

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 17TH JUNE 2024** commencing at **7.30pm** for the transaction of business as set out below.

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

Yours faithfully,


Mrs E. De Can
Town Clerk

12th June 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 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 Annual Council meeting held on 13th May 2024.
5. To receive a report from the Town Mayor on activities and events since the last meeting.
6. To note the report of Officer Decisions under delegated powers and background papers since the last meeting.
7. To receive a verbal report on the Clerks progress of ongoing projects and not on the agenda.
8. To note and consider the Internal Auditors report (Appendix A)
9. To receive an update on the progress of the Summer Events programme.
10. To note the confirmed EALC and NALC Affiliation Fee's.
11. To consider and agree a representative to the EALC Executive Committee (Appendix B).
12. To consider the request for a representative on the Town Board and confirm the appointment.
13. To consider the requirements for the Wildflower Meadow grass / tree maintenance contract (Appendix C).
14. To confirm accounts for payment as previously agreed.

Canvey Island Town Council



15. To note a report from the Community Warden on matters relating to Canvey Island (Appendix D)
16. To note the Health & Safety reports detailing incidents and actions completed in relation to open spaces (Appendix E).
17. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
18. 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.*

19. To consider the draft Head of Terms and Deed of Variation for the Canvey Lake lease (Appendix F).
20. To consider and agree premises considerations (Appendix G).
21. To note a formal challenge to the Councils Procurement Procedures.

HEELIS&LODGE

Local Council Services • Internal Audit

Internal Audit Report for Canvey Island Town Council – 2023/2024

The following Internal Audit was carried out on the adequacy of systems of control in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2023. The following recommendations/comments have been made:

Income: £294,923 Expenditure: £302,228 Reserves: £248,500

AGAR Completion:

Section One: Yes - signed

Section Two: Yes - signed

Annual Internal Audit Report 2023/2024: Yes

Certificate of Exemption: No

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

All were found to be in order. VAT payments are tracked and identified within the year end accounts. The Council hold the General Power of Competence and LGAs137 does not apply.

The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes
Reviewed: 15/5/2023 (Ref: CO/017/23) and 23/10/2023 (Ref: CO/092/23)
Financial Regulations in place: Yes
Reviewed: 15/5/2023 (Ref: CO/017/23)

VAT reclaimed during the year: Yes Registered: No

| Submission Period: | Amount: | Date Submitted: |
|-----------------------|-----------|-----------------|
| 01/01/2024-31/03/2024 | £3,615.79 | 17/04/2024 |
| 01/10/2023-31/12/2023 | £6,378.17 | 15/1/2024 |
| 01/07/2023-30/09/2023 | £3,475.16 | 11/10/2023 |
| 01/04/2023-30/06/2023 | £3,856.24 | 10/07/2023 |

General Power of Competence: Yes Adopted: 15/5/2023 (Ref: CO/013/23)

There were 3 tenders during the year. All tenders were advertised on the Contract Finders Website.

The Council reviewed the following documents during the year of audit:

- *Committee Terms of Reference - 15/5/2023 (Ref:CO/012/23)*
- *Health & Safety Policy – 15/5/2023 (Ref: CO/021/23)*
- *Trust Links Lease – 22/1/2024 (Ref: CO/139/23)*

24/4/2023

- *Social Media Policy*
- *Grant Application Policy*
- *Fire Safety Policy*
- *Expenses Policy*

17//2023

- *Vexatious or Persistent Complainants Policy*
- *Complaints Procedure*
- *Statement of Internal Control*

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: Yes
Data Protection registration: Yes
10/11/2023 (Ref: Z2928182)

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.

Privacy Policy published: Yes

Insurance was in place for the year of audit with a review being undertaken at a meeting held on 17/7/2023 (Ref: P&F/009/23.i). The Risk Assessment and Internal Controls were reviewed at a meeting held on 17/7/2023 (Ref: P&F/007/23).

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP
Tel: 07732 681125
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM
Lynne Lodge Dip HE Local Policy

The Council have effective internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

The Council confirmed bank signatories at a meeting held on 15/5/2023 (Ref@CO/020/23.ii).

The Council have cyber insurance in place (Ref: 24/4/2023 – P&F/035/22.ii).

The Council appointed a professional third party to undertake a Fire Risk Assessment. The report, and recommendations, was considered at a meeting held on 13/11/2023 (Ref: P&F/016/23).

Fidelity Cover: £1,000,000

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No

Website: <https://www.canveyisland-tc.gov.uk/>

The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.

Under **The Accounts & Audit Regulations 2015 15** councils must publish on their website:

External audit report

2023 Annual Return, Section One Published – Yes

2023 Annual Return, Section Two Published – Yes

2023 Annual Return, Section Three Published – Yes

Under **The Accounts & Audit Regulations** councils must publish on their website:

Notice of period for the exercise of public rights
Published – Yes

Period of Exercise of Public Rights

Publication Date: 31/5/2023

Start Date: 5/6/2023 End Date: 14/7/2023

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP

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Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** council are required to display AGARs for the five years 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 on their website.

The Council have met the publication requirements.

Budgetary controls
supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £274,174 (2023-2024) Date: 12/12/2022 (Ref: CO/104/22)
Precept: £370,676 (2024-2025) Date: 4/12/2023 (Ref: CO/108/23)

Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and a sample of income received and banked cross referenced with the Cash Book and bank statements. The Council have minimal cash income.

Petty Cash

Associated books and established system in place

A satisfactory petty cash system is in place with supporting paperwork. A sample of receipts were examined from April 2023 to February 2024 and cross referenced with vouchers and the cash book.

A sample of debit card transactions were examined from April 2023 – March 2024. Supporting paperwork is in place and VAT and NETT figures are shown where appropriate.

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment

PAYE System in place: Yes
Employer's Reference: 662/EA14820
P60s issued: Yes

The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. Supporting paperwork is in place and P60s have been produced as part of the year end process. It is noted that no basic allowance is paid to any councillor.

Eligible employees have joined the nominated pension scheme. The last date of re-declaration of compliance with the Pensions Regulator was 2/3/2022. Next due date: 2025.

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place, with a review undertaken on 15/5/2023 (Ref: CO/020/23.iii). Values are recorded at cost value. The total value of assets are recorded at £162,756. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Bank Balances at 31 March were confirmed as:

| | | |
|----------------------|----------|-------------|
| Co-op Current | xxxx2854 | £177,066.91 |
| Hampshire Trust Bond | xxxx0678 | £85,000.00 |
| Petty Cash | | £200.00 |

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council have adequate general reserves (£240,781) and have identified earmarked reserves of £7,719 in their year end accounts. A Reserves Policy is in place.

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

End of year accounts are prepared on an Income & Expenditure basis. Creditors and Debtors are identified within the year end accounts.

Local Council Tax Support Grant is excluded from Box 2: Yes
Balance Sheet is correct: Yes
Trial Balance is correct: Yes

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

Internal Audit Procedures

The 2023 Internal Audit report was considered by the Council at a meeting held on 26/6/2023 (Ref: CO/044/23).

A review of the effectiveness of the Internal Audit was carried out on 17/7/2023 (Ref: P&F/007/23).

Heelis & Lodge were appointed as Internal Auditor at a meeting held on 12/2/2024 (Ref: P&F/026/23.ii).

External Audit

The Council formally approved the 2023 AGAR at a meeting of the full Council held on 15/5/2024 (Ref: CO/023/23 and CO/024/23).

The Council formally approved the 2024 AGAR at a meeting of the full Council held on 13/5/2024 (Ref: CO/022/24 and CO/023/24).

The External Auditor's report was considered at a meeting held on 4/9/2023 (Ref: CO/065/23)

There were no matters arising from the External Audit.

Additional Comments/Recommendations

- The Annual Town Council meeting was held on 15/5/2023. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for her assistance during the course of the audit work and the quality of documentation provided for the audit.



Heather Heelis
Heelis & Lodge
20 May 2024



Essex Association of Local
Councils

EALC Structure
and

Executive Members Roles

January 2022

EALC Structure and Executive Members Roles

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This document sets out the EALC structure and roles and responsibilities of the EALC executive committee, the primary functions of the committee and sets expectations for those appointed as executive committee or sub-committee members.

Essex Association of local Councils Structure

1. Summary Details

Essex Association of Local Councils (EALC) is a member led organisation which supports and serves the Town and Parish Councils of Essex. It provides tailored training and educational courses to council chairman, councillors and clerks on a range of sector related topics. The EALC is the professional conduit between Parish and Town Councils (P&TC), Essex County Council (ECC), Essex Police Fire & Crime Commissioner (PFCC), Essex Rural Partnership (ERP), National Association of Local Councils (NALC), Rural Community Council of Essex (RCCE), Society of Local Council Clerks (SLCC) and indirectly through channel partners, the residents of Essex.

The EALC provides professional legal support to its member councils either directly or as a conduit to the NALC or Essex Legal Services (ELS) and comprehensive staff related advice referrals using Vine HR.

The EALC distributes various publications, bulletins and news updates, including comprehensive sector specific e-bulletins, PFCC updates, Essex Police engagement messages, ECC topic notes, job vacancies and other important communications that arise throughout the year. The EALC also works hard to keep its membership informed of what is happening in and around the county as well as nationally through the NALC.

From time to time the EALC are asked to administer a number of key ECC grants and community funds to be awarded to applicants in aid of various local programmes and charitable initiatives, with the EALC being tasked with upholding a robust financial award programme ranging in scope from applicant submission checking, financial assessment, benefit analysis and project deliverables that match the applicants stated objectives.

2. EALC Positioning and Objectives

The EALC represents the diverse interests of the large towns, large, medium and small, rural and coastal communities that form the P&TC sector. To undertake appropriate representation of this diversity the EALC operates through sub-committees, working parties and special interest groups operating either formally or informally to provide appropriate advice and support helping to ensure the EALC remains representative of these different communities.

EALC's primary objective is to promote and support good practice within Parish and Town Councils and hence Councillors and Clerks. While there are many operational similarities between Councils and the EALC, the EALC is an association of its members and therefore not a local council. As a membership body there will be times when the executive members may need to discuss issues or take actions that are specifically unique to the role of the EALC.

EALC is committed to ensure the voice of local councils is heard at all levels of government, and that parish and town councils have the support in place to deliver the very best for their communities.

EALC Executive Committee Members Role and Responsibilities

3. Role of Executive Committee Members

The Executive Committee is the controlling body of EALC and using its sub-committee structure it maintains overall responsibility for EALC administration and performance. Key functions of the Executive Committee include;

- Setting, overseeing and maintaining policy for EALC governance and management.
- Ensure sound financial planning and auditing through the Finance Committee and Responsible Finance Officer (RFO).
- Set policies relating to employment of EALC staff including remuneration through the Personnel Committee.
- The Health and Wellbeing Initiative through the Health and Wellbeing Board.
- Annual review of the EALC strategic plan and action plan.

The CEO will liaise with NALC to ensure an effective and efficient service for the member councils and maintains general policy documentation. The CEO will seek external HR advice on behalf of member councils as required.

EALC Executive Members are appointed by the member councils district or borough associations and as such they are appointed to represent their specific district association and hence the associated member councils. Executive Members are encouraged to volunteer to serve on sub-committees to provide valuable skills and experience.

Nominations for various positions that underpin the operation of the EALC are held each year at the EALC annual meeting and include the roles of Chairman, Vice Chairman, Treasurer, NALC representative and deputy, Personnel and Finance Committees. In addition, appointments are made to partner organisations such as the Essex Rural Partnership as both a strategic board member and standard member.

Executive Members are expected to disseminate county or national information to their respective district or borough associations as part of the EALC conduit process of information exchange.

As members of EALC Executive Committee they set the example to others in terms of standards of behaviour and work ethic and are expected to operate to the same Nolan Principles that underpin the Code of Conduct that elected members agree to be bound to when appointed as councillors.

4. Responsibility & Leadership

The Executive Committee make decisions regarding the work of the EALC to help create the strategic vision as appropriate and governance oversight of the organisation. Executive Members do not oversee the work of EALC employees which is the responsibility of the CEO.

Executive Committee Members must strike a balance between representing their local district council members views with making decisions in the interest of all EALC member councils.

Members should be aware their decisions can directly impact on member councils and the reputation of the sector as a whole and are encouraged to be actively engaged in debate and to vote when required at Executive Committee meetings. Members also work with and share information across a wide range of local partners.

Members are exposed to a wide range of information on topics relevant to the work of the association and are encouraged to enrol in and take part in formal training sessions run by the EALC. They are also encouraged to provide information to the EALC from their own networks, knowledge and experiences.

Some Executive Committee members represent the EALC at partnership events, workshops and occasionally civil appointments at county and district level. On such occasions they will be representing the EALC and the entire Parish & Town Council sector and their conduct should match the high standards expected of an elected official.

In possessing a broad range of sound judgement, expertise, points of view and personal experiences, executive committee members provide significant value to the organisation. There is no formal range of skills or expertise required for the role and all are considered equal irrespective of length of service within the sector or the size of the district association they represent. Member's experience as local councillors will have equipped them well to exercise sound judgement when reaching decisions at committee meetings. Members are expected to successfully balance a range of (possibly competing) views from member councils, the needs of the EALC and their own personal views.

Executive Members are expected to balance a range of approaches when reaching a decision such as being challenging but constructive; honest but supportive; transparent, dedicated and loyal but open and willing to accept that change is ever present especially within the work across the P&TC sector.

Executive Members are encouraged to undertake appropriate succession planning within their district association such that new potential executive members are identified and prepared to join the EALC Executive Committee when a vacancy occurs.

Executive Committee members are expected to:

- Join in debate at EALC meetings in a positive and constructive manner.
- Read meeting papers thoroughly in advance of meetings and if necessary, undertake research into specific issues and to liaise with the CEO as necessary.
- Use their vote at EALC meetings.
- Respect the confidentiality of EALC internal working papers received by whatever means.
- Personnel Committee members are reminded that all paperwork and conversations must be limited to this committee. No information of an EALC personnel nature should be retained by an executive committee member in any form once the meeting is ended.
- Assist the EALC to the best of their ability.
- Provide reasonable personal information to EALC's banking provider if they are to become a bank signatory.
- Declare pecuniary or other interests at meetings as appropriate.
- Promote the work of EALC to their contacts within principal authorities, member and non-member councils and wider afield where appropriate.

5. Values & Vision

The Executive Committee plays a vital role in shaping the values and vision of the EALC and members are expected to uphold these values. EALC's vision statement can be found in the strategic plan a copy of which can be downloaded from the EALC's website.

The 2019/2020 strategy states:

- To protect and promote the interests, rights, functions and privileges of Essex Parish and Town Council Members including Parish Meetings.
- To promote good local government and to assist members in the performance of their duties.
- To provide training and information for Officers and Councillors for the proper discharge of their Council business.
- To promote a widespread and well-informed interest in local government.
- To support and promote the development of the economic, social, cultural and recreational life of towns and parishes.

6. EALC Chairman and Vice Chairman

The Chairman and Vice Chairman fulfil a vital role in shaping the services offered to member councils provided or commissioned by EALC. A good understanding of the needs of councils, district associations, county and unitary authorities is essential as is the ability to work positively with EALC staff, partners and other providers.

These positions are subject to election each year by the executive committee at the EALC annual meeting and the qualities and skills sought from the role holders include;

- Leadership and credibility
- Ability to successfully chair meetings
- Confident and able to interact with senior and influential leaders at a county and national level
- Good communication and presentation skills
- Good team building and team working
- Networking and advocacy
- Ability to work positively with the EALC CEO to set agenda/priorities

7. Finance Committee - Duties and Remit

The Finance Committee consists of up to seven members including the Treasurer, all being subject to election each year at the EALC annual meeting. The finance committee reports to the EALC Executive Committee to ensure sound financial control and strong association governance. It scrutinises financial processes including meeting financial and income targets, has oversight of the corporate governance framework including risk, contract procedures and general "health checking". Investigatory skills and enquiring minds are required as well as an interest and aptitude in financial matters. Finance Committee members are expected to be financially aware and have the ability to read and understand basic accounts and financial reports. The attributes expected of finance committee members include;

- Understanding of sound corporate governance
- Constructive “Challenge and Questioning” of EALC’s financial statements
- Independent thinking from other EALC committees
- Ability to think strategically and in the interests of the sector as a whole
- Understanding the committee’s remit
- Understanding of the P&TC sector

8. Personnel Committee – Duties and Remit

The Personnel Committee consists of five executive committee members which includes the EALC Chairman plus the CEO. The personnel committee reports directly to the Executive Committee to ensure sound personnel policies and procedures are in place and followed.

The Personnel Committee liaise with the CEO in staff resource matters including performance monitoring, deployment and review. The committee is responsible for approving vacancy advertising, interviewing and appointing new staff. In liaison with the CEO, the personnel committee is responsible for determining all major staff issues, conditions and discipline and where appropriate engaging with professional HR specialists to undertake recommendations.

The Personnel Committee are required to;

- Periodically review staff expense policies.
- Consider any training needs of EALC staff
- Produce organisational recommendations when necessary for consideration by the Executive Committee.
- Make personnel related recommendations to the Finance Sub-Committee for Budget purposes.
- Periodically review Job descriptions
- Periodically review the staff handbook

9. Accreditations

The EALC continue to thrive, and gain national recognition as one of the nation’s strongest Associations. This is reflected in its 100% membership of Essex Parish & Town Councils. A maximum of two executive committee members are elected by each district association to represent the district on the executive committee.

In 2020, the EALC achieved the highest number Local Council Award Scheme (LCAS) accreditations in the Country with Essex, increasing its lead to 58. The interest in LCAS by Parish & Town Councils grows annually.

10. Democratic Constitution

Executive Members are bound by the EALC Constitution, Standing Orders and Financial Regulations.

This democratic structure underpins the EALC’s member led principles. The county of Essex has 12 District/ Borough Associations and 2 Unitary Authorities.

The Association is independent from County Council, City, District, and Borough Councils and represents the first tier of Government but retains close collaboration with the other tiers of local government.

11. Meetings

Executive Committee meeting are normally held four times per year, either at the offices in Great Dunmow or by virtual remote means. Meeting normally commence at 10.00am, usually at the EALC Head Office, 42b High Street, Great Dunmow, Essex, CM6 1AH except when held by remote means.

12. Nomination Procedure

At the EALC annual meeting Executive Committee Members are offered the opportunity to represent the EALC at the NALC (which is an elected member only position), join the Personnel, Finance and Health and Wellbeing Committees. The executive committee may also appoint working groups to focus on specific tasks.

Committee members are often elected for their skills and experience in financial management (for the finance committee) and employment/human resources (for the Personnel Committee).

The EALC operate a nomination process to select members for key roles and to each sub-committee and this process reviewed annually and a copy sent to all executive committee members in advance of the annual meeting. A copy of the latest nomination process is available from the EALC CEO.

13. Other helpful information

Meeting papers will be sent directly to executive members email addresses approximately seven days prior to a meeting. Executive Committee members who are unable to attend meetings should send their apologies to the EALC CEO. It is important that all districts/borough associations have maximum representation at Executive Committee meetings and that meetings are quorate. Quorum figures can be found in the Standing Orders.

Elected members of the Executive may claim travel expenses for approved duties connected to the work of the EALC and can claim for travel to and from executive meetings and meetings of its committees (when appointed to any of these). Expense forms are available from the CEO. The EALC expense policy is reviewed periodically and executive members are required to be compliant when making an expense claim. A copy of the expense policy is available from the CEO or the EALC web site.

This document will be reviewed annually.



SCHEDULE 1

SPECIFICATION



1. **General**

- 1.1 In this Part the expressions "the Contractor" and "the Town Clerk" shall wherever the context admits mean and the Town Council.
- 1.2 This Specification sets out the requirements of the Town Council with regard to the 3-year maintenance and grass cutting program for the trees at the Wildflower Meadow. The Town Council may from time-to-time issue further detailed documents to supplement or supersede the details contained here.
- 1.3 The Contractor is under a general obligation to maintain the site in a clean, tidy and safe condition as set out in detail elsewhere and herein.
- 1.4 All costs will be met by the Contractor and deemed part of the contract price unless separately specified.

2. **Delivery of Service**

- 2.1 Both parties must ensure consistent communication and the Contractor will coordinate the contract to ensure deadlines for all areas of the contract are met. Any additions will be dealt with in a timely manner and any day-to-day issues/complaints are dealt with swiftly.

3. **Service Provision**

- 3.1 Maintenance – The Contractor shall carry out a maintenance programme to include watering of the 6 newly planted trees and re-mulching, weed control, inspections, and replacement of tree ties for all trees (inclusive of the picnic area) at a cost of £..... per year.
- 3.2 Grass Cutting - The Contractor shall cut a strip approximately 5/6 metres around the 47 trees to allow for adequate maintenance. This will consist of approximately 6 cuts per year at a cost of £..... per cut.
- 3.3 Watering – The Contractor will ensure the trees have at least 5 litres of water per tree per week in the summer months and re-new mulch and inspect and replace tree ties in the winter months.
- 3.4 Litter – The Contractor shall ensure all arisings and litter debris are disposed of at a suitable licensed waste site in accordance with standards specified in the Environmental Protection Act (EPA 1990) throughout the period of the contract.
- 3.5 Inspections - The Contractor shall ensure that all trees are regularly inspected for overgrowth, damage, vandalism, and to check whether they are in a generally satisfactory condition ensuring that all locations are kept in a clean, tidy and safe condition.

Commented [ED1]: Remove watering.

Commented [ED2]: Amend to read 'during extremely hot weather the contractor may be asked to water the trees on an ad hoc basis'.

4. **Maintenance**

- 4.1 All work schedules will be agreed with the Town Clerk.
- 4.2 Should circumstances change that will impact maintenance/works, the Town Clerk will be advised within one working day of the Contractor becoming aware of any issue, by which stage the Contractor will provide a revision.



5. Service schedules

- 5.1 Service schedules will be fixed by the Contractor so that the Town Clerk is aware of all service days and times in advance.

6. Service staff on site

- 6.1 Staff on site will be clearly recognisable by vehicles, uniforms and carrying identification.
- 6.2 The Contractor will only park vehicles in designated areas unless given prior authorisation from the Council to park in alternative locations.

Community Warden

Progress Report for All Open Spaces – 17/06/2024

CANVEY LAKE

- Lakeside Path - this issue is still ongoing. The Public Rights of Way Enforcement office has advised that the bollard will be put back in original place, no date given.
- 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.
- The aerator has been delivered and been stored until electric work is completed.
- Attempts have been made to secure electric at Denham Road since October 2023 and all companies approached are not accepting new small business accounts at present. CPBC have agreed to add the new kiosk at Denham Road to their account, however, this unfortunately is not any easy process. Even though a meter has been installed, the electric company want to install their own and assigned it to CPBC, this can take anything up to 8 weeks.
- 5 dead fish have been removed from the lake due to spawning, and 1 dead pigeon.

PLAYGROUND

- Nothing to report.

BAND STAND

- Netting has been fixed as pulled down during school holidays.

WILDFLOWER MEADOW

- Nothing to report

MEMORIAL GARDENS

- Summer planting been completed at the Covid Garden.

TIDAL POOL

- Nothing to report

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

Issues reported on behalf of organisations:

- Cisca House – potholes, streetlights, and drug dealers
- Ms Club / War Memorial Hall – Pavement repairs with drop kerbs to high.
- Wednesday Group / Smallgaines Hall –Street lights and drug dealers.

Allotments – Risks Reported – 2024

Appendix E

| Risk Title | Ownership | Managed by | Risk Found By | Risk Category | Risk Type | Solution Found | Additional Cost to Council |
|---------------------------------|-----------|------------|----------------|-----------------|--|-----------------|----------------------------|
| MAY | | | | | | | |
| Waterside – water in both dykes | Council | Town Clerk | Adele Wakenell | Public/Wildlife | Health / 3 rd Party Claims against CITC | Weather related | |
| JUNE | | | | | | | |
| | Council | Town Clerk | Adele Wakenell | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |

Band Stand – Risks Reported – 2024

Appendix E

| Risk Title | Ownership | Managed by | Risk Found By | Risk Category | Risk Type | Solution Found | Additional Cost to Council |
|-------------|-----------|------------|-----------------------|-----------------|--|----------------|----------------------------|
| MAY | | | | | | | |
| | Council | Town Clerk | Community Warden – AR | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |
| JUNE | | | | | | | |
| | Council | Town Clerk | Community Warden – AR | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |

Canvey Lake – Risks Reported – 2024

Appendix E

| Risk Title | Ownership | Managed by | Risk Found By | Risk Category | Risk Type | Solution Found | Additional Cost to Council |
|--|-----------|------------|-----------------------|-----------------|--|--|----------------------------|
| MAY | | | | | | | |
| Fishing prevention wire broken | Council | Town Clerk | Community Warden – AR | Public/Wildlife | Health / 3 rd Party Claims against CITC | The contractor is aware 02.05.24 | |
| Goose faeces over footpaths and banks | Council | Town Clerk | Community Warden – AR | Public/Wildlife | Health / 3 rd Party Claims against CITC | Natural occurrence. | |
| 2 shrubs planted at Lakeside Path | Council | Town Clerk | Community Warden – AR | Public/Wildlife | Health / 3 rd Party Claims against CITC | The contractor will try to remove 07.05.24 | |
| Computer base found in dyke at blue bridge | Council | Town Clerk | Community Warden – AR | Public/Wildlife | Health / 3 rd Party Claims against CITC | The contractor removed 29.05.24 | |
| JUNE | | | | | | | |
| | Council | Town Clerk | Community Warden – AR | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |
| | Council | Town Clerk | Community Warden – AR | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |

Canvey Play Area – Risks Reported - 2023

| Appendix E | | | | | | | |
|-------------|-----------|------------|-----------------------|-----------------|--|----------------|----------------------------|
| Risk Title | Ownership | Managed by | Risk Found By | Risk Category | Risk Type | Solution Found | Additional Cost to Council |
| May | | | | | | | |
| | Council | Town Clerk | Community Warden – AR | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |
| June | | | | | | | |
| | Council | Town Clerk | Community Warden – AR | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |

Gunny – Risks Reported - 2024

Appendix E

| Risk Title | Ownership | Managed by | Risk Found By | Risk Category | Risk Type | Solution Found | Additional Cost to Council |
|-------------|-----------|------------|-----------------------|-----------------|--|----------------|----------------------------|
| May | | | | | | | |
| | Council | Town Clerk | Community Warden – AR | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |
| June | | | | | | | |
| | Council | Town Clerk | Community Warden – AR | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |

Memorial Gardens – Risks Reported – 2024

Appendix E

| Risk Title | Ownership | Managed by | Risk Found By | Risk Category | Risk Type | Solution Found | Additional Cost to Council |
|-------------|-----------|------------|-----------------------|-----------------|--|----------------|----------------------------|
| MAY | | | | | | | |
| | Council | Town Clerk | Community Warden – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |
| | Council | Town Clerk | Community Warden – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |
| JUNE | | | | | | | |
| | Council | Town Clerk | Community Warden – AW | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |
| | | | | | | | |

Tidal Pool – Risks Reported – 2024

Appendix E

| Risk Title | Ownership | Managed by | Risk Found By | Risk Category | Risk Type | Solution Found | Additional Cost to Council |
|-------------|-----------|------------|-----------------------|-----------------|--|----------------|----------------------------|
| May | | | | | | | |
| | Council | Town Clerk | Community Warden – AR | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |
| June | | | | | | | |
| | Council | Town Clerk | Community Warden – AR | Public/Wildlife | Health / 3 rd Party Claims against CITC | | |

APPENDIX E

| Wildflower Meadow – Risks Reported - 2024 | | | | | | | |
|---|--------------|------------|-----------------------|-----------------|---|--------------------------|----------------------------|
| Risk Title | Ownership | Managed by | Risk Found By | Risk Category | Risk Type | Solution Found | Additional Cost to Council |
| May | | | | | | | |
| Grass areas are waterlogged | Town Council | Town Clerk | Community Warden - AR | Wildlife/Public | 3 rd party claims against CITC | Weather related 21.05.24 | |
| June | | | | | | | |
| | Town Council | Town Clerk | Community Warden - AR | Wildlife/Public | 3 rd party claims against CITC | | |