MINUTES OF THE PROCEEDINGS AT THE MEETING OF

CANVEY ISLAND TOWN COUNCIL

ON MONDAY 7TH SEPTEMBER 2026 AT 7.00PM

PRESENT:

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

Also present: Mrs E. De Can – Town Clerk
Mrs L. Gould – Deputy Clerk
2 members of the public

CO/054/26 – APOLOGIES FOR ABSENCE
Written apologies received and approved for Cllr D. Blackwell and Cllr R. Langley.

CO/055/26 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA
No declaration of interests was received.

CO/056/26 - 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/057/26 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 22ND JUNE 2026.
Members **RESOLVED** that the minutes of the Council meeting held on the 22nd June 2026 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/058/26 - TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 27TH JULY 2026.
Members noted the minutes of the Policy & Finance meeting held on the 27th July 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 Chair of the committee at the next Policy & Finance meeting.

CO/059/26 - TO NOTE THE MINUTES AND RESOLUTIONS OF THE PERSONNEL COMMITTEE MEETINGS HELD ON THE 27TH JULY AND 1st SEPTEMBER 2026.
Members noted the minutes and resolutions of the meetings held on the 27th July and 1st September 2026.

CO/060/25 – TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.
The Town Mayor provided a report of events and activities of invitations received and confirmed that since the last meeting she or the Deputy Town Mayor had attended Cherished Moments at the War Memorial Hall, Neuro Sisters in St Nicholas Church, the School of Hairdressing open day by Helen Jane and the Seed of Light Open Day. Future events to be attended are CISCA House Open Services Day, the Transport Museums 60's event and Heritage Day, the High Sheriff of Essex Justice Service at Chelmsford Cathedral, and the Transport Museum Christmas Fair.

CO/061/26 – TO NOTE THAT THERE HAVE BEEN NO OFFICERS DECISIONS UNDER DELEGATED POWERS SINCE THE LAST MEETING.
Noted.

CO/062/26 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.
Members noted the report.

CO/063/26 – TO CONSIDER AND AGREE CONTINUING THE NIGHT SAFETY PROJECT AIMED AT CYCLISTS AND PEDESTRIANS, SUBJECT TO FUNDING BEING OBTAINED.

Members considered continuing the night safety project to make cyclists and pedestrians safer during the darker hours and that following the successful grant applications from Essex Police's Safer Streets Community Fund, the Town Council purchased cycle safety lights, reflective key rings and torches for pedestrians, cyclists and road users. These were then distributed at pop up events with Essex Police and Essex Fire and Rescue as well as at Town Council events. These items, information and engagement proved to be very popular and successful with the public. Members **RESOLVED** to continue the night safety project and purchasing additional promotional items such as bike reflectors, reflective wrist straps, torch key rings, bike lights and reflective stickers for mobility scooters subject to receiving additional funding.

CO/064/26 – TO RECEIVE AN UPDATE ON THE PROGRESS OF THE CHRISTMAS EVENT.

Members noted that all activities previously approved by the Council have been booked. Confirmation has been received that the gingerbread activity can be held in the Knightswick Centre, however, no shop is available. A compare and music have been booked with the addition of live singers and students from the Castle View School and the application forms for the Christmas Card competition have been distributed with a closing date of the 6th November. Stibbards Funeral Directors have confirmed sponsorship of the Christmas tree.

CO/065/26 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

26th August 2026 NO 1 ACCOUNT

Company	Reference	Amount	Description
Animal Workshop Mobile Zoo	BACS1016	£570.00	Mobile Zoo – Wildlife Picnic
TOTAL		**£570.00**	

7th September 2026 NO 1 ACCOUNT

Company			Reference	Amount	Description
Aspect Maintenance Ltd			BACS1017	£5,207.00	Jul & Aug Maintenance
Castle Point Borough Council			BACS1018	£48,684.00	Jul 26-Jul 27 Lake Contract
Phuse Media			BACS1019	£252.00	Annual Website Hosting & SSL Certificate
Kinder Essex Castle Point			BACS1020	£250.00	Grant – Purchase of Wool
Essex Marching Corp			BACS1021	£350.00	AFD Marching Band
Mark One Hire			BACS1022	£150.00	Event Toilet
Dunmow Training Ltd/Council Wise			BACS1023	£206.40	Appraisal Training/EDC & SS. Permitted Development Training/AW
EALC			BACS1024	£120.00	Introduction to Planning SB & SS
TOTAL				**£55,219.40**	

Members noted that the payment of £48,684.00 to CPBC which was previously approved by the Council was processed by the bank today to be paid on the 10th September 2026 as the limit on internet banking was only set for payments of up to £30,000. This has now been increased to £150,000 for future payments.

CO/066/26 – TO NOTE A REPORT FROM THE COMMUNITY OFFICER ON MATTERS RELATING TO CANVEY ISLAND.
Members noted the report and that quotes are still to be obtained for the scaffolding to allow the roof of the band stand to be cleaned and the netting on the band stand has been removed due to vandalism and new netting has been ordered.

Cllr Sayes raised concerns regarding the cleanliness of the town centre and requested that members consider the provision of a path sweeper. Members agreed that this could be investigated and reported back to the Council for consideration.

Cllr J. Anderson raised concerns regarding the dilapidated railings and various other street furniture in the town centre and members agreed that the Community Officer should investigate these defects and report them to Essex County Council and raise the Town Councils concerns with the Essex County Councillors requesting action.

CO/067/26 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.
Members noted the reports.

CO/068/26 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND.
Cllr May reported the recent announcement that the Local Government Re-organisation has been withdrawn in Essex. Further updates are awaited.

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.*

CO/069/26 – TO CONSIDER AND AGREE THE TENDER FOR THE LABWORTH MEMORIAL GARDENS/BAND STAND CONTRACT.
Members considered the report and recommendation following the evaluation panel members assessment and scoring of the tender submissions and **RESOLVED** to appoint Aspect Maintenance Ltd on a 5-year contract at a cost of £13,883.20 ex vat per annum.

The meeting closed at 7.50pm.

TOWN MAYOR

12th October 2026