



Canvey Island Town Council Business and Action Plan 2021 - 2025

Introduction

Canvey Island Town Council has represented Canvey Island since 2007, after a public petition to the Government where it was agreed to the designation of this new parish within the borough of Castle Point. Previously Canvey Island Urban District Council had been the local government body before the major re-organisation of local government in 1974.

A Town Council is the first tier of local government and provides additional services on the Island to those provided by Castle Point Borough Council and Essex County Council. It is an elected body corporate with perpetual succession made up of local people representing the interests of the community. The Town Council is often the first point of contact for residents, and it can signpost people to help and support, that it cannot provide.

The Town

Canvey Island lies off the Southeast coast of Essex in the Thames estuary. It is a unique place with an interesting and diverse history much of which can be attributed to its relationship with the changing water levels of the River Thames and the fact that the whole of the Island is below sea level.

The Island is commonly known for its Dutch influence and became home to around 200 Dutch immigrants in the early 17th century, who it is reported 'sought refuge from the Duke of Alba, the butcher of Flanders'. Two tiny Dutch cottages are preserved on the Island from this period of the Island's history one is still inhabited at 'Canvey Village' the other is preserved as a museum.

At the start of the 20th century, the population of Canvey numbered about 300 people. At about that time, Canvey was heavily promoted as a holiday destination, primarily for Londoner's, to escape the smog of the big city. By the end of the First World War the population had reached 1,795 and the people kept coming. Since the 1930's, the west side of the Island at Hole Haven has been developed for use as oil refineries, and oil and gas storage which has met with a great deal of public opposition. In more recent times, some of the land previously used for this purpose has been 'reclaimed' and is currently being developed as a nature reserve.

The population of the Island has grown significantly since the turn of the Century to a little under 40,000 (almost 16,000 homes). The Island is now largely urbanised and residents value highly the remaining green spaces on the Island. Canvey has been earmarked for significant regeneration within the proposals for Thames Gateway and many improvements in local amenities, facilities and infrastructure are expected because of this.

The Island lies below sea level and its relationship with the surrounding sea, whilst rich in bounties, has also brought its share of tragedy. The devastating floods of 1953 saw 59 people on the Island lose their lives. The whole Island was evacuated. A memorial to the people who lost their lives that day can be found at Canvey Library. There has been significant investment put into raising the height of Canvey's 14 miles of sea walls both immediately after the floods and again in 1975 when the wall was raised by a further two metres.

Council Services and Functions

Town Council is responsible to residents for several services including:

- Management of recreational areas such as Canvey Lake, Concord Beach Tidal Pool, Labworth Memorial Gardens, Bandstand, Covid Memorial Garden, and the Tewkes Creek Wildflower Meadow.
- Consultee on Planning Applications within Canvey Island

- Annual Events - Christmas Event, Armed Forces Day, Garden Trail and Community Awards
- Town Centre Planters, Hanging Baskets and Festive Lighting
- Planters at Jones Corner, Eastern Esplanade, Ferry Road and Canvey Way
- Two Allotments sites, Winter Gardens and Smallgains
- Management of Canvey Lake Playground
- Providing financial support to local groups through the Grant Scheme
- Quarterly Newsletters
- Preparation and production of the Town Guide
- Notice Boards in each ward and Way Markers Signs in the town centre.
- Blue Plaque Scheme
- Community Warden presence
- Community partnership working
- Working in partnership with ECC on public rights of way, footpaths etc
- Point of contact for County, Borough, and many other public services.
- Consultee on crime and disorder reduction

Vision

Canvey Island Town Council is extremely proud of its town and works hard to ensure it continues to be a popular and desirable place to live, work and visit. The staff and councillors support and assist its residents, listen to issues, and provide useful signposts to other people and organisations. It provides many services and functions to support the town and its residents. It was awarded the Community Engagement Award in 2013 and Canvey Island has an incredibly unique and thriving community spirit. The Town Council have made considerable improvements to the community, by taking over the management of open spaces, and recently the Band Stand which is a focal point of the seafront and tourist destination. It has created many new initiatives within the town such as Lake Watch, Community Specials Scheme, Speed Watch, its heritage blue plaque scheme, summer events and community beach clean. It is actively attempting to preserve its green environment and encourages biodiversity, by responding proactively to planning applications to help safeguard the town from over development and developing projects such as tree planting to help with climate change and environmental degradation. The Council support many local clubs and organisations and help them continue their vital work with the community and act as a voice for the residents by liaising with other organisations and authorities on key strategic issues to ensure the best outcomes for the town and its community. The Council value its professionalism and reputation, striving hard to maintain high standards and to be a good employer and has been awarded the prestigious Quality Gold Award. See the Councils Mission Statement (Appendix A)

Structure

Canvey Island Town Council consists of 11 Town Councillors, a Town Mayor, Deputy Town Mayor and 9 other councillors representing various wards which are East Ward, North Ward, South Ward, Central Ward, West Ward and Winter Gardens Ward. All 11 Town Councillors are elected every four years by residents, with the last election being in May 2019 and the next due in May 2023. A new Town Mayor and Deputy Town Mayor are elected every year by the Full Council.

The Town Council is managed by the Town Clerk (Proper Officer), Deputy Clerk who is also the Responsible Financial Officer and employs 2 other staff members a Community & Events Officer and Community Warden. All staff work on part time hours.

Full Council meet once every six weeks on a Monday evening at the Council Offices in accordance with its Standing Orders and terms of reference. The Council changed its committee system in 2020 and now only has the following committees:

- Policy & Finance (no delegated powers)
- Planning
- Personnel

Some business is also considered through working parties. These groups work on one-off, short-term projects and make recommendations to Full Council.

Finances

Canvey Island Town Council is funded by the precept (part of the council tax which is allocated to the Town Council) and income from donations or services at events. The precept is public money and Council ensure that it is spent effectively and wisely. It will always look at best value whilst still providing high quality services, projects, and functions. The Council follows strict controls, and all activities are audited and transparent.

For the 2022-23 financial year, the precept for a Band D equivalent property is £21.87 per annum. The Council review its spending requirements on an annual basis, keeping its reserves at a sustainable level to minimise risk and earmark reserves for specific projects as required. It operates an income and expenditure budget and holds adequate general reserves.

Key Objectives

Canvey Island Town Council review its four-year plan annually and in line with its budgets.

The Council's Key Objectives over the next four years are listed below.

Project 1

Health & Wellbeing

The Town Council want the people in Canvey Island to live healthy, happy, and full lives and to be able to fulfil their potential, including those who might be vulnerable. We want everybody to live in a strong, sustainable, and supportive community with good opportunities for work and other meaningful activity and a healthy standard of living. We want everybody to be able to maximise their capabilities with control over their own lives, including the ability to make healthy lifestyle choices for themselves and their families. We want to ensure that everyone can enjoy life long into old age. We want everyone to have access to high quality health services delivered in the right way at the right time when they need specialist help and support.

Canvey Island has an estimated population of 38,689 with more than 55% being over 65. There are areas within Canvey Island that has low income and high health deprivation along with above average levels of obesity and below average life expectancy.

For some social isolation can be a huge issue. Social isolation is as deadly as smoking and can lead to all sorts of ill health including, mental health issues, weight management issues and inactivity.

In some cases, health impacts can be negated through non-medical means. For example, volunteering even for an hour can make people feel needed, respected, and fulfilled. Taking part in a guided walk or

sitting on a 'chat a while' bench and talking briefly to a stranger can lead to more social inclusion and a happy life.

Either setting up our own initiatives or by engaging with partners focus should be made in four areas:

- Improving mental health and wellbeing
- Addressing obesity, improving diet, and increasing physical activity
- Influencing conditions and behaviours linked to health inequalities.
- Enabling and supporting people with long-term conditions and disabilities.

Timescale	2020 - 2025
Budget	901 9019 – Health & Wellbeing Plan - £2,500
Comments	<p>The Town Council office is already a Keep Safe location, Dementia Friendly hub, is a J9 location and has a Hate Crime Ambassador. It runs volunteer programmes such as Lake Watch and Speed Watch as well as setting up Beach cleans and litter picks throughout the year which offers individuals the opportunity to get out of their house, feel a sense of worth and creates a community spirit.</p> <p>We would like to build on these, but they need to be relevant to our residents and their needs. We are lucky to have some fantastic volunteer groups and organisations already operating in our area that we need to be able to offer something that is not necessarily already available.</p>

Project 2

Community Garden

The Town Council is investigating the possibility of creating a Community Garden to bring residents together and help reduce crime in the area by increasing visibility and engaging citizens in positive initiatives in an urban area.

Community gardens offer people and the community many benefits. They provide opportunities for both recreational gardening and food production and are good for the environment. Gardens contribute to biodiversity of species and help to support populations of pollinators.

Community gardens contribute to a healthy lifestyle by:

- providing fresh, safe, affordable herbs, fruits, and vegetables
- helping to relieve stress and increase sense of wellness.
- getting people active, which improves overall physical health.
- providing social opportunities that build a sense of community and belonging.
- giving people an opportunity to learn and share knowledge on gardening, nature, and cooking.

Timescale	2022
Budget	901 9019 – Health & Wellbeing Plan - £2,500 (additional funding will be sought)
Comments	The Town Council are keen to progress any project that has the benefit of enhancing the health and wellbeing of its residents whilst also helping the environment.

Project 3

Band Stand	
The Town Council took over the management of the Band Stand in 2019, fully refurbished it and wishes to enhance the community asset further by holding regular events during the summer periods, whether this be the usage of local businesses, community groups or bands or the Town Council.	
Timescale	Summer of 2022 - 2023
Budget	201 4460 – Band Stand - £2,500
Comments	The Town Council have written to all local businesses and developed a hiring policy for the usage of the community. It was hoped that this would-be progressed for the summer of 2021, however, due to the continuation of the COVID-19 outbreak it has been forced to postpone these plans until 2022/23.

Project 4

Community Computers	
<p>The Town Council found during the pandemic that many services available to residents had been computerised. It decided that it wanted to purchase a laptop for community use to provide an internet service to members of the public which will be restricted to services that have been reduced by other authorities as the library will be available for all other uses. Many services no longer allow residents the ability to pay over the phone such as rent, or council tax so are pushing the use of the internet which many of the older community do not have or struggle with. Although the Library provide a computer service it is not always a private area should residents need to pay bills which can be provided in the council office.</p> <p>As part of the Health & Wellbeing Plan the council wish to provide friendly drop-in sessions to provide help and advice where one-to-one support can be given. These sessions can be held at the offices, with volunteers, where attendees could use either the council's laptop or bring in their own devices.</p>	
Timescale	July 2022
Budget	210 4235 – Community Engagement - £1,000
Comments	The Town Council have sourced funding from the ECC Community Fund for 3 laptops and the ECC Technology Fund for 3 Samsung tablets.

Project 5

School Holiday Activities	
The Town Council have found that many families need free or affordable activities during the school holidays and plan to hold fun days by contacting local businesses that provide sports clubs for children and can arrange a day in school holidays where free sessions could be provided. Working in	

partnership it can provide a space, if needed, they would provide the service with the possibility of gaining new members.	
Timescale	2022 - 2025
Budget	210 4235 – Community Engagement - £1,000
Comments	The Council will engage with Active Essex to work in partnership to provide services such as 3030 Essex and Essex ActivAte.

Budgets

Canvey Island Town Council's budget preparations begin in September/October of each calendar year. It is reviewed by each committee and submitted to the Policy & Finance Committee to make recommendations to Full Council. The final budget is set in the December/January of the next year. Once the budget is agreed all spending is kept within budget. Should any further financial requirements be needed it is requested at Full Council by the Town Clerk.

Budgets are monitored by the Responsible Financial Officer and Town Clerk and reported to the Policy & Finance Committee at its quarterly meetings where the accounts are verified by the committee. General and Specific Reserves are set as part of the annual budget process.

Mission Statement

Canvey Island Town Council will work continuously to improve the social and economic well-being of the community and to provide accountable, efficient, and effective services; through engagement with the community and to work in partnership other public service providers, local businesses, and the voluntary sector

Objectives

1. To encourage community cohesion, community pride and enthusiasm. To work with the residents of Canvey Island to better understand their needs and in turn explain how we will address those needs within the resources and powers on the Council.
2. To provide a democratic representational voice for the Canvey Island community.
3. To support and contribute to the economic and social life of the town and regeneration of the local community, in partnership with residents, other tiers of local, regional, and national government, voluntary agencies, groups and individuals to meet the needs and aspirations of the community.
4. To encourage and promote the economic and commercial vitality of the town and help strengthen and diversify the local economy by where possible source goods and services from the Canvey area.
5. To preserve the unique identity of Canvey Island and promote its heritage.
6. To help to create a socially inclusive and caring community which embraces all its residents, irrespective of age, gender, culture, income, race, or religion and which seeks to develop their well-being, knowledge, understanding and mutual co-operation.
7. To organise, promote and manage a variety of events within Canvey Island that positively enhances the social, economic, educational, leisure and tourism aspects of town vitality. In addition, to also support and advise in the facilitation of current events and to assist with the bureaucratic nature of such as activities.
8. To protect and improve the environment of the town and promote sustainable development of the town to meet the needs of the present residents without jeopardising the needs of future generations.
9. To be accountable, approachable, and visible and to ensure that the resources at the Council's disposal are used to the most effective degree possible and to the greatest possible benefit to the town ensuring cost effectiveness and value for money.
10. To continue valuing and developing employees thereby stimulating innovation for the benefit of the town.

Canvey Island Town Council		Three Year Forecast					Explanations 2022/23
	2021/22	2022/23	2023/24	2024/25	2025/26		
Policy & Finance	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET		
101 Central Costs							
1050 Grants Received	0	0	0	0	0		
1176 Precept Received	251920	263337	271237	279374	287755	2022/23 3.8% increase. Subsequent years 3% increase in line with predicted inflation rise	
1190 Interest Received	1300	650	650	0	0	Interest rate for bond significantly lower	
Total Income	253220	263987	271887	279374	287755		
4000 Staff Administration	37430	31011	32562	34190	35900	5% annual increase	
4008 Staff Training	1500	1000	1000	1500	1000	Fire safety (3 staff) & First Aid (2 staff) undertaken 2021 - covers 3 years	
4009 Staff Expenses	750	250	250	250	250		
4011 Rates	8250	8250	8300	8350	8400	2020/21=£8108.75 - an increase of 1.6% previous year	
4012 Premises Costs	12000	12000	12360	12731	13113	Hygiene bin contract ends 23/03/2021 - 3% increase to allow for inflation in utility costs	
4013 Premises Rent - Office	21000	21000	21000	22000	22000	Rent review will be due for No. 11 in 2022. Both contracts expire 2025	
4020 Telephone/Broadband	2400	2400	2400	2400	2400	Mobile contract until March 2022	
4021 Stationery and Postage	1200	1200	1200	1200	1200		
4023 Photocopier	3000	2700	3000	3000	3000	Contract renewed November 2021	
4025 Insurance	2200	2200	2400	2400	2400		
4030 Advert/Publicity/newsletter	3500	500	500	500	500		
4040 IT Costs	2000	3600	3600	3600	3600		
4041 Office Equipment/Clothing	1800	3000	1500	1500	1500	Contingency for replacement CCTV for premises. If this is replaced in 2022/23 the budget can then be reduced	
4050 Payroll administration costs	600	500	500	600	600		
4056 Internal Audit	500	500	500	500	500		
4057 External Audit	800	800	950	1100	1250	20% increase between YE 2020 & 2021	
4060 Vehicle Tax/Insurance	800	900	950	1000	1050	Increase allows for inflation	
4061 Vehicle Expenses	700	700	750	800	850	Increase allows for inflation	
Overhead Expenditure	100430	92511	93722	97621	99513		
105 Grants							
4500 Grants	5000	2000	2000	2000	2000		
Overhead Expenditure	5000	2000	2000	2000	2000		
106 Special Constable Scheme							
4600 Special Constable Scheme	5000	0	0	0	0	Council decision to remove budget as we are not receiving any hours	
Overhead Expenditure	5000	0	0	0	0		
110 Civic and Democratic							
4099 General Expenses	250	250	250	250	250		
4100 Election Expenses	10000	15000	21000	15000	15000	2019 costs £20,000	
4110 Members Training	600	500	500	500	500		
4115 Members Travel/Subsistence	150	100	100	100	100		
4121 Town Mayor Allowance	150	150	150	150	150		
4130 Subscriptions	3200	3250	3250	3250	3250	Council decision required on future EALC/NALC subscriptions	
4150 Room Hire	250	250	250	250	250		
4160 Regalia	250	250	250	250	250		
Overhead Expenditure	14850	19750	25750	19750	19750		
Policy & Finance - Income	253220	263987	271887	279374	287755		
Expenditure	125280	114261	121472	119371	121263		
Environment & Open Spaces							
4000 Staff Administration	37430	31011	32562	34190	35900	5% annual increase	
4207 Sea Front Gardens	8000	7000	7000	7600	7600	Maintenance 12 x £500.00 (60/40 split of original contract as memorial gardens increase by £40 per month due to new planter). Contract expires October 2024	
4220 Tidal Pool/Beach	7500	7000	7500	7500	7500	Maintenance contract £6070 until May 2026	
4231 Tidal Pool Joints	4200	3200	3200	3200	3200	£1561 for 4 joints	
4250 Wildflower Meadow	3000	2000	2000	2000	2000	KJ Gray £960 / New Contract CB Landscapes £620 / Tree Audit £42.75	
4400 Tewkes Creek Maintenance	300	300	300	300	300	Annual tree maintenance £130 (reviewed annually) / £4.75 tree audit	
4401 Blue Plaque Scheme	498	600	600	600	600	Single plaque cost £273.90 + delivery = £290.90. Budget allows for 2 plaques	
4460 Band Stand	5000	5000	5000	5500	5500	Maint £306.67 x 12 = £3680 Contract expires October 2024	
4470 Covid-19 Memorial Garden	0	2500	2000	2000	2000	This allows for 2x planting + £500 contingency. Once garden is established to budget can be adjusted.	
Overhead Expenditure	65928	58611	60162	62890	64600		
205 Environmental Projects							
4216 Hanging Baskets/Planter Maint	10000	9000	9500	9500	9500	Contract until April 2025 - £8605 pa	
4221 Street Furniture	5000	3000	3000	3000	3000		
4228 CIWCG Partnership	500	500	500	500	500	Agreement until March 2029	
Overhead Expenditure	15500	12500	13000	13000	13000		
Environment & Open Spaces - Income	0	0	0	0	0		
Expenditure	81428	71111	73162	75890	77600		
206 Allotments							
1005 Income	3965	3965	3965	3965	3965	112 x half plots @ £32.50 & 6x full plots @ £ 65.00	
Total Income	3965	3965	3965	3965	3965		
4455 Allotment Costs	2965	2965	2965	2965	2965	Water charges etc	
4465 Allotment Land	1000	1000	1000	1000	1000		

	Overhead Expenditure	3965	3965	3965	3965	3965	
	Allotments - Income	3965	3965	3965	3965	3965	
	Expenditure	3965	3965	3965	3965	3965	
Community							
210	Community Projects						
4000	Staff Administration	37430	31011	32562	34190	35900	5% annual increase
4204	Wildlife Event	4100	0	0	0	0	Agreed by Council that event would be changed to a Country Show event for 2022
4208	Christmas Events	10000	10000	10000	10000	10000	
4209	Festive Lighting	10000	7264	7264	8500	8500	Contract until October 2024 - £7264
4211	General Events Programme	1000	500	500	500	500	
4215	Armed Forces	3300	1000	1000	1000	1000	Agreed by Council in 2022 the Town would be decorate but no event
4219	Garden Trail	500	500	500	500	500	
4229	Community Award/ATM	500	500	500	500	500	
4235	Community Engagement Events	8000	1000	1000	1000	1000	Original budget reinstated
4236	Promotion	1000	0	250	250	250	Promotion items will need replenishing after several events
4237	Band Stand	2500	2500	2500	2500	2500	
****	Country Show Event	0	7000	7000	7000	7000	A decision will need to be made if this is to become an on-going event
	Overhead Expenditure	78330	61275	63076	65940	67650	
	Expenditure	78330	61275	63076	65940	67650	
Canvey Lake Committee							
501	Canvey Lake						
4000	Staff Administration	37430	31011	32562	34190	35900	5% increase from 2022/23
4201	Lake General Maintenance	29700	15000	15000	15000	15000	
4225	Lake Enhancements	1000	0	0	0	0	Budget removed and included in Lake General Maintenance Contract £23,220 until 1st June 2024. 10% increased allowed for
4226	Lake-Litter/Grass Maintenance	23220	23220	23220	25542	25542	
4234	Play Area	2000	1000	1000	1000	1000	
	Overhead Expenditure	93350	70231	71782	75732	77442	
	Canvey Lake Committee - Income						
	Expenditure	93350	70231	71782	75732	77442	
Earmarked Reserves							
901	Earmarked reserves						
****	Health & Wellbeing Plan	0	2500	2500	2500	2500	
****	The Gunny Project	0	6000	6000	6000	6000	
	Overhead Expenditure	0	8500	8500	8500	8500	
	Expenditure	0	8500	8500	8500	8500	
	Total Budget Income	257185	267952	275852	283339	291720	
	Expenditure	382351	329343	341957	349398	356420	