

# Canvey Island Town Council



TO ALL MEMBERS OF THE COUNCIL



Dear Councillors,

I hereby summon you to attend a **MEETING** of **CANVEY ISLAND TOWN COUNCIL** to be held at the **COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB** on **MONDAY 9<sup>TH</sup> DECEMBER 2024** 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*

Mrs E. De Can  
Town Clerk

4<sup>th</sup> December 2024

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

## **A G E N D A**

1. Apologies for absence
2. To receive declarations of interest in items on the agenda
3. Public forum – to receive questions from members of the community of Canvey Island of which notice has been received for a period not exceeding ten minutes.
4. To confirm and sign as a true record the minutes of the Council meeting held on 14<sup>th</sup> October 2024.
5. To note the minutes and resolutions of the Personnel Committee meeting held on the 4<sup>th</sup> November 2024.
6. To consider and agree the recommendations from the Policy and Finance Committee meeting held on the 11<sup>th</sup> November 2024.
7. To receive a report from the Town Mayor on activities and events since the last meeting.
8. To note there have been no Officer Decisions under delegated powers since the last meeting.
9. To receive a verbal report on the Clerks progress of ongoing projects and not on the agenda.
10. To consider and agree the budget and precept for 2025/26 (Appendix A)
11. To consider and approve the updated Council Business and Action 2024/2028 (Appendix B).
12. To receive a verbal update on the Christmas event held on the 30<sup>th</sup> November 2024.
13. To consider and comment of the Enabling Remote Attendance and Proxy Voting at Local Authority Meetings Consultation (Appendix C).



14. To note the External Auditor's process and potential costs in response to a formal complaint received.
15. To consider and agree working with the Salvation Army to facilitate weekly employment drop-in sessions utilising the Town Council's meeting space.
16. To note the minutes from the Community Engagement Strategy meeting and consider and agree utilising X (Twitter) and Instagram as another form of communication (Appendix D).
17. To note the minutes from the Community Safety Partnership meetings held on the 24<sup>th</sup> September and 13<sup>th</sup> November 2024 (Appendix E & F).
18. To confirm accounts for payment as previously agreed.
19. To note a report from the Community Warden on matters relating to Canvey Island (Appendix G)
20. To note the Health & Safety reports detailing incidents and actions completed in relation to open spaces (Appendix H).
21. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
22. Reports from Essex County Councillor on matters relating to Canvey Island.

*In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the Council **RESOLVED** that the public and press be excluded from the remainder of this meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

23. To consider and agree office lease arrangements (Appendix I).

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
ON MONDAY 14<sup>TH</sup> OCTOBER 2024 AT 7.30PM**

**PRESENT:**

**Councillors:** Cllr P. May, Cllr S. Sayes, Cllr D. Anderson, Cllr A. Acott, Cllr J. Anderson, Cllr B. Botham, and Cllr S. Brooke.

**Also present:** Mrs E. De Can – Town Clerk  
Mrs L. Gould – Deputy Clerk  
Mrs K. Bali – Community & Events Officer  
Mrs A. Wakenell – Community Warden

**CO/095/24 – APOLOGIES FOR ABSENCE**

Apologies of absence were accepted for Cllr P. Greig, Cllr S. Sach, Cllr E. Harvey and Cllr D. Blackwell. Members noted that Cllr Grieg was unable to attend meetings due to ill health and **RESOLVED** under the LGA 1972 sections 85(1) & (2) to approve a dispensation to allow a continuous absence until further notice.

**CO/096/24 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Cllr J. Anderson, Cllr D. Anderson and Cllr May declared a non-pecuniary interest in item 11 & 17 on the agenda.

**CO/097/24 - 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.

**CO/098/24 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 2<sup>ND</sup> SEPTEMBER AND 11<sup>TH</sup> SEPTEMBER 2024.**

Members **RESOLVED** that the minutes of the Council meetings held on the 2<sup>nd</sup> September and 11<sup>th</sup> September 2024 be confirmed as a true record of the proceedings and signed by the Town Mayor.

**CO/099/24 – TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.**

Members noted the activities since the last meeting such as attending the High Sheriff of Essex Chelmsford Cathedral service and the 90<sup>th</sup> Birthday celebrations at the CP Transports Museum. Activities booked and due to attend are the First Responders meet up at Kings Park, the Remembrance Day Service and the Heritage Centre fish and chip dinner.

**CO/100/24 – TO NOTE THE OFFICER DECISIONS UNDER DELEGATED POWERS SINCE THE LAST MEETING AND BACKGROUND PAPERS.**

Members noted the officer's decision to appoint Phuse Media to update the Councils website at a cost of £320.00 to be compliant with the WCAG Level 2.2AA effective from October 2024 and Silverway Electrical to replace the plastic electric box at Denham Road bridge due to vandalism at a cost of £248.85.

**CO/101/24 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.**

Members noted the report and updates provided by the Town Clerk.

**CO/102/24 – TO NOTE THE COSTS FOR NEW LAMP COLUMNS INFRASTRUCTURE FOR FESTIVE LIGHTING AND AGREE THE AMENDMENT TO THE CONTRACT WITH SPARK X TO COMMENCE ON THE 1ST NOVEMBER 2025 FOR A PERIOD OF 3 YEARS.**

Members noted that following the appointment of SparkX as the Town Council's new festive lighting contractor an audit was conducted on the 32 lamp columns that the Town Council utilise for festive lighting. The audit highlighted that there were issues with the festive lighting infrastructure inside the

columns which are no longer compliant with the current BS7671 regulations. A meeting was held with Cllr Sach, Leader of the Council and Cllr May, Town Mayor to discuss the options available and it was agreed to seek an independent audit of the columns to clarify the information provided regarding the compliance of the lamp columns. This was approved at a cost of £195.00 and Somerville Electrical was appointed. There was a delay with the annual testing of the lamp columns by ECC and the results were received on the 27<sup>th</sup> September 2024. Due to the need for new infrastructure and the delay in testing the columns it is not possible to install the new festive lighting scheme. Members reviewed the quotes to replace the infrastructure and to ensure that there is still a scheme in place for 2024 and **RESOLVED** to appoint SparkX to replace the infrastructure in 23 lamp columns in 2024 and install the Council's existing lighting scheme of motifs within the agreed 2024 budget.

Members **RESOLVED** to postpone the new contract for 1 year to enable the infrastructure to be replaced in 2024 and the new festive lighting scheme will commence on the 1<sup>st</sup> November 2025 for the 3 year term at the existing contract price of £8,795.00 with the addition of £1,050.00 per annum to replace the infrastructure in the remaining 9 columns over the 3 year term making the annual costs £9,845.00.

#### **CO/103/24 – TO CONSIDER AND AGREE PROPOSALS FOR THE SANTA'S GROTTO AT THE CHRISTMAS EVENT.**

Members noted that discussions with the Knightswick Centre have highlighted an issue with the proposed wooden cabin grotto as it will not fit through the centre doors. It was not anticipated that the grotto would arrive already set up as onsite setup was expected as in previous years. It has also been advised that the centre has ordered an attraction which will be placed outside of Savers, which will impact on the location of the grotto. It is also unclear whether the usual tree will be added this year. Members were asked to reconsider its original plan to locate the grotto in the Knightswick Centre and potentially place it outside. Members reviewed the options to provide an inflatable grotto within the centre or place the wooden grotto outside and **RESOLVED** that due to the uncertainty of the attractions within the centre and the limited time to secure the grotto, the wooden grotto should be placed outside within the agreed costs of the original package and the additional cost of £100 to hire barriers for crowd control. Members noted that further investigation would be required for lighting within the grotto which could also be an additional cost.

#### **CO/104/24 – TO NOTE AN UPDATE FROM THE STAKEHOLDER FORUM AND CONSIDER THE RECOMMENDATIONS MADE.**

Members noted an update from the stakeholder forum and those in attendance, Cllr S. Sach – Leader, CITC, Cllr S. Brooke – CITC, Cllr S. Sayes – CITC, Cllr M. Fuller – CPBC, Cllr D. Jones – CPBC, M. Outten – RSPB, A. Hutchings – CPBC, E. De Can – Town Clerk, CITC, A. Wakenell – Community Warden, CITC & R. Harris – MP. Apologies were provided by the EA and ECC. This meeting took place to discuss the issues experienced at Canvey Lake over the last couple of years, to review a plan to improve the lake and its environment and discuss the issues surrounding the complexities of the lake and act as an advisory group providing recommendations that the Town Council could consider for improving the quality of the facility for residents. It was noted that this forum has replaced the Common Liaison Committee although has no authorised spending power and can only make recommendations to the Town Council for consideration. The group discussed the issues experienced during the summer months, the purpose of the area, the requirements of the LNR to protect the reed bed and marsh land and agreed that the Town Council must agree its vision for the open space.

The following recommendations were made for the Town Council to consider:

- Prepare a vision and plan considering short term, medium, and long-term actions.
- The need for public consultation.
- Regular communications.
- Project Management – this needs to be considered first to enable preparing the plan and vision before all other steps.
- Review options for action in the winter months.

It was noted that CPBC offered to facilitate a workshop to assist with the development of the Council's vision for the lake.

Members **RESOLVED** to approve the recommendations provided by the stakeholder forum, to accept the offer from CPBC to facilitate a workshop, to investigate costs for project management and costs for barley straw, chalk and the removal of buddleia which can be conducted during the winter months.

Members suggested that local universities could be contacted to assist with project management and local celebrities used in the past could be contacted to help regarding wildlife advice.

**CO/105/24 – TO NOTE THE COMPLETION OF THE GUNNY LEASE AND THE APPROVAL OF URGENT DELEGATED POWERS FOR THE USE OF THE COUNCILS SEAL.**

Members noted the completion of the Gunny lease with effect from the 1<sup>st</sup> October 2024 and the report confirming that approval was provided by the Town Mayor and Deputy Town Mayor under Section 24 of the Council standing orders and **RESOLVED** to approve the use of the Councils seal under urgent delegated powers.

**CO/106/24 – TO CONSIDER AND AGREE THE QUOTES OBTAINED FOR THE GRASS CUTTING OF THE COUNCIL OWNED LAND AT THE REAR OF THE GUNNY.**

Member reviewed the quotes obtained and **RESOLVED** to appoint CB Landscapes at a cost of £500.00 per annum for 10 cuts between April – October with an additional 3 cuts during the summer on a rolling year contract.

**CO/107/24 – TO CONSIDER AND AGREE AMENDMENTS TO THE COUNCILS' STANDING ORDERS.**

Members considered the proposed amendments and **RESOLVED** to approve the amendments to standing orders No 18d (iii) & (v), 15xviii and 23.

**CO/108/24 – TO CONSIDER THE REPORT FROM THE EXTERNAL AUDITOR AND NON-COMPLETION OF THE AUDIT FOR THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31ST MARCH 2024.**

Members noted the report and non-completion of the audit by the external auditor and await the outcome relating to the 2023/24 year.

**CO/109/24 – TO NOTE THE REPORT PROVIDED FOLLOWING THE PROCUREMENT REVIEW AND APPROVE THE RECOMMENDATIONS FOR FUTURE IMPLEMENTATION FOLLOWING THE CHANGES TO THE PROCUREMENT ACT 2023 WHICH HAS BEEN DELAYED UNTIL THE 24TH FEBRUARY 2025.**

Members noted the report provided by LCC Consultancy and **RESOLVED** to approve the recommendations to draw up a new procurement policy following the changes to the Procurement Act 2023 in February 2025 and set up a tender evaluation panel.

**CO/110/24 – TO NOTE THE POTENTIAL ADDITIONAL COSTS OF THE ELECTRIC SUPPLY AT DENHAM ROAD.**

Members noted the potential additional costs within the electric contract.

**CO/111/24 – TO NOTE AN UPDATE ON THE BATTERY PROJECT FOR THE GUNNY SITE.**

Members noted the update on the battery project and that more capital is needed to get the project to a ready to build status which will take a further 6-12 months before this is known.

**CO/112/24 – TO CONSIDER AND AGREE THE PURCHASE OF A REPLACEMENT BODY CAMERA FOR THE COMMUNITY WARDEN AT A COST OF £82.98.**

Members considered the need for a replacement body camera for the Community Warden and **RESOLVED** to purchase the Rewire Security Body Camera at a cost of £82.98.

**CO/113/24 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**

**14<sup>th</sup> October 2024 NO 1 ACCOUNT**

Company	Reference	Amount	Description
Aspect Maintenance Ltd	BACS728	£7,055.08	Maintenance – Sept – Gunny grass cutting – Sept x2 cuts

Office Needs Group	BACS729	£186.91	Stationery
Michael Gray	BACS730	£1,080.00	Cut & Bail Wildflower Meadow
D Trower	BACS731	£20.00	Window Cleaning – 17/9 & 01/10
EALC	BACS732	£156.00	Staff Training - EDC – Employment Framework & LG – FOI Course
Top of the Mops	BACS733	£99.00	Cleaning 05/9, 19/9 & 03/10
SLCC	BACS734	£52.90	The Clerks Manual 2023
Essex Ecology	BACS735	£2,070.00	Ecology Survey
DC Pat Testing	BACS736	£90.00	Pat Testing – office
ICE Queen	BACS737	£912.00	Ice rink – deposit
CI Wildlife Conservation Group	BACS738	£500.00	Annual donation for Don Downes Nature Reserve
Amazon	BACS739	£84.02	Heavy Duty Trolley / Xmas Gifts / Hazard Tape
DP Media	BACS740	£345.60	Christmas Banners x 6
Somerville Electrical	BACS741	£195.00	Electrical Survey of 23 lamp columns
RBL	BACS742	£65.00	Poppy Wreath / Lamp Column Poppies
<b>TOTAL</b>		<b>£12,911.51</b>	

**CO/114/24 – TO NOTE A REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND.**

Members noted the report. The Community Warden advised that the tidal pool was now closed and access to the site is not possible to conduct monthly inspections. Balfour Beatty have been advised that whilst closed they are responsible for the site. Flowers on benches at the Memorial Gardens have been removed, the Wildflower Meadow has been cut and bailed, there has been more graffiti on the play equipment, vandalism to the jetty is ongoing as bolts are being removed which appears to be intentional and causing H&S concerns, however, this is being monitored on a weekly basis, the electric was due to be completed on the 9<sup>th</sup> October, however, due to a legislation dispute this has been held up. The small plastic box on Denham Road bridge has been vandalised again and costs have been approved to replace this with a metal box, however, this is delayed due to the electric work hold up. Cadent were given permission to install two containers at the Denham Road car park, however, due to only one being provided and materials being left on site these were set on fire and extensive damage has been caused to the car park, surrounding fencing, a neighbouring property and an electric pole. It was confirmed that the lake will be getting a minimum of two CCTV cameras, however, the locations are unknown.

**CO/115/24 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.**

Members noted the reports.

**CO/116/24 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr May advised that discussions were taking place regarding the disability ramps along the seawall following the works undertaken by the EA.

**CO/117/24 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr May confirmed that resurfacing work around Canvey Island was underway, and railings will be placed outside of Canvey Island Infant/Junior School for safety reasons.

The meeting closed at 9.20pm.

TOWN MAYOR  
9<sup>th</sup> December 2024



**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE  
POLICY AND FINANCE COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL  
HELD IN THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND ON  
MONDAY 11<sup>TH</sup> NOVEMBER 2024 AT 7.00PM**

**PRESENT:**

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

Also, present: Mrs E De Can – Town Clerk

**P&F/010/24 - APOLOGIES FOR ABSENCE**

No apologies were required.

**P&F/011/24 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Cllr J. Anderson and Cllr D. Anderson declared a non-pecuniary interest in item 10(i) on the agenda as they are members of the Canvey Community Choir. Cllr May declared a non-pecuniary interest in item 10(i) of the agenda as a director of Yellow Door, Town Council representative of Wyvern Community Transport and a trustee of the Canvey Community Choir and Cllr Acott declared a non-pecuniary interest in item 10(i) of the agenda as he was a mentor to the manager of Yellow Door.

**P&F/012/24 - 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/013/24 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 15<sup>TH</sup> JULY 2024.**

The minutes of the committee meeting held on the 15<sup>th</sup> July 2024 were **CONFIRMED** as a true record and signed by the chairman.

**P&F/014/24 – TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA**

Members noted the Clerks report of completed projects.

**P&F/015/24 - TO CONSIDER THE DRAFT BUDGET AND PRECEPT REQUIREMENTS FOR 2025/26 AND AGREE RECOMMENDATIONS TO FULL COUNCIL**

Members received reports detailing the expected and anticipated expenditure for the year ending 31<sup>st</sup> March 2025, a draft budget including explanations for increases or decreases and a financial report providing details of the Councils accounts detailing the use of the budget and earmarked reserves and providing an anticipated figure for the General Reserves at the end of the financial year 2025/26 as well as forecasted figures for the year 2026/27.

The Town Clerk confirmed that the tax base calculation from Castle Point Borough Council is not yet known and may change the precept value slightly once confirmed.

Members discussed the proposed budget and **RECOMMENDED** that a budget of £445,894 is set for 2025/26 with a 4.17% increase in the precept based on the Band D equivalent equating to a 99p increase in the annual taxpayer cost.

**P&F/016/24 – TO NOTE THE EXTERNAL FIRE RISK ASSESSMENT AND THE RECOMMENDATIONS MADE.**

Members noted the report, and the recommendations made for electrical testing, fire training which was scheduled for early 2025 and the need for fire drills when members are present.

**P&F/017/24 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES IS UNDERWAY. NOTE THE AMENDMENTS TO THE FOLLOWING POLICIES:**

**i) OUT OF HOURS POLICY.**

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

**ii) DIGNITY AT WORK/BULLY & HARRASSMENT POLICY.**

Members approved and **RECOMMENDED** the amendments to the policy which includes the updated legislation relating to sexual harassment.

**iii) PARENTAL LEAVE PROCEDURE.**

Members noted the government regulation changes with effect from April 2024 and approved and **RECOMMENDED** the amendments to the policy by the Council.

**iv) PATERNITY LEAVE PROCEDURE.**

Members noted the government regulation changes with effect from April 2024 and approved and **RECOMMENDED** the amendments to the policy by the Council.

**v) CARERS LEAVE POLICY.**

Members noted the government regulation changes with effect from April 2024 and approved and **RECOMMENDED** the implementation of the new Carers Policy.

**P&F/018/24 – TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST MEETING.**

Members noted the courses of Freedom of Information Request webinar at a cost of £50.00 for the Deputy Clerk, Communicating with your Community – Part 1 & 2 at a cost of £100.00 for the Deputy Clerk, Module 1 – The Employment Framework at a cost of £80.00 for the Town Clerk, Martyn's Law webinar – free of charge for the Deputy Clerk, Budget & Precept Webinar at a cost of £80.00 for the Deputy Clerk, Handling online abuse Webinar – free of charge for the Town Clerk, Deputy Clerk & Community Warden and Pension Webinar x 2 – Free of charge for the Town Clerk.

**P&F/019/24 – FINANCE**

**i) GRANT APPLICATIONS:**

**a) TO CONSIDER AN APPLICATION FROM THE YELLOW DOOR**

Members considered the grant application from Yellow Door towards the purchase of storage equipment and **RECOMMENDED** the award of a £500.00 grant with the condition that the storage boxes are located to the rear of the property and out of site to prevent vandalism.

**b) TO CONSIDER AN APPLICATION FROM THE CANVEY COMMUNITY CHOIR**

Members considered the grant application from the Canvey Community Choir towards the purchase of music folders and **RECOMMENDED** the award of a £500.00 grant.

**c) TO CONSIDER AN APPLICATION FROM WYVERN COMMUNITY TRANSPORT**

Members considered the grant application from Wyvern Community Transport towards the purchase of leaflets and promotional materials and **RECOMMENDED** the award of a £500.00 grant.

**i) TO CONSIDER AND AGREE COSTS FOR TEMPORARY OFFSITE STORAGE.**

Members considered the quotes obtained and **RECOMMENDED** temporary storage at Southern Property Services Containers at a cost of £160.00 per month.

**ii) TO CONSIDER AND AGREE COSTS FOR LEGAL REPRESENTATION.**

Members considered the quotes obtained and **RECOMMENDED** appointing Hook & Partners to negotiate the Councils office lease requirements at a cost between £2,300 - £2,900.

**iii) TO VERIFY THE COUNCIL FINANCES AS OF 30<sup>TH</sup> SEPTEMBER 2024**

Members **NOTED** the Council Finances as of 30<sup>th</sup> September 2024 inclusive of the bank reconciliation, statements and payments issued from 1<sup>st</sup> July 2024 to 30<sup>th</sup> September 2024 and no questions were raised. Members confirmed that Cllr Acott can sign the reconciliation



documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2.

**iv) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.**

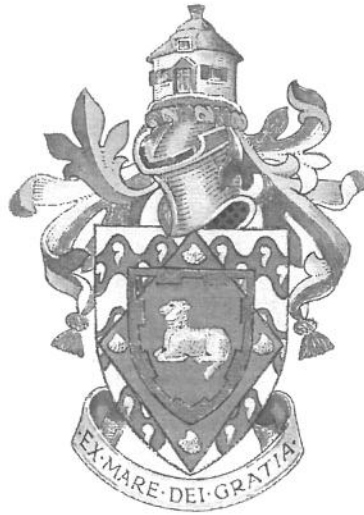
**11<sup>th</sup> November 2024 NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
Aspect Maintenance Ltd	BACS745	£6,695.08	Maintenance – Oct – Gunny grass cutting – Oct x 1 cuts
The Bungalow Nursery Ltd	BACS746	£209.40	Covid Garden Plants
EALC	BACS747	£96.00	Staff Training – LG Budget & Precept
Top of the Mops	BACS748	£33.00	Cleaning 17/10
Amazon	BACS749	£79.99	Body Camera
DP Media	BACS750	£50.40	Christmas Signage x 4
E. De Can	BACS751	£33.00	Travel & Parking Expenses
C B Landscapes	BACS752	£620.00	Wildflower Meadow tree maintenance and grass cutting
MB Fire Risk Limited	BACS753	£195.00	External Fire Risk Assessment
BB Grout Ltd	BACS754	£120.00	Gingerbread Men
Phuse Media	BACS755	£384.00	Update of Website Accessibility 2AA
<b>TOTAL</b>		<b>£8,515.87</b>	

The meeting closed at 8.30pm

CHAIRMAN

10<sup>th</sup> February 2025



# **Canvey Island Town Council Business and Action Plan 2024 – 2028**

## 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 Londoners, 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 with 29,042 electors as at April 2024. The Island is now largely urbanised, and residents highly value the remaining green spaces on the Island.

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.
- Maintenance of trees at Tewkes Creek picnic area and 15 trees at rear of woodland.
- Consultee on Planning Applications within Canvey Island
- Annual Events - Christmas Event, Armed Forces Day, Garden Trail, Summer events programme 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
- Landowners of the Gunny and Don Downes Nature Reserve land.
- Providing financial support to local groups through the Grant Scheme
- Quarterly Newsletters
- Notice Boards in each ward and Way Markers Signs in the town centre.
- Blue Plaque Scheme
- 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, including 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 Speed Watch, its heritage blue plaque scheme, summer events, community beach cleans, community information day events, computer training and the creation of a community garden. 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, developing bee corridors and projects such as tree planting to help with climate change and environmental degradation as well as being a Tree Charter branch. 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 2023 and the next due in May 2027. 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 and Responsible Financial Officer), Deputy Clerk and employs 2 other staff members a Community & Events Officer and Community Officer. 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 2024-25 financial year, the precept for a Band D equivalent property is £23.76 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

	<ul style="list-style-type: none"> <li>• Addressing obesity, improving diet, and increasing physical activity</li> <li>• Influencing conditions and behaviours linked to health inequalities.</li> <li>• Enabling and supporting people with long-term conditions and disabilities.</li> </ul>
<b>Timescale</b>	2020 - 2026
<b>Budget</b>	901 9019 – Health & Wellbeing Plan - £1,500
<b>Comments</b>	<p>The Town Council office is already a J9 location and has a Hate Crime Ambassador. It runs volunteer programmes such as 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> <p>As part of the plan in 2022 the council set up its 1<sup>st</sup> Community Garden and a successful Computer Project to teach residents how to use their own devices which is run by volunteers.</p> <p>In 2024 the Council is running a Night Safety Campaign which will promote safety for road and pavement users during the darker hours. The project has been funded by Essex Police Fire &amp; Crime Commissioner's Safer Streets Fund and will see the Town Council distribute LED keyrings, high visibility bands, and bicycle lights to residents to promote higher visibility to road and pavement users. The aim is to create a safer environment for both road and pavement users.</p>

## **Project 2**

### **Community Gardens**

The Town Council created its first Community Garden in 2022 in Sycamore Close. These gardens are 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.

<b>Timescale</b>	2022 - 2026
<b>Budget</b>	901 9019 – Health & Wellbeing Plan - £1,500 (additional funding will be sought) 212 4245 – Sycamore Close – Volunteers - £100 212 4246 – Sycamore Close – Garden - £250



<b>Comments</b>	<p>The Town Council are keen to continue this project to include more community gardens and any project that has the benefit of enhancing the health and wellbeing of its residents whilst also helping the environment.</p> <p>In 2024 the Town Council will be looking to enhance on the Community Garden project by utilising more to create 'bee corridors' that promote areas of planting that encourage bees and other pollinators to travel through. This will also compliment the Town Council's 'Save the Bee's' promotion that it received Essex County Council Locality Funding for in 2023.</p>
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### **Project 3**

<b>Employability Workshops</b>	
<p>The Town Council have found that there is a large demographic of residents that are classed as 'economically inactive' and have been out of employment for a long period of time. Working with external organisations the Town Council is aiming to host employability workshops where residents can have assistance with CV writing, accessing free courses, job hunting and other activities that promote getting back into employment. These will be free friendly drop-in sessions that will utilise the Town Council's computer equipment.</p>	
<b>Timescale</b>	2024 - 2028
<b>Budget</b>	901 9019 – Health & Wellbeing – no expenditure expected.
<b>Comments</b>	The Council will engage with organisations such as the Salvation Army and utilise current volunteer provisions to assist with the running of the sessions.

### **Project 4**

<b>Band Stand</b>	
<p>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.</p>	
<b>Timescale</b>	Summer of 2022 - 2026
<b>Budget</b>	210 4211 – General Events - £3,000
<b>Comments</b>	The Town Council have written to all local businesses and developed a hiring policy for the usage of the community. The Council continues to use this facility to hold small scale events such as the Water Safety Information Day, SEN events and Litter Picking events.

## **Project 5**

### **Canvey Lake**

The Town Council is developing plans for a sustainable habitat for wildlife at Canvey Lake. The impact of climate change has seen extreme heat, lack of rainfall and the shallow nature of the lake cause serious problems at the site in recent years. Working with partners including the Environment Agency, Essex County Council, Castle Point Borough Council, Anglian Water and Essex Wildlife Trust, a plan is being developed to see how the lake can live up to its designation as a Local Nature Reserve whilst striking a careful balance between reality and the desire to increase biodiversity and retain the lake as a public amenity.

<b>Timescale</b>	2023 - 2028
<b>Budget</b>	901 9023 – Earmarked Reserves – Signage / Information - £1,500 901 9005 – Earmarked Reserves – Lake Enhancements - £20,000 901 ..... – Earmarked Reserves – Project Management & Consultation - £50,000
<b>Comments</b>	The Council has worked with the Essex Wildlife Trust to prepare a Biodiversity Management Plan as well as options for re-profiling the lake if this is possible. Earmarked reserves have been considered, however, external funding will be sought to help deliver the overall vision for the lake.

## **Completed Projects**

### **Community Information Days**

The Town Council held a very successful Community Information Day in July 22 working in partnership with Canvey Library which provided various stalls around the Town Centre informing residents of services available within the community. This included statutory organisations, community groups showing what they have to offer, activities, entertainment, and safety information.

Due to the success of the event the Council would like to build on this service to provide further days which will benefit residents and provide information and advice on relevant issues.

<b>Timescale</b>	2023 - 2026
<b>Budget</b>	210 4235 – Community Engagement - £1,000
<b>Comments</b>	The Council also held in 2022 a Water Safety Day in Aug and an Energy Saving Information Day in November.  The Town Council will continue to run the Community Information Day on an annual basis whilst it is still popular and well attended.

### **Community Computers**

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.

As part of the Health & Wellbeing Plan the council started friendly drop-in sessions in 2022 to provide help and advice where one-to-one support is given. These sessions are held at the offices, with volunteers, where attendees could use either the council's laptop or bring in their own devices.

<b>Timescale</b>	2022 - 2026
<b>Budget</b>	210 4235 – Community Engagement - £1,000
<b>Comments</b>	The Town Council received funding from the ECC Community Fund for 3 laptops and the ECC Technology Fund for 3 Samsung tablets.  The Town Council will continue this community scheme whilst it is still needed.

### 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.

<b>Timescale</b>	2022 – 2025 – completed in 2022
<b>Budget</b>	210 4235 – Community Engagement - £1,000
<b>Comments</b>	The Council will engage with Active Essex to work in partnership to provide services such as 3030 Essex and Essex ActivAte.  The Council held various free events during the summer holidays. It is anticipated that these or similar events will continue.: Lake Picnic, Outdoor Crafts, a Football Activity Day and Messy play.

### 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.



Ministry of Housing,  
Communities &  
Local Government

Open consultation

# Enabling remote attendance and proxy voting at local authority meetings

Published 24 October 2024

**Applies to England**

Contents

Scope of this consultation

Basic information

Ministerial foreword

Who we would like to hear from

The proposal for remote attendance

Proxy voting

About this consultation

Annex A: Personal data



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# Scope of this consultation

## Topic of this consultation

This short consultation seeks views on the detail and practical implications of allowing remote and hybrid attendance and proxy voting at local authority meetings in England.

## Scope of this consultation

Government is consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances.

If any changes to legislation are made as a result of this consultation would apply to England only local authorities meaning:

- a county council
- a unitary authority
- a London borough council
- a district council
- the Common Council of the City of London
- the Greater London Authority
- the Council of the Isles of Scilly
- a parish council
- a joint board continued in being by virtue of section 263(1) of the 1972 Act
- a parish meeting constituted under section 13 of the Local Government Act 1972
- Transport for London, Para.5 of Schedule 10 of the GLA 1999 allows the GLA to regulate its own procedures and committees
- an authority established under section 10 of the Local Government Act 1985
- a joint authority established under Part 4 of the Local Government Act 1985
- a joint committee constituted to be a local planning authority under section 29 of the Planning and Compulsory Purchase Act 2004
- a combined authority established under section 103 of the Local Democracy, Economic Development and Construction Act 2009

- a combined county authority established under section 9 of the Levelling Up and Regeneration Act 2023
- a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies, or created by an order under section 4A of that Act
- a National Park authority as referenced at section 184 of the LGA 1972 and/or established under section 63 of the Environment Act 1995
- the Broads Authority established by section 1 of the Norfolk and Suffolk Broads Act 1988
- a conservation board established under section 86 of the Countryside and Rights of Way Act 2000
- a police and crime panel established under section 28 of the Police Reform and Social Responsibility Act 2011

## **Geographical scope**

The questions in this consultation apply to all relevant local authorities in England as defined above.

They do **not** apply to authorities in Wales, Scotland or Northern Ireland.

## **Impact assessment**

If any policy changes are made following this consultation they will be subject to appropriate assessment. No impact assessment has been conducted at this time.

## **Basic information**

This is an open consultation. We particularly seek the views of individual members of the public; prospective and current local authority members/representatives; all relevant local authorities defined above; and those bodies that represent the interests of local members/representatives at all levels.

## Body/bodies responsible for the consultation

The Local Government Capability and Improvement Division in the Ministry of Housing, Communities and Local Government is responsible for conducting this consultation.

## Duration

This consultation will last for 8 weeks from 24 October 2024.

## Enquiries

For any enquiries about the consultation please contact:  
[remoteattendanceconsultation@communities.gov.uk](mailto:remoteattendanceconsultation@communities.gov.uk)

## How to respond

You can only respond to this consultation through our online consultation platform, Citizen Space. [Respond via Citizen Space](https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting) (<https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting>).

## Ministerial foreword

The government has set out its intention to reset the relationship between central and local government as partners in delivering better outcomes for the communities we collectively represent. Key to this is supporting the sector to modernise democratic engagement, raise standards and widen the range of candidates standing for council by removing unnecessary barriers.

The attendance of elected members at local authority meetings is a core part of the democratic process at the local level and is integral to members carrying out their functions effectively. In addition to the value of members coming together to debate and discuss the issues which impact the lives of the people they represent; it is also important that local residents have the

opportunity to engage directly with the people they have elected to take key decisions on their behalf.

At the same time, the government recognises that there are circumstances in which it may not always be possible for members to attend council meetings in person. It is with this in mind that the government intends to amend the law to introduce provisions for remote attendance at local authority meetings.

The intent is that this increased flexibility will strike the balance between the principle that significant in-person engagement remains vitally important, and a recognition that there will sometimes be a need to accommodate members' requirements to attend council meetings remotely. We hope it will encourage a wider diversity of people willing and able to stand and actively participate in local democracy by creating improved conditions where meetings are accessible and inclusive.

In addition, we are seeking views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely, for example during maternity, paternity or adoption leave.

In line with the government's commitment to working with local government to establish partnerships built on mutual respect, genuine collaboration, and meaningful engagement, this short consultation seeks your views on the detail and practical implications of this proposition to inform our ongoing policy development.

## Who we would like to hear from

Responses are invited from local authority elected members, all types and tiers of authorities, and local authority sector representative organisations. We are also particularly keen to hear from those members of the public who have point of view based on their interest in accessing local democracy in their area or standing as a candidate for local government at any tier to represent their local community at some future point.

### Question 1

Please tick all that apply - are you responding to this consultation as:

a) an elected member – if so please indicate which local authority type(s) you serve on

- Town or Parish Council

- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

b) a council body – if so please indicate which local authority type

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

c) a member of the public

d) a local government sector body – please state

## The proposal for remote attendance

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

### Question 2

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

Yes/No

If you answered No to the above question please go directly to question 4.

### **Question 3**

If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.

b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.

c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.

d) [Free text box]

### **Question 4**

If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

- yes
- no
- I am not an elected member

### **Question 4a**

If you answered No please use the free text below

[Free text box]

### **Question 4b**

If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely

- very occasionally
- from time to time



- regularly but not always
- all the time

### **Question 5**

If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- less than 10%
- more than 10% but less than 50%
- more than 50% but less than 90%
- most of them 90% to 100%

### **Question 6**

The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.
- b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.
- c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.
- d) [Free text box]

### **Question 7**

Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

- a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.

b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.

c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location.

d) Other [Free text box]

### Question 8

Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

#### Should be considered because

#### Should not be considered because

It is a positive modernising measure.

Councillors should be physically present at all formal meetings.

It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.

It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.

Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.

It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.

Free text box – please state any other reasons

Free text box – please state any other reasons

### Question 9

In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit members
- it would disadvantage members
- neither

Please use the text box below to make any further comment on this question.

[Free text box]

## Proxy voting

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.

It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

### Question 10

In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- yes
- no
- unsure

### Question 11

If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- physical or medical conditions
- caring responsibilities
- parental leave or other responsibilities
- other [Free text box]

### **Question 12**

Are there circumstances in which you feel proxy voting would not be appropriate?

[Free text box]

### **Question 13**

If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

[Free text box]

## **About this consultation**

This consultation has been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation, including personal data, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), the UK General Data Protection Regulation, and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, as a public authority, the Department is bound by the Freedom of Information Act and may therefore be obliged to disclose all or some of the information you provide. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic

confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Ministry of Housing, Communities and Local Government will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. A full privacy notice is included at Annex A.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government/about/complaints-procedure) (<https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government/about/complaints-procedure>).

## **Annex A: Personal data**

The following is to explain your rights and give you the information you are entitled to under the Data Protection Act 2018. Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally) not the content of your response to the consultation.

### **1. The identity of the data controller and contact details of our Data Protection Officer**

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at [dataprotection@communities.gov.uk](mailto:dataprotection@communities.gov.uk)

### **2. Why we are collecting your personal data**

Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for

statistical purposes. We may also use it to contact you about related matters.

### **3. Our legal basis for processing your personal data**

The Data Protection Act 2018 states that, as a government department, MHCLG may process personal data as necessary for the effective performance of a task carried out in the public interest. i.e. a consultation.

### **4. With whom we will be sharing your personal data**

We use a third-party platform, Citizen Space, to collect consultation responses. In the first instance, your personal data will be stored on their secure UK-based servers.

### **5. For how long we will keep your personal data, or criteria used to determine the retention period.**

Your personal data will be held for 2 years from the closure of the consultation.

### **6. Your rights, e.g. access, rectification, erasure**

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a) to see what data we have about you
- b) to ask us to stop using your data, but keep it on record
- c) to ask to have all or some of your data deleted or corrected
- d) to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/> (<https://ico.org.uk/>), or telephone 0303 123 1113.



**7. Your personal data will not be sent overseas**

**8. Your personal data will not be used for any automated decision making**

**9. Your personal data will be stored on a secure government IT system**

Your data will be transferred to our secure government IT system as soon as possible after the consultation has closed, and it will be stored there for the standard 2 years of retention before it is deleted.



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## Town Clerk

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**From:** SBA <SBA@pkf-l.com>  
**Sent:** 23 October 2024 15:38  
**To:** **Chris Brun**, SBA  
**Cc:** Town Clerk  
**Subject:** CANVEY ISLAND TOWN COUNCIL - OBJECTIONS TO 2023/24 AGAR - ELIGIBILITY DECISIONS

Copied to the Council for information and as a request for confirmation of objector's electoral status Dear **Mr Brun**

Thank you for your emails of objection which were received by us as appointed auditors to the Council on 11 July 2024 and for the subsequent clarification of your objections, received via emails on 12 August.

### Requirements for an eligible objection

Section 27 of the Local Audit and Accountability Act 2014 (the 2014 Act) provides that local government electors for an area may object to the Council's accounts concerning a matter in respect of which the auditor could:

- \* make a public interest report under paragraph 1 of Schedule 7 of the 2014 Act. Paragraph 1 of Schedule 7 of the 2014 Act provides that auditor must consider whether, in the public interest, they should make a report on any matter coming to their notice during the audit and relating to the Council or an entity connected with the Council, so it can be considered in accordance with Schedule 7 of the 2014 Act or brought to the public's attention; and/or
- \* make an application to the court for a declaration that an item of account is contrary to law under section 28 of the 2014 Act.

Section 27 requires that objections must be made in writing and copied to the Council.

Regulation 14 of the Accounts and Audit Regulations 2015 (the 2015 Regulations) provides that objections may only be made in a single 30-day period of which notice has been given under Regulation 15 of the 2015 Regulations.

Regulation 17 of the 2015 Regulations provides that a notice of objection under Section 27 of the 2014 Act must specify:

- \* the facts on which the local government elector relies;
- \* the grounds on which the objection is being made; and
- \* so far as is possible, particulars of any item of account which is alleged to be contrary to law; and any matter in respect of which it is proposed that the auditor could make a public interest report under section 24 of and paragraph 1 of Schedule 7 to the 2014 Act.

Furthermore in March 2023, in exercise of the power in paragraph 9 of Schedule 6 of the 2014 Act, the National Audit Office, on behalf of the Comptroller and Auditor General, issued Auditor Guidance Note 4: Auditors' Additional Powers and Duties<<https://www.nao.org.uk/wp-content/uploads/2023/03/auditor-guidance-note-04-auditors-additional-powers-and-duties.pdf.pdf>> (AGN 04). Paragraphs 19 to 28 of AGN 04 provide guidance on determining whether an objection is eligible. We must have regard to that guidance.

Thus in order for your objections to be categorised as 'eligible' under Step 1 of the guidance issued by the National Audit Office, we must:

- \* Confirm that the objections were received by us during the Council's public rights period;
- \* Confirm that you have sent a copy of your objections and any attachments to the Council;

- \* Confirm that each objection contains the facts relating it to an item of account and/or a governance assertion on the 2023/24 AGAR;
- \* Confirm that each objection contains the grounds explaining why an item of account on the 2023/24 AGAR is alleged to be unlawful and/or why a governance assertion on the 2023/24 AGAR is alleged not to have been complied with by the Council; and
- \* Receive confirmation from the Council that you were a registered elector of the parish on the date that we received your objections.

Your objections

You have objected to:

1. the tender process for the Canvey Lake Ground Maintenance and Litter Clearance Service contract; which was advertised on 19 March 2024 on the gov.uk Contracts Finder website at £17,000, which you contend was an incorrect value (Assertions 2 and 3);
2. the tender process for the Canvey Lake Ground Maintenance and Litter Clearance Service contract; which was carried out by the Council during April and May and awarded on 15 May 2024 to the incumbent service provider;
3. the quality of service provided by the incumbent service provider during 2023/24 and prior years;
4. the quality of contract monitoring of the incumbent service provider by the Council during 2023/24 and prior years leading to poor value for money (Assertion 2 and Box 6); and
5. the attitude and conduct of the Chair during May 2024.

Our eligibility decisions

Your objections were received by us during the Council's public rights period and have been copied to the Council. The items in Objections 1 and 4 are linked to governance assertions or items of account in the 2023/24 AGAR and the grounds for the objections have been explained; they would therefore be considered to be eligible in those respects. We will be in touch in due course with our decision regarding the acceptance of any eligible objections for further consideration.

We have assessed Objections 2, 3 and 5 as ineligible since they do not relate to a governance assertion or item of account on the 2023/24 AGAR. We will consider whether in our view the ineligible objections have an impact on the 2023/24 AGAR or on our report on the AGAR before completing our limited assurance review of the AGAR.

At this early stage, we would like to remind both you and the Council of the need to ensure compliance with relevant data protection legislation (including the General Data Protection Regulations (GDPR)). This could include, for example, redacting personal information (such as the objector's name, address or other identifying information) from any subsequent publication or sharing of the objections and related correspondence.

Overview of the objection process, timescales and costs Please see below a brief explanation of the objection process for your information:

- \* Step 1 - eligibility:
  - \* Receipt of objections;
  - \* Assessment of objections against eligibility criteria;
  - \* Notification of eligibility decisions (copied to Council - i.e. this email); and
  - \* Confirmation of objector's electoral status.

- \* Step 2 - acceptance:
  - \* Assessment of eligible objections against acceptance criteria; and
  - \* Notification of acceptance decisions (copied to Council).
- \* Step 3 - consideration & decision:
  - \* Request for information including formal response from Council in respect of accepted objections (copied to objector);
  - \* Analysis of accepted objections and information received from Council;
  - \* Request for further clarification/information from objector and/or Council if required (copied to objector/Council);
  - \* Collation and redaction of material documents as appropriate;
  - \* Sharing of material documents if not previously shared with objector;
  - \* Analysis of comments received on material documents;
  - \* Determination of accepted objections;
  - \* Decision letter including statement of reasons issued to objector (copied to Council);
  - \* Statutory reporting issued to Council if appropriate (copied to objector); and
  - \* Appeal period if our decision is not to apply to the Courts regarding an alleged unlawful item of account (21 days).
- \* Following completion of the challenge work:
  - \* Completion of our limited assurance review of the AGAR
  - \* External auditor report, including any challenge related reporting matters, and certificate on 2023/24 AGAR issued to Council along with invoice for the limited assurance review and the additional work as a result of challenge correspondence received

We are required to make our best endeavours to complete Step 1 within a week of receipt, then Step 2 within a further month, then Step 3 within a further six months. Where we are not able to decide the objection within six months, we will inform the objector and the authority. If we have not been able to conclude in the meantime, we will provide further updates on progress every three months until the objection is decided.

Please note that all the costs of any additional work that we carry out as a result of challenge correspondence received are met by the Council (and therefore the local taxpayers through increased council tax). The costs are set by Smaller Authorities Audit Appointments Ltd (SAAA) and such work is carried out by an engagement lead at a cost to the authority of £355 per hour plus VAT, i.e. £2,485 per day plus VAT. If you wish to withdraw any or all of your objections to the AGAR, this can be done at any point in the process. We will still consider whether in our view the withdrawn objections have an impact on the 2023/24 AGAR or on our report on the AGAR before completing our limited assurance review of the AGAR; however, the additional reporting stages of the process will be avoided and so the costs to the Council will be lower.

Kind regards

Rebecca

Rebecca Plane | Head of Challenge | Engagement Lead PKF For and on behalf of PKF Littlejohn LLP T +44 (0) 20 7516 2200 [sba@pkf-l.com](mailto:sba@pkf-l.com)<<mailto:sba@pkf-l.com>>  
<https://www.pkf-l.com/services/limited-assurance-regime>

Please note that my usual working days are Tuesday/Wednesday/Thursday

For and on behalf of  
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**Canvey Island Town Council Communications Strategy Meeting – Tuesday 26<sup>th</sup> November – 11am**

**Present -** Cllr P May, Cllr A Acott, Cllr S Sach, Cllr S Brooke, Cllr S Sayes, Cllr J Anderson, Cllr D Anderson, Elaine De Can (Town Clerk), Laura Gould (Deputy Clerk)

**Apologies –** Cllr E Harvey, Cllr B Botham

Deputy Clerk opened the meeting by explaining that we are looking to form a strategy for communicating with residents for 2025. It was stated that a practice of being proactive rather than reactive in regards to communications will be more beneficial for the Town Council in order to combat negative press and miscommunication. The plan is to distribute a positive news story fortnightly.

Members were asked to list a positive action or service that the Town Council provide for residents. Once these were collated members discussed the best possible times to run these stories and the following was agreed.

- **January –**
  - Grants Scheme
  - Promotion of the Town Council Offices
- **February –**
  - Allotments
  - Computer Classes
- **March –**
  - Bandstand
  - Health & Wellbeing Plan
- **April –**
  - Community Presence/Signposting
  - Tidal Pool
- **May –**
  - Seafront Gardens / Covid Memorial Garden
  - The Gunny
- **June –**
  - Events
  - Canvey Lake Play Area
- **July –**
  - Hanging Baskets & Planters
  - Gold Status
- **August –**
  - Working Partnerships
  - Bee Posts & Save The Bees
- **September –**
  - Community Garden
  - Blue Plaque & Heritage Plaques
- **October –**
  - Tree Planting & Maintenance
  - Community Leaflets & Publications
- **November –**
  - Wildflower Meadow & WW1 Trees
  - Christmas Event

- **December –**
  - Festive Lighting

These stories will be formulated quarterly and set up so they automatically run and will be in addition to any news story that needs to be communicated with the community or ongoing events. Members discussed advertising upcoming planning meetings on social media, better promotion of the bandstand for local bands, ongoing Town Mayor promotion with photos to be sent from engagements. Members discussed the potential expansion of the Town Council's social media, by utilising X (Twitter) and Instagram.

## Community Safety Partnership Meeting Agenda

Tuesday 24<sup>th</sup> September 2024

AGENDA			PAPERS
	Agenda items	Lead	Attached
1	<p>Welcome, Introductions &amp; Apologies</p> <p>Arrived Late – Unable to verify all names:</p> <p>Councillor Newport (CllrN )</p> <p>Councillor Savage (CllrS)</p> <p>Jamie Sawtell (JS)</p> <p>Victoria Marjouki (VM)</p> <p>Paul Hogben (PH)</p> <p>Paul Brace (PB)</p> <p>Damien Ghela (DG)</p> <p>Janis Gibson (JG)</p>	LN/RS	
2	Council Updates	IH/DG	
3	Future of CSP Discussion	IH/DG	
4	Project Updates	IH/DG	
5	Partner Updates	LN/RS	
6	A.O.B	LN/RS	
	<p>PB gave update in relation to fly tipping issues affecting Brentwood</p> <p>Advised of working with ECC colleagues</p> <p>Reference to work licences not being effective and concern about enforcement causing migration of issues</p>		



<p>Reference to staffing issues having an affect on ability to respond</p> <p><u>Future of CSP</u></p> <p>VM – 8 years at RAVS and has only attend 2 CSP meetings</p> <p>Sits on Health alliance – previous CSP has been emergency planning heavy</p> <p>Rochford Community Safety watch reference to neighbourhood safety/watch</p> <p>Reference to Parish handy men and how useful they are – comment in relation to missing partners around the table</p> <p>Reference to Rayleigh being absent from meeting</p> <p>CllrS CPBC reference to Castle Point building being under utilised and reference to Comm Safety Hub – and the work to provide a new hub</p> <p><b>Action – Rochford neighbourhood watch wants new coordinators and giving them a place around CSP table</b></p> <p>Query in relation to Probation being brought around the table</p> <p>DG advised adhoc previous engagement</p> <p>PB confirmed Probation is key CSP partner</p> <p><b>Action – PB to also liaise with Alliance</b></p> <p><u>Jamie Bar &amp; Bus</u></p> <p>JS advised on actions since last October and what happened with previous activities</p> <p>Query in relation to previous funds and if there is available CSP monies</p> <p>Request for a copy of the previous CSP action plan</p> <p>Reference to previous meetings where decisions were taken and he has not been part of decision making</p> <p>Reference to the need to hold regular meetings and building service and CSP up</p> <p><b>Action – PB and DG to review historic Action Plans and come back to CSP for update/are requests still relevant</b></p> <p>CllrS reference to some actions and decisions which were taken without collaborative decision</p> <p>Reference to last meeting in Nov 23– check actions arising</p>		
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<p>CllrS reference actions being driven by Partners in future</p> <p>VM – reference to needing regular meetings to speed up action progression</p> <p>Police reference to CSP priorities – how were they set and what are the current priorities - Reference to CSP meetings at Southend</p> <p>Reference to Southend getting CSP to vote on priorities for partners. This helps inform the priorities</p> <p>PB reference to access/use of data sets</p> <p>General comments that priorities tend to be drive by complaints from public which are typically:</p> <ul style="list-style-type: none"> <li>• ASB</li> <li>• Vehicle Nuisance</li> <li>• Drugs</li> </ul> <p>Reference to Youth Council and Crime and Safety highlighted by young people as being a priorities – reference to slang terminology “Roadmen”</p> <p>PH – comment about youth safety concerns being stated as fear of other groups of youths</p> <p>However, conversely, Youths also feel safe in groups of peers</p> <p>JS Reference to Engagement and Enforcement aspects of Comm Safety</p> <p>DG Reference to setting clear definitions for ASB and where Council's and Police step in</p> <p><b>Action – DG to work on CSP Policy – consider from a Partnership point of view</b></p> <p>CllrS reference to community support – hoarding example used</p> <p>PB reference to needing a communication plan</p>		
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<p>Brentwood/Rochford described as two separate Council's and the intention to operate as such</p> <p>JS comments on different approaches taken by different CSPs. CPBC/Roch appears to be a very engaging CSP</p> <p>PB reference to operational CSP meetings</p> <p>PB comment on high sheriff visit in October 2024 – due to visit to talk about knife crime</p> <p>PH concern about different focus week Example given about focus on robbery</p> <p>Reference to addressing the perception of crime/incidents Example given in relation to recent Southend incidents</p> <p>Discussion in relation to use of social media and how that drives crime</p> <p>VM – reference to setting the meeting at a suitable time <b>***DG to review timing of meeting/vary timings***</b></p> <p>CLrS reference to previous Officers controlling CSP</p> <p><b>***CSP committing to 4 meetings a year***</b></p> <p>DG and PB to decide CSP priorities with Police – then to bring back to partners for consideration/implementation.</p> <p>CLrS reference to grant provision for various partner services</p> <p><b>***Victoria to support in UKSPF/VS grant funding***</b></p> <p>Discussion around PFCC funding pots and criteria for required deliverables – comment that the general funds are very loose in criteria</p> <p><b>***Email to be sent to all partners to ask if non-attendance was due to timing***</b></p>		
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Police worried about lack of progress in CSP terms  
Reference to CCTV monies use in Rochford  
Reference to concern about things being reset  
Assurance workstreams will be progressing now  
Reference to Partnerships starting to communicate better with each other  
Reference to CPBC putting in CCTV

Policing data in relation to car theft stats discussed

Reference to ASB complaints in relation to parks  
Reference to ASB complaints in KFC

Discussion about ASB Officers and their functions  
Reference to Sponsored Specials  
Reference to bringing in Comm Safety Officers – what is needed  
Discussion about how effective they are in conjunction with the Police  
Reference to issues with Parish boundaries stopping Youth work  
Reference to Parish council demographics and how to engage and update them on emerging trends

#### Fire

Working on a project for a hub in Rochford  
Concern about funding and financial constraints  
Discussion about Rochford assets being used as a hub  
Reference to Fire Open days where advice and items are shared with attendees  
Concern raised about E machines

Youth Justice - Relocating to Rayleigh opposite Police station

JS run bus at Rayleigh skate park – also links in with secondary schools

In Canvey links in with Castle View school - about to launch a wellbeing engagement session

Tuesday session is being relocated – site to be decided


	<p>CPBC yellow door in skate part on Tuesday, J will be there Thursday</p> <p>UKSPF has not been applied for in CPBC</p>		
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Action	Owner
Action – Rochford neighbourhood watch wants new coordinators and giving them a place around CSP table	PB
Action – PB to also liaise with Alliance	PB
Action – PB and DG to review historic Action Plans and come back to CSP for update/are requests still relevant	PB/DG
Action – DG to work on CSP Policy – consider from a Partnership point of view	DG
***DG to review timing of meeting/vary timings***	DG
***CSP committing to 4 meetings a year***	N/A
***Victoria to support in UKSPF/VS grant funding***	VM
***Email to be sent to all partners to ask if non-attendance was due to timing***	N/A

## Minutes of the Rochford & Castle Point CSP Strategy Meeting

Wednesday 13<sup>th</sup> November 2024

Attendees		
Cllr Lisa Newport	Councillor – Rochford District Council (RDC)	LN
Paul Brace	Interim Director of Communities and Health – RDC	PB
Sean Steer	Interim Community Safety Manager – RDC	SS
Darcie Newton	Community Safety Officer – RDC	DN
Damien Ghela	Assistant Director – Housing, Health & Partnerships – Castle Point	DK
David Kealy	Essex Police	VM
Victoria Marzouki	RRAVS	JS
Jamie Sawtell	Bar 'n' Bus	SO
Steve Osborn	Essex Fire Service	DW
David Walpole	Essex Fire Service	
Apologies		
Tasmin Hensman – Sanctuary Housing Cllr Russ Savage – Castle Point Borough Council Janis Gibson – CAVS		

	Minutes	Papers
1.	<b>Welcome, Introduction &amp; Apologies</b> LN welcomed everyone, and introductions were made.	
2.	<b><u>Terms of Reference:</u></b> SS presented the new terms of reference for approval. There was some discussion around membership of the group to make sure everyone was included and that members no longer involved were removed. Changes discussed have been made and an updated terms of reference is attached.	 CSP Terms of Reference 2024 FINAL

3.	<p><b><u>Performance Update:</u></b></p> <p><b>DK</b> gave an update for Essex Police (Update Below)</p> <ul style="list-style-type: none"> <li>• Hate Crime solve rate has increased.</li> <li>• ASB has decreased.</li> <li>• Halloween and Firework night were busy, but dispersal orders were put in place.</li> <li>• Op Spinone has had some good results a section 59 was issued, a car seized and an arrest. The funding for this Op has been extended.</li> </ul> <p><b>PB</b> mentioned that he is looking for funding from the CSP to use the mobile CCTV car for the car racing issue we have alongside Op Spinone.</p> <p><b>LN</b> asked if it was possible to speak to the owners of the land at Arterial Park to see if they can put in some barriers to stop vehicles getting onto the land to race and cause ASB.</p> <p><b>DK</b> said to email Alex in the business crime team re asking the landowner to install barriers.</p> <p><b>PB</b> also mentioned that community safety team are looking into a PSPO to try and help combat the street racing, but it is a long process and will take time to get in place.</p> <p><b><u>Actions:</u></b></p> <p><b>LN</b> to email the business crime team at Essex Police re barriers at Arterial Park.</p>	
4	<p><b><u>Partner Update:</u></b></p> <p><b>Community Safety Rochford:</b></p> <p><b>PB</b> mentioned that the team are going to pull together a plan to take us up the end of the financial year as we have projects with funding that need to be delivered. A plan will be sent to CSP Members when project timelines have been agreed</p> <p><b>DN</b> gave an update on what the women's safety charter project is and who it will include.</p> <p>Discussion was had around the 'Ask for Angela' scheme and if businesses actually know what it is and know how to respond/act when some asks for "Angela".</p> <p><b>DN</b> mentioned that "Ask for Angela" will be part of the women's safety charter and training will be given to all business's that would like to sign up to the scheme.</p> <p><b>SS</b> mentioned that Rochford CCTV has just gone through an audit and once we have the report back he will update us at the next meeting.</p> <p><b>Community Safety Castle Point:</b></p>	

<p><b>DG</b> informed that they have gone out to advert and are shortlisting for the community safety manager's job.</p> <p><b>DG</b> also mentioned that the housing regulator work in CPBC is coming to an end and a greater focus will be on the work of the CSP and Community Safety.</p> <p><b>Essex Fire Service</b></p> <p><b>SO</b> mentioned that he will be attending the CSP meeting going forward.</p> <p><b>SO</b> also asked what kind of information/report the group would like from the fire service.</p> <p><b>SS</b> said it would be good if we could have any information around deliberate fires started.</p> <p><b>SO</b> said that he can send the report that he gets before the meeting so people can have a read through and bring up any questions they have at the meeting.</p> <p>There was a discussion around vapes and bin lorry fires being started by vapes.</p> <p><b>LN</b> asked if there is any information that we can send out members to share around vape fires.</p> <p><b>VM</b> also asked if there was any safety information that the fire service put out during the run up to Christmas that they could put in their newsletter.</p> <p><b>Actions:</b></p> <p><b>SO</b> to see if there is any safety information around vape fires</p> <p><b>SO</b> to liaise with <b>VM</b> re safety information for Christmas.</p> <p><b>Bar 'n' Bus</b></p> <p><b>JS</b> gave an update for Bar 'n' Bus (Update Below)</p> <ul style="list-style-type: none"> <li>• Received funding from the local community fund for fire break in the new year.</li> <li>• Looking to run a street-based youth project where they will park the youth bus in an area to engage with young people.</li> </ul> <p><b>JS</b> asked if it would be possible to have some CSP funding to run the pilot project.</p> <p><b>PB</b> proposed that if everyone agrees <b>JS</b> to send a project breakdown with costs and then we will send it <b>LN</b> to approve.</p> <p>Everyone agreed to the project pending <b>LN</b> approval to the written bid.</p>	
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## Terms of Reference

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### 1. Purpose

The purpose of the Community Safety Partnership is to bring together local partners to formulate strategies to tackle crime, disorder and anti-social behaviour in their communities as set out in the Crime and Disorder Act 1998 and relevant legislation. The Partnership will coordinate community safety activity in Castle Point and Rochford at a strategic level with the aim of:

- Reducing anti-social behaviour (ASB) and the negative impact it has on quality of life and the local environment;
- Reduce crime and the harm caused by drug and alcohol use;
- Address risk threat and harm posed by crime and ASB to victims and local communities;
- Create stronger communities through the delivery of local initiatives.

### 2. Key Areas of responsibility

The Community Safety Partnership will:

- Oversee the development and review of the annual Partnership Plan.
- Publish a Community Safety Strategy, setting out the Partnership's priorities for tackling crime and disorder and approaches to be taken in meeting agreed objectives.
- Monitoring and measuring the overall performance of the Castle Point and Rochford District CSP and reporting to the LSP Executive Group on progress.
- To set up Task and Finish Groups as and when deemed necessary, in order to address emerging priorities across the two areas.
- Commission appropriate services in direct response to our identified Strategic priorities and manage the allocated Police Fire and Crime Commissioner grant in accordance with the local government financial procedures.
- Monitor performance against agreed community safety priorities set at a local level.
- Developing and performance managing the SMART action plans, which underpin the Partnership Plan and holding responsible bodies to account.
- Develop strong links with and between local agencies and organisations within the statutory and voluntary sector to assist in the local delivery of priorities.

## Terms of Reference

- Hold statutory partners to account under s.17 of the Crime and Disorder Act 1998 for access to and use of resources and expertise needed for community safety activity.
- Be aware and sighted of emerging issues and threats in Castle Point and Rochford and instigate actions to mitigate against them.
- Ensure that statutory guidance and good practice in respect of approaches to dealing with certain types of crime including Domestic Abuse, Modern Slavery, Serious Organised Crime is adopted and regard for safeguarding responsibilities is maintained.

### 3. Statutory Duties

Statutory Duty	Details
<b>Annual Partnership Strategic Assessment</b>	Complete an annual audit of crime and disorder, collating data from across partner agencies to assist in the early identification of community safety trends, providing baselines for which performance can be monitored.
<b>Community Safety Strategy</b>	Produce a Community Safety Strategy informed by the finding of the Strategic Assessment and outcomes of a public consultation. The Strategy will be reviewed on an annual basis to take account of changing circumstances and enable the Partnership to respond effectively to those changes.
<b>Community Consultation</b>	To develop effective community consultation and feedback reporting mechanisms to ensure that work towards delivering the Strategy remains responsive to local needs.

### 4. Membership

The membership of the Castle Point and Rochford Community Safety Partnership will be:

#### Core

- Essex Police South Local Policing Area (LPA) (Castle Point and Rochford District)
- Castle Point Borough Council

## Terms of Reference

- Rochford District Council
- Essex County Fire and Rescue Service
- National Probation Service / Essex CRC
- Essex County Council
- NHS Mid and South Essex Integrated Care Board - South East Essex Alliance

A member from each of the key statutory partners should regularly attend and participate at Steering Group meetings and feedback to their own organisations.

### Co-opted partners

- Representative of Voluntary/Third Sector
- Youth Offending Service
- RDC and CPBC Portfolio Holders with responsibility for Community Safety
- Rayleigh Town Council & Canvey Town Council
- Representative of Neighbourhood Watch

A member from each of the co-opted partners should regularly attend and participate at Steering Group meetings and feedback to their own organisations:

### Other members

Other community safety partners, such as Police and Crime Commissioner, Neighbourhood Watch, British Transport Police and others who may be able to contribute to collaborative work to address specific community safety issues, will be invited to attend the meeting as appropriate. Individuals with specialist knowledge or experience may be invited to attend meetings without the requirement to attend regularly.

In line with the Castle Point and Rochford Joint Local Strategic Partnership Governance Procedures the CSP will formally review the full membership of its Partnership at least every two years and in addition will annually review both the Chairman and Vice-Chairmanships.



## Terms of Reference

### 5. Governance arrangements

#### Co-Chairmanship

The Co-Chairs of the Partnership will be the elected Member for Castle Point and the elected Member for Rochford holding community safety in their portfolio or delegated to them for 12 months.

#### Decision making

##### Decisions

Decisions will be made in a democratic manner with all statutory partners equal. Each core member will have one vote. If there are equal numbers of votes for a recommendation or decision, then the Chair will have a second or casting vote. Other attendees do not have voting rights.

#### Frequency of Meetings

Partnership meetings will be held four times a year and will offer the option of being attended remotely. Should an urgent and serious need arise, an extraordinary meeting of the Partnership may be called by any of the core members of the Partnership.

#### Agenda setting and Administration

At the meetings of the Castle Point and Rochford Community Safety Partnership will determine whether there are specific items that will need to be included as standing items on each Agenda (which may be revised at subsequent meetings by majority agreement). All core partners may request a particular issue to be itemised on a forthcoming Agenda.

A CSP Executive Group (Core Group Members) will meet (or consult with each other remotely) in advance of CSP meeting to agree the Agenda. This will also serve as an opportunity to consider any new/merging priorities of which the wider Partnership should be made aware. This Group will comprise the Lead Officers for Community Safety, the Elected Members and Council officers as appropriate. Other statutory partner representatives may be invited or will be welcome to attend an Executive Group meeting if a specific issue has arisen that will make their participation beneficial. The Executive Group will have delegated authority to take a decision on behalf of the Partnership (in consultation with relevant core partners) in the event of a needing to



ROCHFORD DISTRICT

**Community Safety  
Partnership**

## Terms of Reference

resolve a resource implication or if a major change in partnership activity is required that needs to be resolved more promptly than the quarterly meeting cycle would allow.

Meetings will be held in Castle Point and Rochford alternately. The meeting will be administered by Castle Point when the meeting is being held in their borough and by Rochford when in their district. Agenda papers will be circulated to attendees no less than 5 working days prior to the date of the meeting.

## Accountability

Castle Point and Rochford Partnership will publish its Community Safety Strategy publicly on the relevant areas/Council's website. Findings of the public consultation and details of key activity will also be published together with details of changing priorities.

**November 2024**

**Community Officer**

**Progress Report for All Open Spaces – 09/12/2024**

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**CANVEY LAKE**

- The small box that is fitted to the bridge wall has been damaged and a new metal box has been ordered this will be fitted once electric is live.
- I'm waiting on a date from EDF to connect the electric at Denham Road.
- There have been no further bolts removed from jetty; contractor is still checking weekly.
- Issues with night fishing and anti-social behaviour call 101 and the home office code 116/11 for reporting 'Theft of Fishing' to help with the issues at the weekends.

**PLAYGROUND**

- Nothing to report.

**BAND STAND**

- Nothing to report.

**WILDFLOWER MEADOW**

- Nothing to report.

**MEMORIAL GARDENS**

- Nothing to report.

**TIDAL POOL**

- I'm unable to access the tidal pool due to the revetment work.

**ALL HEALTH AND SAFETY REPORTS ARE UP TO DATE FOR ALL OUR OPEN SPACES.**

Issues reported on behalf of organisations:

- Cisca House – Streetlights and drug dealers
- Ms Club / War Memorial Hall – Pavement repairs and bushes.
- Wednesday Group / Smallgains Hall –Street lights and drug dealers.

Allotments – Risks Reported – 2024						Appendix H	
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
<b>OCTOBER</b>							
Waterside dykes are half full of water	Council	Town Clerk	Adele Wakenell	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Weather related	
	Council	Town Clerk	Adele Wakenell	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
<b>NOVEMBER</b>							
Dyke has low amount of water	Council	Town Clerk	Adele Wakenell	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Weather related	
	Council	Town Clerk	Adele Wakenell	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
<b>DECEMBER</b>							
	Council	Town Clerk	Adele Wakenell	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		

# Band Stand – Risks Reported – 2024

## Appendix H

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
<b>OCTOBER</b>							
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
<b>NOVEMBER</b>							
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
<b>DECEMBER</b>							
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		



# Canvey Lake – Risks Reported – 2024

## Appendix H

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
<b>NOVEMBER</b>							
Hole in grass by blue bridge	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor has filled 04.11.24	
Condition of bins need looking at and assessing	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	This will be undertaken after Christmas	
Rubbish both side of Denham Road bridge	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor has removed 04.11.24	
Discarded pumpkins	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor has removed 04.11.24	
Bin overflowing next to blue bridge	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor has emptied 04.11.24	
Dog bin has had front ripped off	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	I have spoken to the contractor, but we have agreed to leave the bin in place as it is well used. All bins will be looked at after Christmas.	
Tree snapped Opposite Cherry Close T916	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Waiting for contractor to remove and advise of tree number – no number but tree has been cut to about 1m stump – Removed 19.11.24	

# Canvey Lake – Risks Reported – 2024

## Appendix H

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
Lamp Post FP02 unit number 258270 has concrete cracked and missing at base and sunk into the ground.	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	I have reported to ECC ref number 191124	
Nappies and kitchen roll by play area – Foxes	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor will be litter picking 22.11.24	
Looks like oil in dyke – photos sent to EA	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	Emailed EA info to advise of issue 21.11.24. EA have advised oil absorbent boom in the channel 27.11.24	
Dead fox opposite play area	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor has removed 25.11.24	
<b>DECEMBER</b>							
Dumped wood and vegetation in dyke	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	The contractor has removed 02.12.24	

Canvey Play Area – Risks Reported - 2024

Appendix H

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
<b>November</b>							
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
<b>December</b>							
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		

Tidal Pool – Risks Reported – 2024						Appendix H	
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
<b>November</b>	UNABLE TO CHECK DUE TO REVETMENT WORK						
<b>December</b>	UNABLE TO CHECK DUE TO REVETMENT WORK						

# APPENDIX H

Wildflower Meadow – Risks Reported - 2024							
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
November	Town Council	Town Clerk	Community Warden - AR	Wildlife/Public	3 <sup>rd</sup> party claims against CITC		
December	Town Council	Town Clerk	Community Warden - AR	Wildlife/Public	3 <sup>rd</sup> party claims against CITC		

# Memorial Gardens – Risks Reported – 2024

## Appendix H

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
<b>NOVEMBER</b>							
Flowers removed from bench	Council	Town Clerk	Community Warden – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC	CO removed 21.11.24	
	Council	Town Clerk	Community Warden – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		
<b>DECEMBER</b>							
	Council	Town Clerk	Community Warden – AW	Public/Wildlife	Health / 3 <sup>rd</sup> Party Claims against CITC		