



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 28TH JULY 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

23rd July 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 To appoint a Vice Chairman to the committee for 2025/26.
- 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 note the committee meeting to be held on the 28th April 2025 was cancelled and the minutes of the 10th February 2025 were confirmed and signed at the Full Council meeting held on the 28th April 2025.
- 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 is underway and to consider and agree amendments to the following:
 - I. Band Stand Policy (Appendix A)
 - II. Allotment Policy (Appendix B)
 - III. Vexatious or Persistent Complainants Policy (Appendix C)
 - IV. Annual Leave/Emergency Leave Procedure (Appendix D)



8. To note the Training Courses booked / attended since the last meeting:
 - i) Chairs Leading with Confidence at a cost of £65.00 each (Cllr Sayes and Cllr Brooke)
 - ii) Beyond the Precept at a cost of £35.00 each (Town Clerk and Deputy Clerk)
- 9 Finance:
 - i) Grant Applications
 - a. To consider an application from Karis Heeling Hands Charity (Appendix E)
 - b. To consider an application from Castle Point Transport Museum (Appendix F)
 - ii) To note the renewal of the Councils Cyber Insurance policy at an annual cost of £410.25.
 - iii) To consider and agree the Councils Insurance renewal.
 - iv) To verify the Council Finances up to 30th June 2025.
 - v) To confirm accounts for payment as previously agreed.

Canvey Island Town Council

Bandstand Hire Policy

PURPOSE

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

SCOPE

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

DEFINITIONS

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

PRINCIPLES OF POLICY

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

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

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

ITEMS TO CONSIDER

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

Risk Assessments/Evacuation Plan

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

Licensing

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

Insurance

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

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

Surrounding Area

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

BOOKING PROCESS

The Application

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

Please send the completed application forms to:

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

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

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

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

Consideration of the Application

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

Confirmation

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

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

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

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

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

TERMS AND CONDITIONS

Applications

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

Assignment

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

Hire Fee

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

Refusal of Booking or Cancellation

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

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

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

Health and Safety

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

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

Insurance and Indemnity

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

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

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

Event Plan

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

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

Use of the Bandstand

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

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

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

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

The hirer must be mindful of the surroundings and not undertake any activities which may present nuisance to neighbours.

Litter and Cleanliness

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

Responsibility of the Council

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

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

Further Information

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

REVIEW

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

Canvey Island Town Council

Allotment Policy

1. Purpose

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

2. Statement of Policy Aims

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

3. Practical Council Support

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

4. Identification of Land for Allotment Sites

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

5. Development & Management of Allotment Sites

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

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

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

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

Management Rules

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

6. Funding Arrangements

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

Further Information

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

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

Telephone: 01268 683965

ALLOTMENT RULES

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

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

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

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

Signed: Dated:

Canvey Island Town Council Allotments Tenancy Agreement (2025)

Tenant:
Tel No:
Location:

Full Address:
E-mail:
Plot No:

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

Signed: _____ Date: _____
Tenant

Signed: _____ Date: _____
Canvey Island Town Council

SCHEDULE

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

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

CANVEY ISLAND TOWN COUNCIL

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

PLOT NO.

LOCATION:

Signed: _____ Date: _____

Canvey Island Town Council

Vexatious or Persistent Complainants Policy

Introduction

Canvey Island Town Council is committed to dealing with all complaints fairly and impartially in accordance with its complaints policy. However, some individuals who are either communicating with the Town Council or pursuing a complaint against the Town Council can take up a disproportionate amount of staff time which can impact upon the work of the Council generally and result in unnecessary costs for taxpayers. In addition, the Council is aware of its obligations towards staff to protect them from harassment and abuse.

Purpose

The Purpose of this policy is to provide a framework on how the Council will manage vexatious and persistent complainants in a consistent and professional manner.

Definition of vexatious and persistent complainants

Persistent: The frequency or nature of their contacts with the Council is unreasonable and hinders the Council's consideration or their or other people's complaints or interferes with the work of the Council generally.

Vexatious: A vexatious person in this context is someone who is not seeking to effectively communicate with the Council or to resolve a dispute between themselves and the Council but rather is seeking to cause unnecessary and unjustifiable aggravation or annoyance to the Council or is causing distress to staff and/or Councillors.

Behaviour that may be deemed to be persistent

Some examples of behaviours that may be considered as unacceptably persistent are set out below. The list is not exhaustive but shows behaviours that are likely to be considered persistent by the Council –

- Making unnecessary and excessive demands on the time and resources of staff for example excessive telephone calls or writing long complex letters every few days with no specific complaint or request for information.
- Making unnecessary and excessive demands on the time and resources of staff for example excessive telephone calls or writing long complex letters every few days venting frustrations regarding actions of the Council.
- Making excessive demands on the time and resources of staff through making excessive requests to post on the Town Council Facebook group.

Staff will not be expected to respond to any correspondence that does not express a specific complaint.

Behaviour that may be deemed to be vexatious.

Some examples of behaviours that may be considered to be unacceptable are set out below. The list is not exhaustive but shows behaviours that are likely to be considered vexatious by the Council –

- Communicating with the Town Council, its staff and/or Councillors in a highly offensive, rude or aggressive manner
- Making discriminatory, defamatory, or malicious allegations against the Town Council, its staff and/or Councillors
- Refusing to specify the grounds of a complaint.
- Refusing to co-operate with a complaint investigation while still wishing the complaint to be resolved.

- Refusing to accept that an issue is not within the remit of the complaints policy or within the power of the Council to investigate, change or influence i.e., something that is the responsibility of another organisation.
- Making unnecessary and excessive demands on the time and resources of staff for example excessive telephone calls or writing long complex letters every few days with the expectation of an immediate response.
- Making excessive demands on the time and resources of staff through making excessive requests to post on the Town Council Facebook group.
- Electronically recording a meeting or conversation without the prior knowledge or consent of the other person involved.
- Submitting falsified documents.
- Refusing to accept documented evidence as factual.
- Insisting on a complaint being dealt with in a manner inconsistent with the Council's complaints policy e.g., refusing to accept that there should be a record of the meeting.
- Making the same complaint repeatedly perhaps with minor differences to try and justify it as new, or persistently approaching the Council through different routes on the same issue.

Raising legitimate queries or criticisms of a complaint as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled unreasonably persistent.

Considerations prior to taking action.

- Staff should use considerable judgement and discretion based on the evidence available before recommending or confirming persistent or vexatious status and in deciding the action to be taken.
- Records should be maintained to support and justify the decision to register a person as a persistent and/or vexatious complainant. This may include recording the hours or time spent dealing with the individual and the attempts made to resolve the matter with the complainant.
- If the complaint is on-going: maintain contact with the complainant and decide whether to nominate a key officer as a single point of contact.
- If the complaint is concluded: if the complainant is refusing to accept that either the investigation into their complaint is concluded, or that the matter does not fall under the jurisdiction of the Town Council, consider the option of ceasing communication with the complainant on the matter unless new information is made available.

Note: the complainant should be made aware of their right to refer the complaint to the Local Government Ombudsman.

- The procedure should only be invoked and implemented in exceptional circumstances. It should be initiated only after it has been confirmed that all other avenues have been explored and an amicable resolution between the Complainant and the Council cannot be reached.
- If the complainant has not already had a meeting about the complaint with staff and provided that the Council knows nothing about the complainant which would make this inadvisable, the Council could consider offering the complainant a meeting with a member of staff or appropriate seniority. This guidance does not compel the Council to hold such a meeting, although it is recognised that on occasions such meetings can help clarify the situation and help resolve a complaint.

Who can decide to implement action?

- The Town Clerk will liaise with the Town Mayor to consider the matter.
- There is a need to carry out an assessment process balancing the rights of the individual, the statutory requirements regarding the service and the Council's responsibilities towards the staff.
- If it is agreed that there is no alternative but to take action it will be reported to the Council to make a decision and the following record will be made:

- a. The nature of the complaint.
- b. What steps have been taken to resolve the issue.
- c. Why restrictive action is being considered for the complainant.
- d. The precise nature of the restrictive action.
- e. A date or period when this action will be reviewed.

How will a decision be made?

The actions, communications and behaviour of an individual will be considered by the Town Council at a meeting and based on the available evidence a decision will be made as to whether the person shall be considered a vexatious or persistent complainant and what actions should be taken under the terms of this policy.

What actions may be taken.

In the event that the Council decides to treat an individual as a vexatious or persistent complainant they may decide to take one or more of the following actions –

- Placing time limits on the number or duration of contacts with staff per week or month
- Offering a restricted time slot for necessary calls
- Limiting the complainant to one medium of contact (letter, email etc) and/or requiring contact to take place with one named person from the Town Council
- Removing the complainant from the Town Council Facebook page and not permitting the person to re-join for a set period of time.
- Requiring any personal contact to take place in the presence of a witness.
- To inform the complainant that future correspondence will be read and placed on file but not acknowledged.
- Refusing to engage in any communication whatsoever for a set period of time.
- Refusing to process further complaints about the same matter.

A decision will be made as to how long the restriction shall remain in place pending a review under the terms of this policy. These options are not exhaustive and other factors may be considered and a decision will take into account the complainant's individual circumstances including age, disability, gender, race, religion or belief.

How will a decision be implemented?

Once a decision has been made a communication will be sent to the individual and will advise as follows:

- A decision has been taken to deal with the individual under the terms of this policy.
- Why the decision has been taken.
- What it means to his/her contact with the Council
- How long any restrictions will last.

A copy of this policy will be included with the letter.

Review of status

A review of the status of the individual will be undertaken by the Town Council at a meeting either within the timescale agreed when the decision has been made or within 12 months whichever is the earlier.

Canvey Island Town Council

Annual/Emergency Leave Procedure

This procedure is applicable to all employees within the Council and its aim is to deal with all annual leave requests in a fair and consistent manner. The procedure complies with relevant statutory requirements, guidance produced, and the provisions set out in the Council's contracts of employment and other agreements.

Every employee is expected to attend work at the Council during their relevant working hours other than during periods of:

- authorised holiday; or
- planned, managed, and recorded work for the Council away from the office; or
- planned, managed, and recorded work, including work at home; or
- other recorded absence (e.g. illness).

Procedure

Annual holiday entitlement is 23 working days and the holiday year runs from 1st January to 31 December. In addition to normal bank and public holidays, two extra statutory days will be provided which are to be taken at the Council's request and upon completion of 5 years continuous service the entitlement will increase to 26 working days.

The Council normally operates special shut-down arrangements during the Christmas/New Year period. Specific information for each year is published to all employees and you are required to take the additional two extra statutory days provided during this period.

Annual leave must be authorised by the Town Clerk and requests should be made in a timely manner and giving at least 1 week's notice. You will not normally be granted more than 2 weeks leave, but the Council will consider such requests in exceptional circumstances.

It is important that every employee is able to take their annual holiday entitlement during each holiday year. For reasons of employee health and well-being, and fairness and equity, the Council does not support the accumulation of unused holiday. Only in special circumstances, will the Council consider allowing holiday to be carried over to the next year normally associated with unexpected and specific operational circumstances.

The circumstances for the potential carry-forward of unused holiday should be discussed between the employee and the Town Clerk before the end of the relevant holiday year and will be limited to a maximum of 5 days. Any leave carried forward will need to be taken by 31st March.

If an employee has been off sick for a considerable amount of the holiday year and there is insufficient time remaining in the holiday year to take any outstanding holidays, the employee can take that unused portion of his or her annual leave entitlement at a later date, even if it has to be carried over into the next annual leave year.

If an employee becomes unwell while on holiday, he/she can reclaim the corresponding holiday for the period of illness, not the period of holiday, if they have followed the notification procedure by contacting the Town Clerk on the first day of illness and proof can be provided.

Authorisation and Administration

Authorised holidays will be recorded on your holiday record and a central record will be kept for all employees by the Town Clerk. Holiday requests may be refused if it is considered that the needs of the Council would suffer at that particular time. Only after you receive confirmation that your request has been granted should you make your holiday arrangements.

Employees will make applications for periods of holiday to the Town Clerk giving at least 1 weeks' notice before the requested period of holiday for odd days or should be at least twice as long as the period of holiday requested for longer periods.

The Town Clerk will take account of any other holiday applications received from within the team for the same period, relevant operational requirements, and associated staff-cover considerations. If the Town Clerk rejects an application for holiday (or in circumstances where a decision needs to be deferred) the employee will be advised directly providing reasons for the non-authorisation.

An application for a period of holiday is not authorised until it has been approved. An employee who takes holiday including any period that has not been authorised will be subject to the Council's Disciplinary Procedure.

Starters and Leavers

Holiday entitlement is calculated on a pro rata basis in the year of joining and the year that you leave. Holiday accrual will commence from the first day of employment. If at the end of employment, you have exceeded your prorated entitlement, the full amount of pay for that additional holiday will be deducted from your final salary payment. Where the final payment is insufficient to cover such deduction, you will be required to provide the Council with a cheque/bank transfer for the outstanding amount at least 5 days prior to your date of leaving.

If you leave the employment of the Council for any reason, you will be paid at your basic rate for each day of holiday accrued but not taken in that holiday year. However, once either you or the Council have given notice to terminate your employment the Council has the right to require you to take any outstanding holiday entitlement during the notice period. No holiday entitlement shall accrue during the notice period if you receive a payment in lieu of notice and/or do not work the notice period.

Holiday and Sickness

If you have already booked holiday and become sick before the holiday starts or you fall sick whilst on holiday, it is important that you inform the Town Clerk if you are sick whilst on annual leave.

Lieu Hours

If you are requested to work more than your normal working hours by the Council, then subject to the Council's approval, you will be reimbursed at the appropriate NJC rate for these hours or you may take time off in lieu at a time to be agreed subject to approval by the Town Clerk. Any hours worked at weekends which will accumulate a large number of hours must be used within 1 month of the additional hours being worked.

Should you take time off in lieu the same procedures apply as if requesting annual leave. Accumulated lieu hours are not permitted to be carried over to the next year.

Public Holidays

You are entitled to statutory public holidays. In the case of part-time employees, you will be paid for the public holidays provided you would normally have worked on the day on which the public holiday has fallen. Shift workers may be required to work public holidays as part of their normal rota duties. No additional payment will be made if so required.

Compassionate Leave

Up to 3 days' compassionate leave with pay will be granted to help an employee to cope with the death or serious illness of a member of their immediate family.

This includes:

- Husband, wife, or partner.
- Mother or father.
- Child, including any adopted child; and
- Sister or brother

A further day may be granted for attending a funeral. All applications for Compassionate Leave must be made to the Town Clerk for determination.

Dependent Care Leave

You are entitled to take a reasonable amount of unpaid time off during working hours to deal with family emergencies for a dependant who may be a spouse/civil partner, parent, child, or any other person who lives in the same household or who reasonably relies on you for assistance.

You are required to notify the Town Clerk of the reason for your absence from work as soon as reasonably and practically possible and to confirm how long your absence is expected to last. It is not a right to be given leave and in most cases one or two days should be expected.

Travel Disruption and Bad Weather

If you are unable to attend work due to travel disruption or bad weather, you must inform the Town Clerk as soon as possible on the day of disruption. There is no automatic legal right to be paid for working time that has been missed due to travel disruption or bad weather.

Travel Disruption

If you are late for work due to travel issues you will be expected to make up the missed time within that day.

Bad Weather

In cases of bad weather, you will be expected to attempt to get to work and be responsible for putting in place the appropriate arrangements to do so. If you are unable to attend work, you must contact the Town Clerk to explain why you are unable to attend and will be expected to take this as annual leave.

Should you be unable to attend work due to school closures or lack of dependent care you may take this time as unpaid leave or annual leave which should be discussed with the Town Clerk and will be at the Town Clerks discretion.

Should the Council take the decision to close the office due to bad weather conditions **you will be expected to work from home**. If this is not possible you will be entitled to your normal pay. Office closures will be at the Town Clerks discretion.



07 JUL 2025

APPLICATION FOR A GRANT

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

The maximum granted to any organisation will be £500.

1. **Name of organisation** Karis' Helping Hand

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

Please give a brief outline of your project A new Computer and printer for our childrens Brain Tumour Charity (please see attached sheets)

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

Total cost of the project

£800-900

Funds currently available for the project

£300-400

(List all grants already agreed from other sources)

No other Grants

Proposed sources of other funds for the project

money from our Charity

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

4. **Please attach a copy of the latest audited accounts and balance sheet.**

5. **Total number of members in your organisation** Not members but 4 Trustees

Number of residents within the parish of Canvey Island who will benefit from the service you provide

Any child who has been diagnosed with a Brain Tumour.

6. **Please give brief details of methods employed by your organisation to increase membership.**

We are a family run charity with 4 Trustees.

APPLICATION FOR A GRANT

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

The maximum granted to any organisation will be £500.

1. **Name of organisation** Castle Point Transport Museum

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

Please give a brief outline of your project A colour laser printer.

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

Total cost of the project

£280.00

Funds currently available for the project

None

(List all grants already agreed from other sources)

None

Proposed sources of other funds for the project

None

Amount of grant requested (maximum of £500)

£280.00

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

If yes, please indicate when and the amounts

2019 £500