

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 in the **DELLAWAY ROOM, PADDOCKS COMMUNITY CENTRE, LONG ROAD, CANVEY ISLAND, SS8 0JA** on **MONDAY 22ND JUNE 2026** commencing at **7.00pm** for the transaction of business as set out below.

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

Yours faithfully

Elaine De Can

Mrs E. De Can
Town Clerk

17th June 2026

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

A G E N D A

1. Apologies for absence
2. To receive declarations of interest in items on the agenda
3. 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 18th May 2026.
5. To note the minutes and resolutions of the Personnel Committee meeting held on the 26th May 2026.
6. To receive a report from the Town Mayor on activities and events since the last meeting.
7. To note the Officer Decisions under delegated powers and background papers since the last meeting.
8. To receive a verbal report on the Clerks progress of ongoing projects and not on the agenda.
9. Risk Management
 - To review the Risk Management Assessment and Internal Controls (Appendix A)
10. To note and consider the Internal Auditors report and the effectiveness of Internal Audit (Appendix B)
11. To approve and sign the Annual Governance Statement for the year ending 31st March 2026 (Appendix C)

Canvey Island Town Council



12. To approve and sign the Annual Accounts Statement for the year ending 31st March 2026 (Appendix D)
13. To consider and agree the Town Mayor's charity for the year 2026/27.
14. To consider and agree members for the staff Appeals Panel for 2026/27.
15. To receive a verbal update on the progress of the 2026 events.
16. To consider and agree recommendations for attractions at the Christmas event on the 28th November 2026.
17. To note Section 32a of the Localism Act 2011 which has been amended to remove the requirement to publish members home addresses and consider individual members requests.
18. To confirm accounts for payment as previously agreed.
19. To note a report from the Community Officer on matters relating to Canvey Island (Appendix E)
20. To note the Health & Safety reports detailing incidents and actions completed in relation to open spaces (Appendix F).
21. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.

**MINUTES OF THE PROCEEDINGS AT THE ANNUAL MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 18TH MAY 2026 AT 7.00PM**

PRESENT:

Councillors: Cllr S. Brooke, Cllr E. Harvey, Cllr D. Anderson, Cllr S. Sach, Cllr J. Anderson, and Cllr B. Botham

Also present: Mrs E. De Can – Town Clerk
Mrs L. Gould – Deputy Clerk
Mrs A. Wakenell – Community Officer

CO/001/26 – TO ELECT THE TOWN MAYOR OF THE COUNCIL 2026/27

Cllr Harvey nominated Cllr Brooke as Town Mayor for the 2026/27 Council year. The nomination was seconded by Cllr Botham. There were no other nominations therefore Cllr Brooke was elected as Town Mayor of the Council for 2026/27.

CO/002/26 - TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

The Town Clerk provided Cllr Brooke with the Declaration of Acceptance of Office document which was signed and witnessed by the Council and the Proper Officer.

CO/003/26 - TO APPOINT A DEPUTY TOWN MAYOR OF THE COUNCIL FOR 2025/26

Cllr Brooke nominated Cllr Harvey as Deputy Town Mayor and the nomination was seconded by Cllr Sach. There were no other nominations therefore Cllr Harvey was elected as Deputy Town Mayor of the Council for 2026/27.

CO/004/26 - APOLOGIES FOR ABSENCE

Written apologies received, approved and reason given by Cllr D. Blackwell and Cllr R Langley. Other apologies noted for Cllr S. Sayes, Cllr A. Acott and Cllr P. May.

CO/005/26 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declaration of interests was received.

CO/006/26 – MEMBERS TO REVIEW THEIR REGISTER OF INTEREST FORMS AND ANY AMENDMENTS TO BE COMPLETED AND RETURNED TO THE TOWN CLERK.

Members noted the need to review their forms.

CO/007/26 - 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/008/26 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 23RD MARCH 2026.

Members **RESOLVED** that the minutes of the Council meeting held on the 23rd March 2026 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/009/26 - TO NOTE THE MINUTES AND RESOLUTIONS OF THE PERSONNEL COMMITTEE MEETING HELD ON THE 22ND APRIL 2026.

Members noted the minutes and resolutions of the meeting on the 22nd April 2026.

CO/010/26 - TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 27TH APRIL 2026.

Members noted the minutes of the Policy & Finance meeting held on the 27th April 2026 and **RESOLVED** that the minutes are adopted by the Council and recommendations made were agreed and the minutes are to be signed by the Chairman of the committee at the next Policy & Finance meeting.

CO/011/26 – TO REVIEW THE TERMS OF REFERENCE FOR EACH COMMITTEE

Members reviewed the terms of reference and **RESOLVED** no changes were required.

CO/012/26 - TO APPOINT A LEADER OF THE COUNCIL

Cllr Harvey nominated Cllr Sach as Leader for the 2026/27 Council year. The nomination was seconded by Cllr J. Anderson. There were no other nominations therefore Cllr Sach was appointed Leader of the Council for 2026/27.

CO/013/26 - TO APPOINT A DEPUTY LEADER OF THE COUNCIL

Cllr D. Anderson nominated Cllr J. Anderson as Deputy Leader for the 2026/27 Council year. The nomination was seconded by Cllr Harvey. There were no other nominations therefore Cllr J. Anderson was appointed Deputy Leader of the Council for 2026/27.

CO/014/26 - TO APPOINT A CHAIRMAN TO THE COUNCIL'S COMMITTEES

Members proposed that all positions remain the same and there were no other nominations. Members **RESOLVED** unanimously that Cllr Acott was elected as Chairman of the Policy & Finance Committee, Cllr Sach was elected as Chairman of the Planning Committee and Cllr J. Anderson was elected as Chairman of the Personnel Committee.

CO/015/26 - TO APPOINT MEMBERS TO THE COUNCIL'S COMMITTEES

Members proposed that all positions remain the same due to the number of members absent and **RESOLVED** unanimously to appoint the following members to the Council's Committees:

i) Policy and Finance

Cllr Acott, Cllr D. Anderson, Cllr May, Cllr Sach, and Cllr J. Anderson.

ii) Planning

Cllr Sach, Cllr Harvey, Cllr Brooke, and Cllr Botham.

iii) Personnel

Cllr J. Anderson, Cllr D. Anderson, Cllr Acott, Cllr Botham, and Cllr Sach.

iv) Appeals Panel

Cllr Harvey, and Cllr Brooke - It was agreed that this would be reviewed at the next available Council meeting as three members are required for the Appeals Panel and of the members present only two positions could be filled.

CO/016/26 - TO CONSIDER AND AGREE THE COUNCIL'S FINANCIAL REGULATIONS AND AMENDED STANDING ORDERS.

Members considered the amendments and **RESOLVED** unanimously to approve amendments to section 21, page 16. of the standing orders.

CO/017/26 - TO APPOINT MEMBERS TO THE EXISTING WORKING GROUPS/PANELS

Members were asked to review the existing working groups/panel membership and **RESOLVED** to appoint Cllr Botham, Cllr Sach, Cllr J. Anderson and Cllr D. Anderson to the events working group.

CO/018/26 - TO REVIEW THE REPRESENTATIVES TO THE OUTSIDE BODIES AS DETAILED IN THE CLERKS REPORT

Members appointed the following members to each committee or group:

- i. Community Development Partnership – D. Anderson
- ii. CPBC Development Committee – Chairman and Vice Chairman of Planning Committee

- iii. Heritage Centre Committee – A. Acott
- iv. Parish Transport – Deputy Clerk
- v. Wyvern Community Transport Board – B. Botham
- vi. Local Highways Panel – This panel no longer exists.
- vii. Community Safety Partnership – Community Officer
- viii. Pride of Place Board – Town Clerk
- ix. EALC Executive Committee - Vacant

CO/019/26 – FINANCE

i) TO CONSIDER AND AGREE THE CONTINUATION OF FUNDING THE CLERKS MEMBERSHIP WITH THE SLCC AT A COST OF £376.00 PER ANNUM

Members **RESOLVED** unanimously to agree the continuation of funding the Clerks membership with the SLCC at a cost of £376.00 for 2026.

ii) TO NOTE THE BANK SIGNATORIES AND CONSIDER ANY REQUIRED CHANGES.

Members noted and **RESOLVED** that there will be no amendments to the bank signatories.

iii) TO CONSIDER AND AGREE THE EALC AND NALC AFFILIATION FEES FOR 2025/26

Members **RESOLVED** unanimously to agree to the affiliation fees for 2026/27 at a cost of £2,958.33.

iv) TO NOTE THE COUNCIL'S ASSET REGISTER

Members noted the Asset Register.

CO/020/26 - REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION:

Members reviewed its policies in respect of its obligations under Freedom of Information and the Data Protection legislation and noted the updated Publication Scheme, Freedom of Information Policy, Document Retention and Disposal Policy, Computer and Information Security Policy and **RESOLVED** to approve amendments to the Information and Data Protection Policy inclusive of a complaints process.

CO/021/26 - TO AGREE THE SIGNING OF THE HEALTH & SAFETY POLICY BY THE TOWN MAYOR OF THE COUNCIL

The Clerk advised that Health & Safety is the responsibility of the Full Council and should therefore sign the policy in accordance with this. Members noted their responsibilities and **RESOLVED** that the Town Mayor sign the policy.

CO/022/26 – TO CONSIDER AND AGREE THE TIMETABLE OF MEETINGS FOR 2026/27

Members **RESOLVED** to approve the Timetable of Meetings for 2026/27.

CO/023/26 – TO REVIEW MEMBERS ACCEPTANCE TO RECEIVE ELECTRONIC AGENDAS

Members noted the Councils standing orders, and members approved receipt of electronic agendas.

CO/024/26 – TO NOTE THAT THERE HAVE BEEN NO OFFICERS DECISIONS UNDER DELEGATED POWERS SINCE THE LAST MEETING.

Noted.

CO/025/26 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report.

CO/026/26 – TO CONSIDER AND AGREE THE TOWN MAYOR’S CHARITY FOR THE YEAR 2026/27.

This item was deferred until the next available Council meeting as further information of the Town Mayors chosen charity was required.

CO/027/26 – TO CONSIDER AND AGREE POSTPONING THE GARDEN TRAIL DUE TO LACK OF INTEREST IN 2026.

Members **RESOLVED** to postpone the Garden Trail until 2027 and that investigation would take place to refresh and revitalise the event and to consider additional fundraising for the Town Mayors charity in 2026. Members discussed the Gingerbread activity at the Christmas event and **RESOLVED** that a £1 donation per gingerbread biscuit would be requested, and all proceeds will go to the approved Town Mayors charity.

CO/028/26 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

18th May 2026 NO 1 ACCOUNT

Company	Reference	Amount	Description
Top of the Mops	BACS976	£20.00	Cleaning – 12/5
Aspect Maintenance Ltd	BACS977	£6,581.09	Apr Maintenance
Office Needs	BACS978	£58.88	Stationery
Amazon	BACS979	£2.75	Spare Key Electric Box
The Bungalow Nursery Ltd	BACS980	£274.50	Covid plants
SLCC Essex	BACS981	£27.00	SLCC Training Day/AGM - EDC
EALC	BACS982	£2,958.33	EALC/NALC Affiliation Fees 2026/27
SLCC	BACS983	£376.00	Clerks SLCC Membership Fees 2026/27
Giggle Print	BACS984	£204.34	Road Closure Barrier Covers
Design 4 Print	BACS985	£204.00	AFD Banners x 6
E De Can	BACS986	£23.98	HP305 Black Toner x 2
CITC	Debit Card	£122.72	Petty Cash Top Up
TOTAL		£10,853.59	

CO/029/26 – TO NOTE A REPORT FROM THE COMMUNITY OFFICER ON MATTERS RELATING TO CANVEY ISLAND.

Members noted the report. The Community Officer advised that the aerator had been turned off and not broken, the pipe work at Southwaters will take 6 weeks and the path will be closed during this period, the roof needs painting on the Band Stand, however, costs are being obtained for scaffolding, the brick work on the round planter is crumbling in the Labworth Memorial Gardens so costs of being investigated for the repairs and 7 joints have been repaired/replaced at the Tidal Pool.

CO/030/26 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.

Members noted the reports.

CO/031/26 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND.

Cllr Brooke advised that the housing judgment had changed from C4 to C3. Members discussed the recent Planning Inspectors announcement regarding the examination of the Castle Point Plan and requested that the Town Clerk write to the MP to express the Councils concerns and establish whether there is an opportunity for delegates to raise these concerns regarding the number homes which could potentially being suggested for Canvey Island.

CO/032/26 – TO CONSIDER RECEIVING REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Members considered the reports from Essex County Councillors and **RESOLVED** that this agenda item was no longer needed and should be removed from future agendas.

The meeting closed at 8.15pm.

TOWN MAYOR

22nd June 2026

DRAFT

Canvey Island Town Council

Risk Management Assessment

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council”

The Risk Assessment is a general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices.

This document has been produced to enable the Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Risk	Current action	Level of Risk	Control of Risk	Action by
Protection of physical assets owned by the council	Annual review of insurance and adequacy of cover	M	Annual register of assets maintained and referred to Council as part of the annual accounts. Regular maintenance arrangements for physical assets	RFO
Risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (public liability)	Annual review of insurance and adequacy of cover	M	Annual review of risks to be approved by Council	RFO
The risk of consequential loss of income or the provision of essential services following critical damage, loss or non-performance by a third party (consequential loss).	Not currently applicable	L	CPBC Emergency Plan	Town Clerk and Mayor of Council
Loss of cash through theft or dishonesty (fidelity guarantee).	Annual review of insurance	L	Annual review of internal controls	RFO and Policy & Finance Committee
Legal liability as a consequence of asset ownership (public liability)	Annual review of insurance	L	Annual review of risks to be approved by Council	RFO and Policy & Finance Committee

Risk	Current action	Level of Risk	Control of Risk	Action by
Security for buildings, amenities, or equipment.	Office: Locked each night with key pad entrance. Key register maintained. CCTV and intruder alarm installed. Fire doors and fire extinguishers maintained. The office is within a Community Centre with its own external locks and fire alarm system and is managed and maintained by CPBC.	M	Annual review of buildings security procedure.	Town Clerk and Policy & Finance Committee
Maintenance for buildings, amenities or equipment.	Maintenance contracts for amenities in place. Risk Assessments performed and issues dealt with as and when problems identified or improvements suggested.	M	Annual review of buildings/amenities	Town Clerk and Mayor of the Council
Loss of employees and provision of services	Cross training of staff Remote working facilities for any office closures due to unforeseen circumstances	H	Annual review of training requirements/office facilities Procedures in process of being developed for each role	Town Clerk/Council
Partnership Risk Management				
The provision of services being carried out under agency/partnership agreements with principal authorities.	Not currently applicable	N/A	No controls required	

Risk	Current action	Level of Risk	Control of Risk	Action by
Internal controls				
Dealing with the award of contracts for services or the purchase of capital equipment.	Standing Orders and Financial Regulations reviewed every two years as a minimum	M	Standing orders, financial regulations and procurement policy in place. Complete review of tender process and weighting score procedure conducted in 2025.	Town Clerk, RFO and Policy & Finance Committee
Banking arrangements, including borrowing or lending.	Occasional reviews	L	Review biannually and/or when deemed necessary.	Town Clerk/RFO
Performance by suppliers/providers/contractors	Reviewed as part of the monthly inspections	L	Reported to committees	Town Clerk/Appropriate Committees
Annual review of contracts.	Annual Review	L	Report to appropriate committee	Town Clerk and Appropriate Committee
Clear statements of management responsibility for each service	Job descriptions for staff, terms of reference for Committees and contracts for suppliers	L	Reviewed when changes required	Town Clerk and Appropriate Committee
Regular scrutiny of performance against targets.	Performance scrutinised by committee through the business plans and presented to electors at annual town meeting	L	Chairmen of Committees are to review their minutes and monitor what was agreed to be done (targets) and what has been done (performance).	Committee Chairmen/Town Clerk
Adoption of and adherence to proper practice guidance for procurement and investment.	Financial Regulations	L	Annual review	Town Clerk and RFO

Risk	Current action	Level of Risk	Control of Risk	Action by
<p>Arrangements to detect and deter fraud and/or corruption.</p>	<p>Two mandated councillors to sign all payments including those for petty cash and transfers between accounts. (Transfers by letter signed by two councillors).</p> <p>Internet Banking payment schedule to be checked and signed by two mandated councillors.</p> <p>Wage related payments are calculated by an external payroll company and checked by the Town Clerk.</p> <p>All expenses authorised by 2 councillors with supporting bills or vouchers attached.</p> <p>All expenditure reported to Policy & Finance/Full Council.</p>	<p>M</p> <p>H</p> <p>H</p>	<p>Bank statements, bank reconciliations and cheque numbers or BACS numbers presented to the Policy & Finance Committee at each meeting for verification.</p> <p>A nominated signatory (councillor) will attend the office the day after the meeting to authorise the payments processed by the RFO.</p> <p>Bacs payments processed by the Town Clerk and dual authorised by a councillor.</p>	<p>RFO and Policy & Finance Committee</p> <p>RFO and member signatory</p> <p>RFO/Town Clerk</p>
<p>Regular bank reconciliation, independently reviewed.</p>	<p>Carried out on a monthly basis.</p>	<p>M</p>	<p>Reported to Policy & Finance Committee at least quarterly in line with Financial Regulations. Bank Reconciliation signed by Committee Chairman.</p>	<p>Town Clerk/RFO</p>

Risk	Current action	Level of Risk	Control of Risk	Action by
Financial records	Records kept in accordance with statutory requirements and compliance with restrictions on borrowing	M	Records kept up to date	RFO
All business activities are within legal powers applicable to local councils and employment law	Sufficient records kept and recorded in minutes as necessary Council adopted the General Power of Competence. Recording in the minutes the precise powers under which expenditure is being approved where necessary.	M	Reviewed annually by internal auditor Contracts of employment for all staff, annually reviewed by the Council, systems of updating records for any changes in relevant legislation.	Town Clerk
All requirements are met under HM Revenue and Customs Notices and regulations (Income Tax, National Insurance and VAT).	Carried out in conjunction with independent payroll company. Regular returns to HM Revenue and Customs for NI, Tax and VAT returns	L	Checked by authorised signatories when signing internet banking payments. Training the responsible officer in matters of VAT and other taxation issues as necessary.	Town Clerk/RFO
Annual precept	Proper budgeting and precept process in place.	M	Checked by Policy and Finance Committee agreed by Council. Budget performance noted at quarterly meetings of Policy & Finance Committee	Town Clerk/RFO and Council

Risk	Current action	Level of Risk	Control of Risk	Action by
Proper, timely and accurate reporting of council business in the minutes	Minutes signed at next available meeting	L	Confirmed by acceptance and signing of minutes	Town Clerk
Register of Members' Interests and Gifts and Hospitality	In place, complete, accurate and up to date Procedures in place for recording and monitoring Members' interests and Gifts and Hospitality received	M	Councillors reminded annually to check their register entries at Annual Council Meeting	Town Clerk and councillors
Data Protection/GDPR	Policies in place	L	Annual registration with Information Commissioners Office	Town Clerk
Freedom of Information - impact on staff time	Model Publication Scheme	L	Annual review of policy Monitor number of requests and report impacts to Council	Town Clerk and Mayor of the Council
Elections	Allocation in budget	H	Review budget annually	Town Clerk/RFO and Policy & Finance Committee
Internal Audit Assurance				
Review of internal controls in place and their documentation	Subject to internal audit	M	Annual review with internal auditor to confirm checks undertaken	Town Clerk/RFO

Risk	Current action	Level of Risk	Control of Risk	Action by
Review and testing of arrangements to prevent and detect fraud and corruption	Subject to internal audit	H	Meet with internal auditor to confirm checks undertaken	Town Clerk/RFO
Testing of specific internal controls and reporting findings to management.	Subject to internal audit	M	Meet with internal auditor to confirm checks undertaken.	Town Clerk/RFO
Review of procurement processes and arrangements.	Subject to internal audit	H	Meet with internal auditor to confirm checks undertaken.	Town Clerk/RFO
Review of management arrangements regarding insurance cover.	Subject to internal audit	H	Meet with internal auditor to confirm checks undertaken.	Town Clerk/RFO
Review of minutes to ensure legal powers are available, and the basis of the powers recorded and correctly applied.	Subject to internal audit	H	Meet with internal auditor to confirm checks undertaken.	Town Clerk
Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions	Subject to internal audit	H	Meet with internal auditor to confirm checks undertaken	Town Clerk/RFO
Testing of disclosures	Subject to internal audit	L	Meet with internal auditor to confirm checks undertaken	Town Clerk

Financial Risk and Asset Management

Internal Controls

RISK	LEVEL	MEASURES IN PLACE	REVIEW PERIOD	MEASURES TO CONSIDER
FINANCE				
Loss of cash income	M	Payments made by bacs. Receipts issued for all payments received. Payments banked, when possible, within 72 hours.	6 monthly	
Petty cash	H	All petty cash claims backed up by receipts and where not available, self-certified. Policy & Finance Committee verify reconciliation at each meeting.	1 year	
Theft or dishonesty	M	Internal auditor to check records against receipts. Fidelity insurance and cash in transit. Policy & Finance Committee verify reconciliation against statements at each meeting.	1 year	
Non-payment of precept	H	RFO (Responsible Financial Officer) to check bank statement in May and October to ensure requested amount has been received.		Request interest for non-payment
Loss of investment capital/interest	L	Reputable, long-established companies chosen for banking, risk-free investments. Policy & Finance Committee recommendation for investments to be made with financial institutions which are subject to Financial Services Compensation Scheme subject to maximum limit in place at time investment made.	Ongoing	
Lack of financial controls and records	L	Any two councillors as signatories on all payments. All payments to be approved in advance unless under emergency procedures. Reporting all payments to Council. All internet banking payments to be checked and signed by two councillors (unless for payroll as these are already approved under the annual pay review). A nominated signatory (councillor) will attend the office the day after the meeting to authorise the payments processed by the RFO.	Ongoing	

RISK	LEVEL	MEASURES IN PLACE	REVIEW PERIOD	MEASURES TO CONSIDER
		<p>Monthly bank reconciliation by RFO with full quarterly account reconciliation.</p> <p>Quarterly Receipts and Payments reports to Policy and Finance Committee.</p> <p>VAT payments & claim by RFO, checked by internal auditor.</p> <p>Sound budgeting to prepare annual precept.</p> <p>RFO prepares overheads budget for approval by Council. Committees submit project bids to Policy and Finance Committee.</p> <p>End of year account balances to be held a level not exceeding annual precept. Estimates approved by full Council.</p>	<p>1 Year</p> <p>1 Year</p> <p>1 Year</p>	
Robustness of Insurance cover	H	Regular review of cover and choice of reputable company. Reviewed by internal auditor.	Annually	
General risks	L	Independent internal auditor appointed annually to carry out checks as per the recommendations and requirements of the Audit Regulations.	1 Year	
General risks	L	Standing orders and financial regulations guide the procedures and decisions of the Council.	1 Year	
ASSETS				
Protection of physical assets	M	Contents insured on a reinstatement basis, values reviewed annually £100 excess on property items.	Annually	
Security of buildings and equipment	H	Door and window locks, security markings on equipment, alarm and CCTV. The office is within a Community Centre which is the responsibility of CPBC. Some equipment is	Annually	

RISK	LEVEL	MEASURES IN PLACE	REVIEW PERIOD	MEASURES TO CONSIDER
Maintenance of buildings	M	stored in a locked room within the community centre. Planned programme of checks of electrical and safety equipment in place.	3 years	
Maintenance of office equipment	L	PAT (portable appliance tests) annually.	3 years	
Lamp columns	M	Structural & safety checks arranged by ECC for Seasonal decorations. Insurance to cover damage by third party.	Annually	
Street Furniture	H	Adequate insurance cover including impact insurance.	Annually	
Tidal Pool	H	Adequate insurance cover, maintenance contract including structural testing and water quality	5 years	
Canvey Lake	H	Adequate insurance cover and maintenance program – annual tree audit	Annually	
Allotments	H	Adequate insurance cover and maintenance program	Annually	
Labworth Memorial Gardens / Covid Memorial Garden	H	Adequate insurance cover, maintenance program and CCTV.	Annually	
Wildflower Meadow / trees	H	Adequate insurance cover and maintenance program – annual tree audit	Annually	
Play Area – Canvey Lake	H	Adequate insurance cover and maintenance/inspection program – Annual ROSPA inspection undertaken	Annually	
Vehicle	M	Adequate insurance cover and maintenance program	Annually	
Tree's – Tewkes Creek Picnic Area	H	Adequate insurance cover and maintenance program – annual tree audit	Annually	
Band Stand	H	Adequate insurance cover and maintenance program	Annually	

RISK	LEVEL	MEASURES IN PLACE	REVIEW PERIOD	MEASURES TO CONSIDER
Gunny Site	H	Adequate insurance cover and maintenance program	Annually	Leased to Trust Links
Community Garden – Sycamore Close	H	Adequate insurance cover and maintenance program	Annually	
LIABILITY				
Risks to third party, property or individuals	M	Public liability insurance in place - £1.5 million cover. Annual tree audit conducted by qualified individual/company.	Annually	
Events	H	Open spaces and footpaths checked regularly. Trees inspected when damaged reported or after storms. Risk Assessments completed for each event.	Ongoing	
Employer's liability	M	Comply with employment law, currently £10 million cover (certificate displayed and kept on file for 40 years).	Annually	
Safety of staff and visitors	M	H&S checks of buildings and risk assessments carried out. Accident book kept in Council Office. Admittance by use of controlled entry. CCTV in operation	Annually	
Legal liability	M	Activities within powers available to local councils – Town Clerk to advise Council. Advice sought from EALC to confirm if necessary.		
Works contractors	H	Choice of established firms. Inspection of public liability certificates, cover required to £5 million. Working practice document supplied to each contractor.		
Record keeping of decisions	M	All minutes approved by Council and signed by the Chairman. Minutes numbered appropriately.		
Document security	M	Leases etc stored in safe. Other data storage to comply with Data Protection Act/GDPR. Backup copies of computer files kept offsite by IT Supplier.		Review storage of historical records at Essex Records Office.
Councillor propriety	H	Register of Interests completed, and DPI's recorded on website. Agenda item at each meeting. Gifts & hospitality over £50.00 to be recorded.		

HEELIS & LODGE

Local Council Services • Internal Audit

Internal Audit Report for Canvey Island Town Council – 2025/2026

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 2025. The following recommendations/comments have been made:

Income: £334,689 Expenditure: £337,789 Reserves: £267,346

2026 AGAR Completion:

Section One: Yes – to be approved by council on 22/6/2026

Section Two: Yes (draft figures) – to be approved by council on 22/6/2026

Annual Internal Audit Report 2025/2026: 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. 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. There have been no cheques written during the year of audit, all payments are made electronically.

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: 19/5/2025 (Ref: CO014/25) and 23/6/2025 (Ref: CO/043/25)

Financial Regulations in place: Yes

Reviewed: 19/5/2025 (Ref: CO014/25) and 6/10/2025 (Ref: CO/090/25)

VAT reclaimed during the year: Yes

Registered: No (VAT126)

Submission Period:	Amount:
01/04/2025-30/06/2025	£6,218.33
01/07/2025-30/09/2025	£8,400.81
01/10/2025-31/12/2025	£8,821.91
01/01/2026-31/03/2026	£6,573.76

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

There have been two tenders during the year that exceeded the £30,000 Public Contract Regulations threshold. Both have followed due process with regards to the Public Contracts Regulations and Financial Regulations.

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

28/4/2025 - Ref: CO186/24

- *Procurement Policy*
- *Grant Policy*
- *Biodiversity Policy*
- *Crime and Disorder Policy*
- *Accessibility Statement*

19/5/2025

- *Committee Terms of Reference – Ref: CO/009/25*
- *Asset Register – Ref: CO/017/25.iv*
- *Health & Safety Policy – Ref: CO/018/25*

19/1/2026

- *Business and Action Plan 2025-2029 – Ref: CO/124/25*

9/2/2026

- *Disciplinary Policy – Ref: PER/013/25*

28/7/2025 – Ref: P&F/007/25

- *Band Stand Policy*
- *Allotment Policy*
- *Vexatious or Persistent Complainants' Policy*
- *Annual Leave/Emergency Leave Policy*

9/2/2026 – Ref: P&F/025/25

- *IT Policy*
- *Allotment Policy*
- *Band Stand Policy*

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 Ref: Z2928182

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

Data Protection

The General Data Protection 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.

Insurance was in place for the year of audit (valid 15/9/2025 – 16/8/2026), with a review being undertaken on 28/7/2025 (Ref: P&F/009/25.ii). It is noted that the Council have Cyber insurance in place as part of their risk assessment. The Risk Assessment was reviewed at a full Council meeting held on 23/6/2025 (Ref: CO/046/25).

Statement of Internal Controls in place: Yes – reviewed 23/6/2025
(Ref: CO/046/25)

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.

Bank signatories were reviewed at the Annual meeting held on 19/5/2025 (Ref: CO/017/25.ii).

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

Compliance with **Assertion 10**:

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

Privacy Policy published: Yes

Link: <https://www.canveyisland-tc.gov.uk/privacy-policy>

IT Policy in place: Yes

IT Policy published: Yes

Link: <https://www.canveyisland-tc.gov.uk/uploads/Policies/CITC%20Computer%20and%20IT%20Policy.pdf>

Data Protection Policy in place: Yes

Data Protection Policy published: Yes

Link: https://www.canveyisland-tc.gov.uk/uploads/Policies/CITC%20Information_Data%20Protection%20Policy.pdf

Publication Scheme published: Yes

Link: <https://ico.org.uk/media2/for-organisations/documents/1153/model-publication-scheme.pdf>

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Accessibility Statement in place: Yes/No
Accessibility Statement published: Yes/No
Link: <https://www.canveyisland-tc.gov.uk/accessibility>

Generic Council email addresses for officials in place: Yes

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

Audited AGAR:
2025 Annual Return, Section One Published – Yes
2025 Annual Return, Section Two Published – Yes
2025 Annual Return, Section Three Published – Yes

Notice of period for the exercise of public rights (2025)
Published – Yes
https://www.canveyisland-tc.gov.uk/uploads/Finance/Annual>Returns/2024_25/Notice%20of%20Public%20Rights%2031st%20March%202025.pdf

Notice of Conclusion of Audit (2025)
Published – Yes
https://www.canveyisland-tc.gov.uk/uploads/Finance/Annual>Returns/2024_25/Notice%20of%20Completion%2031-03-25.pdf

Period of Exercise of Public Rights

Publication Date: 27/5/2025 Start Date: 3/6/2025 End Date: 14/7/2025

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** council are required to display AGARs for the five years 2020-21, 2021-22, 2022-23, 2023-24 and 2024-2025 on their website.

	Section 1	Section 2	Section 3 (Audited)
2020 - 2021	Yes	Yes	Yes
2021 - 2022	Yes	Yes	Yes
2022 - 2023	Yes	Yes	Yes
2023 - 2024	Yes	Yes	Yes
2024 - 2025	Yes	Yes	Yes

The Council have met the publication requirements.

Cash

Associated books and established system in place

A satisfactory system is in place and supporting paperwork in place for cash payments. Audit trails were carried out on a sample of transactions and no anomalies were found.

Payroll controls

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

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 (SGW Payroll). Supporting paperwork is in place and P60s have been produced as part of the year end process. A sample of payroll records were examined from April 2025 – March 2026 and no irregularities were found.

Eligible employees have joined the nominated pension scheme (LGPS). The last date of re-declaration of compliance was 3/3/2025.

It is noted that the Council undertook a review of salaries at a meeting held on 23/9/2025 (Ref: PER/006/25), where the National Pay Award was noted and backdated to 1/4/2025. A staff appraisal process is in place.

Contracts of Employment and subsequent salary agreements are in place for all staff employed by the Council.

Asset control

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

A separate asset register is in place. Values are recorded at cost value/insurance value. The total value of assets are recorded at £148,905. 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:

<i>Co-op Current</i>	<i>xxxx2854</i>	<i>£179,099.17</i>
<i>Hampshire Trust Bond</i>	<i>xxxx0678</i>	<i>£92,487.10</i>
<i>Petty Cash</i>		<i>£200.00</i>

The Council had no outstanding loans at the year end.

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Reserves

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

The Council have adequate general reserves of £211,814 and have identified earmarked reserves of £55,533 in their year end accounts.

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.

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 2024-2025 Internal Audit report was considered by the Council at a meeting held on 19/5/2025 (Ref: CO/020/25).

A review of the effectiveness of the Internal Audit was carried out on 19/5/2025 (Ref: CO/020/25).

Heelis & Lodge were appointed as Internal Auditor for a 3-year period at a meeting held on 10/2/2025 (Ref: P&F/028/24).

External Audit

The Council formally approved the 2025 AGAR at a meeting of the full Council held on 19/5/2026 (Ref: CO/021/25 and CO022/25).

The 2024 External Auditor's report was considered at a meeting held on 6/10/2025 (Ref: CO/087/25).

The 2025 External Auditor's report was considered at a meeting held on 19/1/2026 (Ref: CO/129/25).

There were no matters arising from the External Audit.

Additional Comments/Recommendations

- The Annual Town Council meeting was held on 19/5/2025. 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 their assistance during the course of the audit work and the quality of documentation provided for the audit.



Heather Heelis
Heelis & Lodge
9 June 2026

Annual Internal Audit Report 2025/26

Canvey Island Town Council

www.canveyisland-tc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
	A. Appropriate accounting records have been properly kept throughout the financial year.	✓	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).


Date(s) internal audit undertaken

Name of person who carried out the internal audit

09/06/2026

H. HEELIS (HEELIS & LODGE)

Signature of person who carried out the internal audit



Date

09/06/2026

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned: or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Canvey Island Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓			has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

22/06/2026

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.canveyisland-tc.gov.uk

Section 2 – Accounting Statements 2025/26 for

Canvey Island Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	248,500	270,446	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	288,352	297,866	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	30,511	36,823	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	130,709	144,251	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	166,208	193,538	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	270,446	267,346	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	266,211	271,743	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	149,591	148,905	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.



Date 29/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:

22/06/2026

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Community Officer

Progress Report for All Open Spaces – 22.06.26

CANVEY LAKE

- T644 Pollard tree – work completed 16.06.26.
- Final Health & Safety Reports, Annual Risk Assessment and Asset Register passed to Castle Point Borough Council.

PLAY AREA

- Final Health & Safety Reports, Annual Risk Assessment, Annual ROSPA Inspection and Asset Register passed to Castle Point Borough Council.

BAND STAND

- Waiting for quotes for scaffolding needed for painting the roof

WILDFLOWER MEADOW

- No issues

MEMORIAL GARDENS

- No issues

TIDAL POOL

- No issues

GUNNY

- No issues

COMMUNITY GARDEN

- No issues

TOWN PLANTERS

- No issues

COMMUNITY GROUPS

- Paths and Roads are still an issue – potholes and broken paths
- Bushes encroaching footpath

Canvey Play Area – Risks Reported - 2026

Appendix F

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
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May	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against C/TC		
June							

No defects found – Final Health & Safety Report, Annual Risk Assessment, Annual ROSPA Inspection and Asset Register passed to Castle Point Borough Council.

Canvey Lake – Risks Reported – 2026

Appendix F

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
MAY							
Children's pink bike	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor removed 07.05.26 at 3.20pm	
Yellow bike helmet	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor removed 07.05.26 at 3.20pm	
Bedding or pillows in lake	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor removed 07.05.26 at 3.20pm	
Bin bags and tree branch	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor removed 28.05.26 at 3pm	
Green Water	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Weather related	
7 x Padding pools and 5 x water bowls	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Resident will not remove even following advice that this shares disease	
JUNE							
Tree Pollard T644	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Tree work completed 16.06.26.	

Final Health & Safety Report, Annual Risk Assessment, and Asset Register passed to Castle Point Borough Council.

Allotments – Risks Reported – 2026

Appendix F

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

Band Stand – Risks Reported – 2026

Appendix F

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

Community Garden – Risks Reported – 2026

Appendix F

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

Gunny – Risks Reported – 2026

Appendix F

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

Memorial Gardens – Risks Reported – 2026

Appendix F

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
MAY Black sack fly tipped next to bin and ripped open by foxes	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor removed and litter picked on Friday 8 th May at 10am	
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
JUNE	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		

Tidal Pool – Risks Reported – 2026

Appendix F

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 C/TC		
JUNE	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against C/TC		

Wildflower Meadow – Risks Reported – 2026

Appendix F

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