Introduction to the Planning System online at a cost of £50.00 each (Cllr S. Sach and Cllr S. Brooke)
- V. Appraisals, Performance Management, and motivation of staff for Clerks at a cost of £50.00 (Town Clerk)
- VI. Appraisals, Performance Management, and motivation of your Clerk for Councillor's at a cost of £50.00 (Cllr S. Sach)
- VII. Interviewing and how to get the right person at a cost of £50.00 each (Town Clerk and Cllr B. Botham)

9. Finance:

- i) To note the renewal of the Councils Cyber Insurance policy at an annual cost of £282.12 with Coalition.
- ii) To note the Councils annual Insurance renewal at a cost of £2,084.32 with Zurich Municipal.
- iii) To verify the Council Finances up to 30th June 2026.
- iv) 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 27TH APRIL 2026 AT 7.00PM**

PRESENT:

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

Also, present: Mrs L Gould – Deputy Clerk

P&F/028/25 - APOLOGIES FOR ABSENCE

All members were present.

P&F/029/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/030/25 - 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/031/25 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 9TH FEBRUARY 2026.

The minutes of the committee meeting held on the 9th February 2026 were **CONFIRMED** as a true record and signed by the chair.

P&F/032/25 – TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the Clerks report and an update on the mobile phones.

P&F/033/25 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES AND TO CONSIDER AND AGREE AMENDMENTS TO THE:

i) MEDIA/PUBLICITY POLICY.

Members approved and **RECOMMENDED** that the amendments are adopted by the Council

ii) CCTV POLICY.

Members approved and **RECOMMENDED** that the amendments are adopted by the Council.

iii) PUBLICATION SCHEME.

Members approved and **RECOMMENDED** that the amendments are adopted by the Council.

iv) FLEXIBLE WORKING POLICY.

Members approved and **RECOMMENDED** that the amendments are adopted by the Council.

P&F/034/25 - TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST MEETING.

Members noted the courses booked or attended, which are Biodiversity Crisis webinar at a cost of £60.00 each for the Town Clerk, Deputy Clerk and Community Officer, Employment Law update at a cost of £60.00 for the Town Clerk and Permitted Development Rights at a cost of £72.00 for the Community Officer.

P&F/035/25 – FINANCE

i) GRANT APPLICATIONS

a) TO CONSIDER AN APPLICATION FROM CASTLE POINT DISTRICT PHOENIX CLUB

Members considered the grant application from Castle Point District Phoenix Club for the purchase of a gazebo and **RECOMMENDED** the award of a £500.00 grant.

b) TO CONSIDER AN APPLICATION FROM KINDER ESSEX CASTLE POINT

Members considered the grant application from Kinder Essex Castle Point for the purchase of wool for the Hug in a Shrug community knitting group and **RECOMMENDED** the award of a £250.00 grant.

c) TO CONSIDER AN APPLICATION FROM WYVERN COMMUNITY TRANSPORT

Members considered the grant application from Wyvern Community Transport for the purchase of new uniforms for volunteers and **RECOMMENDED** the award of a £250.00 grant.

ii) TO VERIFY THE COUNCIL FINANCES AS OF 31ST MARCH 2026

Members **NOTED** the Council Finances as of 31st March 2026 inclusive of the bank reconciliation, statements and payments issued from 1st January 2026 to 31st March 2026 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.

iii) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.

27th April 2026 NO 1 ACCOUNT

Company	Reference	Amount	Description
Top of the Mops	BACS965	£36.00	Cleaning – 31/3 & 14/4
Aspect Maintenance Ltd	BACS966	£8,429.09	Mar Maintenance/Privet Bushes
Office Needs	BACS967	£42.00	Confidential Shredding
Amazon	BACS968	£32.62	Archive Boxes
Rialtas Business Solutions	BACS969	£785.60	Annual Accounting Package 2026/27
Council Wise	BACS970	£216.00	Biodiversity Training – EDC/LG/AW
CI Horticultural Society	BACS971	£416.50	10% management fee
Essex & Herts Air Ambulance	BACS972	£500.00	Grant – Defibrillator
Premier Trophies	BACS973	£204.93	Community Awards Trophies
CB Landscapes	BACS974	£150.00	Covid Garden Maintenance Nov25-Apr26
TOTAL		£10,762.74	

The meeting closed at 7.40pm

CHAIRMAN

27th July 2026

Canvey Island Town Council

Community Engagement Strategy

INTRODUCTION

Canvey Island Town Council is committed to encouraging residents to become actively involved in decisions that affect them and the community, to enable the council to deliver better services and to create a more active and informed community. The council recognises that the services it provides must reflect the needs of its residents and the locality.

AIMS AND OBJECTIVES

The aim of the Community Engagement Strategy is to:

- Set out how the Council ensures that the community is kept informed and can contribute to its activities and decision making.
- To improve the way in which the Council engages and consults its residents and partners on important issues.
- Being inclusive and engaging with all its residents and partners.
- Ensuring views are listened to and used to develop, enhance, and improve services, the environment, and the quality of life for residents.
- Improve long-term social, economic, and environmental well-being of residents
- Aid future development of the town in accordance with community priorities and needs

The objectives of the Community Engagement Strategy are to:

- Use a variety of methods to make information available
- Actively facilitate and encourage community engagement
- Proactively engage with all sections of the community
- Ensure decisions meet the need of the community by involving members of the community in the decision-making process
- Work in partnership with other organisations and authorities to improve and deliver better services
- Enhance the well-being of the community

PROVISION OF INFORMATION

Information will be made available to all sections of the community in a range of ways/formats which include:

Town Council Office

Residents can contact the office by telephone from 9am-5pm Monday to Friday or visit the office in person **Tuesday to Thursday 9.30am – 4.30pm.**

Newsletters

Quarterly newsletters are published informing residents of Town Council activities, community consultations and other local issues.

Council Website

The Town Council's website www.canveyisland-tc.gov.uk has a wealth of local information and is updated regularly. All agendas and minutes of council meetings are advertised as required under the Local Government Act 1972, including supporting documents and financial data.

Media

Press releases are regularly submitted to all local newspapers and magazines to effectively promote and inform the community of the councils' activities.

Social Media

The Councils Facebook, Instagram, X, Blue Sky and Next-Door pages are used to inform and update residents of all council activities and local issues.

Notice Boards

The Council has 5 notice boards situated around the island providing details of events, councillor and office contact details, local issues, council meetings and agendas.

OPPORTUNITIES FOR COMMUNITY INVOLVMENT

The Town Council makes every opportunity available to residents and the community to allow community involvement which includes:

- Attendance at meetings of the Council and its committees which are open to the public and each meeting includes an opportunity for members of the community of Canvey Island to engage with Councillors.
- Contact forms are available on the Councils website.
- An Annual Town Meeting is arranged every year to allow the public the opportunity to challenge and discuss any issues that they may have regarding Town Council activities.
- Access to Town Councillors - councillors are an important source of two-way communication between the Council, its residents, and higher-tier authorities.
- Access to a local office – the office and its staff are available for all Canvey Island residents to help and assist with issues or concerns or put forward ideas to the Council at its meetings.
- Formal representation – the public are permitted to provide formal representation to the Council as an agenda item should a written request be received and approved by the Town Clerk and Town Mayor.

CONSULTATION

Consultations and surveys on important issues will be carried out. The Council will ensure that residents most affected will be given an opportunity to voice an opinion. Local consultations will be available on the council's website, reported on its social media pages and where possible all other sources of communication will be used.

PARTNERSHIP WORKING

The Town Council has representatives on many various partnerships and committees and will support and encourage consultation and public meetings with all groups and local authorities. Working together in decision making, policy drafting and action plans where appropriate will provide a voice and can make a difference.

REVIEW

The policy will be reviewed in line with Council's Policy Framework or earlier in the event of major changes to legislation or related policies/procedures or if deemed necessary by the Town Clerk.

Canvey Island Town Council

Driving at Work Policy

Canvey Island Town Council is committed to reducing the risk of work related road traffic accidents and recognises its duty to ensure the wellbeing of all its employees and councillors as far as reasonably possible to include work related driving activities.

Objectives of the policy:

- To make drivers aware of the main risks they face or create when driving for the council
- To make sure that employees/councillors who drive vehicles in the course of council business demonstrate safe, efficient driving skills and other good road safety habits at all times.
- To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of company vehicles on the environment – this also applies to personal vehicles used for council purposes.

Canvey Island Town Council understands that the following legislation applies:

Legislation	Key Requirements
Health & Safety at Work Act 1974	Employers have a “duty of care” for the safety of employees at work, regardless of the type or size of the business. There is also a duty of care to others who may be affected by their business activities, which in the case of driving, means all other road users.
Management of Health & Safety at Work Regulations 1999.	Employers are required to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
The Workplace (Health, Safety and Welfare) Regulations 1992.	These regulations cover a wide range of basic health, safety and welfare issues including traffic routes for vehicles within the workplace.
Road Traffic Acts supported by the Highway Code	The Highway Code applies to all road users and includes information on signs and markings, road users, the law and driving penalties. It is an offence for an organisation to set driver schedules which may cause them to break speed limits.
The Road Vehicles (Construction and Use) Regulations 1996.	Provides information regarding the safety of loads on vehicles.
Corporate Manslaughter and Corporate Homicide Act 2007.	The Act introduces certain very serious senior management failures which result in fatality. Prosecutions will be of the corporate body, not individuals, but the ability to prosecute individuals under health and safety or the general criminal law, in appropriate cases, will be unaffected. The corporate body itself and individuals can also still be prosecuted for separate health & safety issues.
UK Road Safety Strategy 2026	The Council acknowledges the UK Road Safety Strategy 2026, which establishes work-related road risk as a national priority and outlines strengthened expectations for employers. In line with the Strategy, the Council commits to reducing road-related harm by

	improving driver safety, vehicle standards, journey planning, and the management of personal vehicles used for Council business.
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This policy applies to all employees and councillors who drive in connection with Town Council business whether it is in their own vehicle or a vehicle provided by the Council.

Code of Conduct

While driving a company or own vehicles for council business, employees/councillors must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- drinking or being under the influence of drugs while driving
- driving while disqualified or not correctly licensed
- reckless or dangerous driving causing death or injury
- failing to stop after a collision
- acquiring penalty points leading to suspension of licence
- any actions that warrant the suspension of a licence

Driver Responsibilities

Every driver of a company vehicle or own vehicle must:

- hold a current valid driving licence for the category of vehicle they are driving which must be carried when driving a company vehicle
- immediately notify the Town Clerk if their driving licence has been suspended or cancelled, or has had limitations placed upon it
- report any changes to driving licences to the Town Clerk immediately
- take time to familiarise themselves with the vehicle's handbook
- be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of council business
- carry out a check of the vehicle prior to use to ensure its safety
- display the highest level of professional conduct when driving a company vehicle
- assess hazards while driving
- drive within the legal speed limits, including driving to the conditions
- wear a seat belt and make sure all occupants wear their seat belt at all times
- only drive when fit to do so – never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness
- Avoid distraction when driving – adjust or set sat-navs / car stereos / mirrors before setting off. If you need to re-adjust whilst driving pull over safely in order to do so
- Not make or receive any phone calls whilst driving unless using a hands free device. The Town Clerk must be notified if any hands free device is faulty in order that it can be repaired as soon as possible.
- Whenever possible, switch off mobile phones and a message facility used. Messages should only be responded to when it is safe.
- Report any near-misses, crashes, and scrapes, including those that do not result in injury.
- Report vehicle defects before the next vehicle use
- Never carry any hazardous substances without the prior approval of the Town Clerk.
- Must update the mileage book that is kept in the van for each journey that they undertake.
- Must ensure that authorisation is given by Town Clerk prior to the use of the vehicle and signature obtained as evidence in log book provided.

- Must ensure that own vehicles are insured for business use and that it is in a safe and roadworthy condition.

Canvey Island Town Council will not accept any liability for any driving offences that may be committed whilst driving a vehicle on behalf of the Town Council and will not pay any fines that may incur.

Should an employee/councillor be issued with a parking ticket they should inform the Town Clerk in writing. An employee/councillor remains responsible for the payment of any parking fines or penalties.

Should an employee/councillor have an accident whilst driving the company vehicle or is issued with a penalty offence notice the Town Council may request a driving assessment before permitting any further use of the vehicle by the employee/councillor involved.

Accident Procedure:

Drivers must prioritise

- Their own safety
- The safety of anyone else involved.
- The safety of other road users.

If an employee/councillor is involved in an accident whilst driving for council business, they must:

1. Stop
2. Remain calm
3. Call the emergency services if anyone is injured or if the vehicles or property are seriously damaged.
4. Exchange details with third parties and take the name/address of witnesses and police vehicles/ officers.
5. Third parties are obliged to give their name, the vehicle registration number and insurance details under section 170 of the Road Traffic Act 1998.
6. If a camera is available, photograph the scene from different angles. Take pictures of the vehicles involved and of the damage to your own and third party vehicles/property.
7. Contact the Town Clerk or deputy as soon as it is practical to do so.

Council Responsibilities:

The Council will ensure that:

- The Town Clerk or deputy will routinely undertake, record and act on the findings of all risk assessments relating to this policy to include driver, vehicle safety and journey planning.
- Every incident involving a vehicle driven on behalf of the Council is recorded and that collective information is regularly analysed and action taken to reduce recurrence if necessary.
- All Council vehicles are regularly serviced in line with the manufacturers recommended service schedules.
- Authorised expenditure incurred will be reimbursed whilst traveling on behalf of the Town Council. All employees should complete an expenses claim form as detailed on the Councils Expenses Policy.

Canvey Island Town Council

Staff Recruitment Policy

1. No new established post shall be created, nor any person other than authorised temporary staff be employed, in addition to the Council's existing establishment, other than with the agreement of the Personnel Committee and the Council.
2. All vacancies in the Council's establishment which are to be filled other than by promotion or transfer shall be publicly advertised except where the Town Clerk otherwise determines in consultation with the **Chair** of the Personnel Committee **and the Town Mayor of the Council (REMOVE)**. Provided that where within six months of the filling of a vacancy which has been publicly advertised a similar vacancy occurs, one of the former applicants may be appointed.
3. Public advertisement may include local or national newspapers, Council notice boards, Council web site, circulation through other bodies, and any other means considered appropriate. Advertising for senior or professional posts may include relevant trade/professional newspapers or journals.
4. Where a vacancy occurs in a post for which there is a deputy, the council may consider "making up" the deputy to carry out some or all of the duties of the vacant post until such time as a new appointment is made, **or earlier if necessary**, and shall fix the remuneration of such person according to the level of the temporary duties to be carried out.
5. Applications **will (should normally – REMOVE)** be made on the Council's official application form.
6. Rehabilitation of offenders – the Council requires all convictions which are not "spent" under the Rehabilitation of Offenders Act 1974 to be declared. For certain designated posts it will also require a police check to be carried out by the Criminal Records Bureau and this requirement will be stated in the recruitment material applicable to any such post. The Council will use the services of Essex County Council, or any other reputable organisation, as umbrella body to carry out the checks.
7. Canvassing of members or officers of the Council or any committee of the Council directly or indirectly for any appointment within the Council shall disqualify the candidate for that appointment. This information shall be included in the form of application. A member or officer of the Council shall not solicit for any person any appointment within the Council, but this shall not preclude a member from giving a written testimonial to a candidate's ability, experience, or character for submission to the Council with an application for appointment.
8. A candidate for any appointment under the Council who knows that **they are** related to any member or officer of the Council shall disclose that relationship to the Town Clerk when making an application. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice. This information shall be included in the form of application. Every member and officer of the Council shall disclose to the Town Clerk any relationship known to **them** to exist between **themselves** and any person whom **they** know is a candidate for an appointment under the Council. The Town Clerk shall report to the Council or to the appropriate Committee any such disclosure made. Persons shall be considered to be related if they are
 - married
 - living together

- either of them or the spouse of either of them is the son, daughter, grandson, granddaughter, brother, sister, nephew, or niece of the other, or of the spouse of the other.
9. The interviewing panel will normally consist of two or three people. The panel will consist of the Town Clerk plus one or two councillors. Special arrangements may need to be made in the case of appointment of the Town Clerk. The panel may not include anyone who is related to the candidate (see above). The interviewing panel has the power to make the appointment without reference to a committee or the Council.
 10. Skill tests, presentations etc may be required, depending on the needs of the job.
 11. Applicants will normally be appointed on the lowest point of the grade unless in the opinion of the **Personnel Committee** they have special qualifications or experience, or market conditions dictate otherwise.
 12. Two references will normally be requested and taken up. They will not usually be taken up until the post has been offered on a conditional basis. Confirmation of the job offer will be subject to receipt of references satisfactory to the council.

Canvey Island Town Council

Tree Policy

1. Purpose

- 1.1 To set out Canvey Island Town Council's policy approach to trees on sites under the management of the Council within Canvey Island.

2. Statement of Policy Aims

- 2.1 Canvey Island Town Council recognises that a variety of landscape types make up the environment within Canvey Island and trees are one of the most important, natural elements. Trees, whether appearing as individuals, or as groups, have a very significant effect on our quality of life by providing direct and indirect benefits.
- 2.2 Canvey Island Town Council recognises that it has a duty of care to ensure that all trees on its land are kept in an acceptable condition and do not put persons and property at unreasonable risk.
- 2.3 The Council is committed to managing risk in accordance with recognised good practice.

3. Maintenance of Council Tree's

3.1 The Council will:

- a. commit to ensure the management of trees on Council land contribute to making Canvey Islands environment attractive and healthy, enhance the landscape and add to the biodiversity.
- b. commit to ensure the safe and efficient management and sustainability of its trees.
- c. commit to appoint a qualified arboriculturalist to conduct an annual Tree Audit Survey of all trees on land under the management of the Council.
- d. where work to a tree is identified as being necessary, the Council is committed to undertake these works in accordance with a priority system for arboricultural operations based on the risk that the trees present to people or property.
- e. Investigate and endeavour to replace any trees that have had to be removed due to disease, vandalism, or health & safety reasons.

3.2 Trees that overhang neighbouring properties

The Council has no legal obligation to cut overhanging trees unless it is causing direct damage to an adjacent property or is causing a danger.

Adjacent landowners have a common law right to cut encroaching tree branches or roots back to the boundary of their property. Legally, you are required to retain the cuttings and offer them back to the Council, but the Council is not obliged to accept them, therefore any cuttings must be disposed of appropriately and not returned to Council land.

Before considering doing any works to a tree you should find out if it is protected by a Tree Preservation Order or within a Conservation Area. If a tree is protected, you will need to gain consent by making an application / give notice to the Council. To find out if a tree is protected and guidance on how to apply for works; contact the Council on 01268 683965.

3.3 Pruning trees to remove or reduce leaf fall or remove fallen leaves from private property.

The Council will not prune trees to remove or reduce leaf fall. The loss of leaves from trees in the autumn is part of the natural cycle and cannot be avoided by pruning.

Maintenance of gutters is the responsibility of the landowner, and the Council is not obliged to remove leaves that may have fallen from Council owned trees. Where gutters are regularly blocked by fallen leaves gutter guards may be fitted to provide a low maintenance solution.

3.4 Pruning trees to remove or reduce pavement obstruction.

The Council will undertake work to a Council owned tree to maintain a minimum (where reasonably feasible) 2.5 metres height clearance over a footpath associated with a street, road, or highway (3 metres where there are cycling rights). Any works necessary to prevent an obstruction in the width of a footpath associated with the highway due to the presence of a Council owned tree would be considered on a case-by-case basis.

If a privately owned tree is causing an obstruction to a footpath. Essex County Council may enforce powers under the Highways Act to make the owner of the tree remove the obstruction.

3.5 Pruning trees to remove or reduce the release of pollen

The Council will not prune or fell a Council owned tree to remove or reduce the release of pollen, however, where it can be established that the presence of a tree is causing a detriment to the health of a resident, further consideration may be given to the management approach of that tree.

3.6 Pruning trees to maintain clear sight lines at junctions and access points (associated with a street, road, or highway)

The Council shall prune a council owned tree identified as causing an obstruction to the visibility (sight line) at a road junction or access point (associated with a street, road, or highway)

3.7 Pruning or felling of trees following acts of vandalism.

The Council shall investigate any reports of vandalism to a Council owned tree and (where reasonably feasible) try to correct any damage.

3.8 Pruning Trees for Light Improvement

In law there is no general right to light. Any right to light would need to be established via a specific grant (rare) or by prescription, which can only occur where the right has been enjoyed uninterruptedly for a minimum of 20-years. Following this, a legal right to light can only be enjoyed in relation to a specific opening (such as a window) in a building; there is no right to light in connection with open land, such as a garden. Further, if these conditions are met then an owner of the building is 'entitled to such access of light as will leave his premises adequately lit for all purposes for which they may reasonably expect to be used.

Where it can be established that the presence of trees is causing a detriment to the health of residents, further consideration will be given to the management approach of trees.

3.9 Pruning trees to improve **Television, Internet or Satellite Reception**

There is no right to good reception and in many cases, it is possible to resolve issues of poor reception by finding an engineering solution, however, the Council may consider requests to prune trees to improve reception where all the following conditions are met:

- Proven documented evidence can be provided ensuring efforts have been made to find an engineering solution to the problem and have not been successful.
- The work required is consistent with good arboriculture practice and will not unduly affect the amenity or health of the tree.
- The work required can be executed within financial resources available.

3.10 Overhead Power Cables or Telecommunications Equipment

The Council will not prune or fell a tree to remove or reduce interference with telephone wires or power cables. In accordance with Schedule 4 of the Electricity Act 1989, electricity suppliers are empowered to remove obstruction to their equipment, or the telephone service provider may be able to suggest an alternative solution to the problem.

3.11 Planting trees on Council land

The Council shall consider the constraints and opportunities of the proposed planting site, site character, design considerations and planting schemes.

The Council shall consider tree type, prior to planting, as too many of the same type of tree can increase the risk of a devastating loss of one or more species of tree to disease or other environmental factors.

Planting native trees is generally preferred especially if the intent is primarily to attract wildlife, however, the suitability of such tree's will be dependent on its location. The Council will endeavour to purchase trees that are of local provenance.

As climate change increasingly becomes a reality, the Council shall consider the types of trees that will be able to cope with a changed climate, which is projected to be a trend towards hotter, drier summers and warmer, wetter, and windier winters.

CLAIMS RESULTING FROM FALLING TREES AND BRANCHES

The Council can only be held liable for damage or injury caused by trees on its land, if it can be proved that the Council has been negligent in the management of its trees.

If the Council has acted reasonably and has implemented an appropriate frequency of inspections (Visual Tree Assessments) using a qualified arboriculturalist; and if any remedial action identified during that inspection has been implemented within a reasonable time, any claim for damages may be greatly reduced or even dismissed.

Further information

To find out if a tree is owned by the Council contact:

Town Clerk
Canvey Island Town Council
11 High Street, Canvey Island, Essex, SS8 7RB

Tel: 01268 683 965

Email: clerk@canveyisland-tc.gov.uk

Canvey Island Town Council

Members Remuneration Scheme

Canvey Island Town Council, in exercise of the powers conferred by the Local Authorities (Members Allowances) Regulations 2003 and having considered the Parish Remuneration Panel for Castle Point Borough Council, hereby makes the following scheme:

This scheme may be cited as the Canvey Island Town Council Members Remuneration Scheme and shall have effect for the period from 16th January 2012 until further notice.

In this scheme:

Councillor means a member of the Canvey Island Town Council who is an elected Councillor.

Parish Basic Allowance

Council have agreed no allowance will be paid to any member.

Renunciation

A councillor may by notice in writing given to the Town Clerk elect to forego all or any part of his/her entitlement to any allowance under this scheme.

Parish Travel Expenses

The Council will pay to its members travel expenses undertaken or incurred outside of Canvey Island in connection with the performance of any duty within one or more of the following categories on the basis that the expense is wholly necessary and exclusively for the member to fulfil his/her duties as a Councillor.

(1)

- a. the attendance at a meeting of the Council or of any committee or subcommittee of the authority, or of any other body to which the Council makes appointments or nominations, or of any committee or sub-committee of such a body;
- b. the attendance at a meeting of any association of authorities of which the Council is a member.
- c. the performance of any duty in pursuance of any standing order made by the Council under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- d. the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and
- e. the carrying out of any other duty approved in advance by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

(2) The maximum rates for parish travel expenses shall be the same as the current rates as set out in Appendix 1 to this scheme.

Claims and Payments

- 1) Claims for payment in respect of travelling expenses should be submitted on an Expense Claim form agreed by the Council to the Town Clerk within two months of the expense incurred with all supporting documentation.
- 2) The Council will deduct from the payments as necessary any amounts due in respect of income tax, National Insurance contributions etc.
- 3) A member of the Council who is also a member of another Council may not claim or receive payments of allowances from more than one Council in respect of the same duties.

Up Rating Inflation

- (1) The maximum rates of travel expenses specified in the scheme will be increased in line with any increases implemented by HM Revenue & Customs.
- (2) The parish basic allowance will be reviewed each year by the Policy & Finance Committee. A recommendation for change, if any, will be made to the meeting of the Council which sets the Councils precept for the following financial year.
- (3) Any such adjustments shall only be applied for a maximum of 4 years from the date of commencement of this scheme. Continuation beyond 4 years shall be dependent upon consideration of a report of the Parish Remuneration Panel.

Amendment and Revocation of Scheme

- (1) This scheme may be amended at any time and up rating for inflation shall not be deemed to be an amendment.
- (2) This scheme may only be revoked by resolution of Full Council.

PART 1

Rates of Travelling Allowances and Provisions Relating Thereto

- 1) The rate for **travel by public transport** shall not exceed the amount of the ordinary fare or any available cheap fare.
- 2) The rate for **travel by a member's own solo motorcycle** or one provided for his/her use, shall not exceed:
 - a. for the use of a solo motorcycle
 - i. first 10,000 miles – 24p per mile
 - ii. above 10,000 miles – 24p per mile
- 3) The rate for **travel by a member's own private motor vehicle**, or one belonging to a member of his/her family or otherwise provided for use, shall not exceed:
 - i. first 10,000 miles – 55p per mile
 - ii. above 10,000 miles – 55p per mile

Car parking will be reimbursed at a cost on production of a valid car parking ticket for the journey involved.

- 4) The rate for **travel by a member's own bicycle**, or one belonging to a member of his/her family or otherwise provided for use, shall not exceed:

- iii. first 10,000 miles – 20p per mile

- 5) The rate for **travel by taxi-cab or cab** shall not exceed:

- a. in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and
 - b. in any other case, the amount of the fare for travel by appropriate public transport.

- 6) The rate for **travel by a hired motor vehicle other than a taxicab** shall not exceed the rate which would have been applicable had the vehicle belonged to the member who hired it; provided that where the body so approves the rate may be increased to an amount not exceeding the actual cost of hiring.

- 7) The rate for **travel by air** shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in attendance allowance or financial loss allowance, provided that where the body resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding:

- a. the ordinary fare or any available cheap fare for travel by regular air service; or
 - b. where no such service is available or in case of urgency, the fare actually paid by the member.

- 8) For travel outside the county of Essex the cost of travel by private motor vehicle or taxi or taxicab will normally only be reimbursed up to the cost of travel by public transport, unless the body determines otherwise.

Canvey Island Town Council

Expenses Policy

Introduction

This Policy is designed to comply with income tax, national insurance and VAT legislation. Where expenses are claimed that cannot be wholly, exclusively and necessarily incurred in the performance of employees' duties, such expenses may result in an income tax and/or national insurance liability arising and will be reported on employees' P11D.

All employees should receive prior consent from the Town Clerk before incurring expenses on behalf of Canvey Island Town Council.

Reasonable business expenses incurred wholly, exclusively and necessarily by employees in the performance of their duties will be reimbursed. In claiming expenses the principle is that the employee neither benefits nor suffers any financial disadvantage as a result of incurring expenses on Council business.

Such expenses should mostly be of a nature incurred whilst away from the office and should not be for items incurred for use in the general day to day running of the business (for example consumable supplies).

Expense Claim Procedure

Employees are required to adhere to Canvey Island Town Council reporting procedures:

- a) Expense claims must be made using an Expense Claim Form
- b) Care should be taken to record the exact nature of each expense item
- c) Completed expense claims forms must be checked and approved by the Town Clerk for approval. Completed and approved claims will be submitted for payment by BACS.
- d) Expense claim forms not completed in accordance with the procedures will be returned to the employee and payment withheld until it is correctly completed and all necessary receipts are attached.

Receipts

Expenses claimed must be supported by receipts identifying the supplier, costs and VAT Registration Number where applicable. It is recognised that in some situations receipts may not be obtained (for example pay on entry car parks). Employees should note that all expenses over the sum of £5.00 must be supported by receipts.

Employee Vehicles

If you use your own vehicle for Town Council business, you will be paid a mileage rate and are personally responsible for ensuring that you have obtained the correct form of vehicle insurance cover.

The Town Council will reimburse employees' travelling expenses by the amount that they exceed their normal cost of travelling from home to the office. Where an employee is required to use his or her own vehicle for business travel he or she will be reimbursed as follows:

- 1) The rate for **travel by a member's own solo motorcycle** or one provided for his/her use, shall not exceed:
 - i. first 10,000 miles – 24p per mile
 - ii. above 10,000 miles – 24p per mile
- 2) The rate for **travel by a member's own private motor vehicle**, or one belonging to a member of his/her family or otherwise provided for use, shall not exceed:
 - i. first 10,000 miles – 55p per mile
 - ii. above 10,000 miles – 55p per mile
- 3) The rate for **travel by a member's own bicycle**, or one belonging to a member of his/her family or otherwise provided for use, shall not exceed:
 - iii. first 10,000 miles – 20p per mile

Car Parking

Parking may be claimed at cost on production of a valid car parking ticket and staff should ensure that they obtain, wherever possible, a VAT receipt so that the VAT can be reclaimed.

Private Mobile and Home Telephone Calls

Employees will only be entitled to reclaim the cost of business calls. Business calls made by employees should be separately identified on an expense claim form and supported by the original telephone bill. In identifying business calls, employees must maintain a log of the calls showing the name and telephone numbers of the people called and the duration of the calls. The cost of the business calls and related VAT will not be subject to tax and NIC.

Adherence to the Policy

Employees are required to adhere to Canvey Island Town Council Expenses Policy and expense claim procedures; failure to do so may result in disciplinary action being taken against them. Employees should also note that any deliberate attempt to falsify expense claims would be regarded as gross misconduct, which in the event of disciplinary action may result in their dismissal.

Canvey Island Town Council

HERITAGE PLAQUES POLICY

CRITERIA FOR GRANTING A PLAQUE

1. In the case of an Individual

- If the person was eminent in his or her field and is listed in appropriate general national biographical sources for the period; for instance, the Dictionary/New Dictionary of National Biography, Who's Who/Who Was Who, Men and Women of the Time, the Times Obituary, or recognised specialist biographical sources, and had a significant connection with one or more places in Canvey Island, such as a residence of five years, place of birth, place of business etc.,

OR

- If the person made a definite contribution to the history of Canvey Island, does not appear in the relevant national sources but had a significant connection with one or more places in Canvey Island, such as a residence of five years, place of birth, place of business etc.
- Only one plaque will be erected per person – please ensure the nominee has not already been commemorated elsewhere by a plaque in Canvey Island.
- At least 20 years must have passed since a nominee's death.
- At least one building associated with the figure must survive within Canvey Island.
- The building must survive in a form that the commemorated person would have recognised and be visible from a public highway.

2. In the case of an Event

- If it was of considerable importance to the history or development of the town.

3. In the case of a Building

- If, unconnected with an important person, the building was significant in the history or development of Canvey Island, or is of great antiquity, or of architectural importance.
- Buildings with many personal associations, such as churches, schools, private clubs, hotels and theatres, are not normally considered for plaques.
- No more than two plaques are allowed on one building.

Please note:

Proposals will not be considered for the commemoration of individuals still living.

Evaluation criteria for commemorative blue plaques in Canvey Island

Canvey Island Town Council welcomes suggestions for plaques from residents and organisations alike.

Proposers (whether individuals or organisations) are limited to the submission of one proposal per calendar year for a single subject or for events or buildings meeting the criteria outlined in clauses 2 and 3 above.

The following criteria will be used by Canvey Island Town Council to assess proposals for the installation of permanent commemorative blue plaques in Canvey Island. This is based on the criteria adopted by English Heritage.

All plaque suggestions meeting the following basic conditions of acceptance will be considered by Full Council, individuals should have been deceased for twenty years, and have a demonstrable association with a surviving Canvey Island home or workplace.

Owing to the limited resources available, the Town Council reserves the right to determine priorities among the subjects suggested.

- a) For proposals concerning famous or important people, the following requirements must, in the judgement of the Council, be met:
 - i. They should be of significant public standing.
 - ii. They should be understood to have made some important positive contribution to human welfare or happiness.
 - iii. Their achievements should have made an exceptional impact in terms of public recognition.
 - iv. There shall be strong grounds for believing that they are regarded as eminent and distinguished by a majority of members of their own profession or calling.
- (b) Without exception, proposals for such commemoration will not be considered until the subject has been dead for twenty years.
- (c) A person's residence in Canvey Island should have been for a significant period, in length of time or in importance, within their life and work. Where this association is less than five years, far greater stringency will be applied in assessing the case.
- (d) No individual will be either shortlisted or not shortlisted based on gender, race, or sexuality.
- (e) Proposals will be considered for plaques commemorating more than one person. In such instances, each of the figures to be commemorated must be of significance and, in the judgement of the Council, meet the criteria.
- (f) Animals and fictitious characters will not be considered for commemoration.
- (g) Proposals can be considered for the commemoration of buildings that have a historical significance worthy of public notice – other than a particular personal association – either because:
 - i. a historical event of particular importance occurred there, or
 - ii. the building had an important historical significance that is not obvious from its present appearance, use or any existing commemoration.

Proposals in this category can be accepted and assessed only as resources permit, and at the discretion of the Council.

- (h) Although most plaques are erected on houses, flats and places of work associated with famous people, other types of buildings are not excluded. However, plaques shall not be erected to commemorate short term associations with educational or ecclesiastical buildings, military establishments, hospitals, hotels, private clubs, or on any other building that is associated with so

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many well-known figures as to make the selection of an individual for commemoration inappropriate or invidious. There should be a strong and clear association between the property and the proposed person: for example, place of birth, death, childhood home, a substantial period of residence or a significant moment in life or career.

- (i) A plaque will only be placed on a building fabric that is contemporary with or pre-dates the association being commemorated unless the circumstances are exceptional, and never on the site of a former residence or on buildings that have since been radically altered.
- (j) A plaque must be clearly visible from the public highway and will normally only be erected on a building and not on a boundary wall or gate pier.
- (k) Proposals will not be considered where a person's association with the relevant building is already clearly and permanently marked or commemorated in some way, by local authorities, privately, or under some other initiative.
- (l) Proposals will also not be considered where a person has already been commemorated by a plaque previously erected elsewhere by the Town Council.