

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 19TH JANUARY 2026 AT 7.00PM**

PRESENT:

Councillors: Cllr S. Sayes, Cllr S. Brooke, Cllr P. May, Cllr D. Anderson, Cllr A. Acott, Cllr S. Sach, Cllr E. Harvey, Cllr D. Blackwell, 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
1 member of the public.

CO/116/25 - APOLOGIES FOR ABSENCE

Cllr R Langley was not present, no apologies provided.

CO/117/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

CO/118/25 - 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/119/25 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETINGS HELD ON THE 8TH DECEMBER 2025.

Members **RESOLVED** that the minutes of the Council meetings held on the 8th December 2025 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/120/25 – TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.

The Deputy Town Mayor provided details of events and activities attended or invited to such as the Essex Herts Air Ambulance shop opening and the ECC Chairmans Civic Service.

CO/121/25 – TO NOTE THE OFFICER DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS SINCE THE LAST MEETING.

Members noted the expenditure to replace the vandalised Christmas tree lights at a cost of £425.00. The Town Clerk advised that within a week of the lights being installed on the Christmas tree they were vandalised and ripped from the tree leaving only half of the tree with lights. As this had taken place at the beginning of December a decision was taken to request Spark X to replace the vandalised lights to ensure that the Christmas tree was fully lit for the remainder of the festive season.

CO/122/25 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report.

CO/123/25 – TO CONSIDER AND AGREE THE BUDGET AND PRECEPT FOR 2026/27.

Members considered the Policy & Finance Committee recommendations and discussed the budget reports provided and **RESOLVED** unanimously to set a budget of £490,018 for 2026/27 and raise a precept of £317,390 with a 4.73% increase based on the Band D equivalent of £25.92 which is an overall increase of £1.17 per annum.

CO/124/25 – TO CONSIDER AND APPROVE THE UPDATED COUNCIL BUSINESS AND ACTION 2025/2029.

Members considered the proposed plan and amendments and **RESOLVED** unanimously to approve the 2025/2029 plan.

CO/125/25 – TO CONSIDER AND AGREE THE COSTS FOR THE BUSHES TO REPLACE THE BROKEN FENCING IN THE LABWORTH MEMORIAL GARDENS.

Members considered the breakdown of the quotes provided and **RESOLVED** unanimously to appoint Aspect Maintenance Service at a cost of £2,765.00.

CO/126/25 – TO CONSIDER AND AGREE THE EXTENSION OF THE WILDFLOWER MEADOW CONTRACT FOR A FURTHER 5 YEARS AT A COST OF £960.00 PER ANNUM.

Members reviewed the Wildflower Meadow contract and due to the limited provision of this service locally **RESOLVED** to extend the contract with KJ Gray for a further 5 years at an annual cost of £960.00

CO/127/25 - TO APPOINT A TENDER ADMINISTRATOR FOR THE COUNCILS TENDERED CONTRACTS.

Members **RESOLVED** unanimously to appoint the Town Clerk.

CO/128/25 - TO CONSIDER AND APPOINT MEMBERS TO THE EVALUATION PANELS FOR THE HANGING BASKET/PLANTERS AND TIDAL POOL TENDERS.

Members considered the evaluation panels and **RESOLVED** to appoint Cllr E. Harvey, Cllr D. Blackwell and Cllr D. Anderson to the panel for the Seasonal Planting Decorations and Cllr S. Sach, Cllr J. Anderson and Cllr S. Sayes to the panel for the Tidal Pool tender. No conflicts of interest were declared.

CO/129/25 - TO NOTE THE COMPLETION OF THE EXTERNAL AUDIT FOR THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31ST MARCH 2025 WHICH WAS PUBLISHED ON THE 6TH JANUARY 2026 FOR A PERIOD OF 14 DAYS AND CONSIDER ANY ACTION REQUIRED.

Members noted the completion of the 2024/25 audit and its publication with no comments made or further action to be taken.

CO/130/25 - TO CONSIDER THE LOCAL COUNCIL AWARD SCHEME AND CONFIRM THAT THE COUNCIL CONFORMS TO THE REQUIREMENT FOR THE SILVER STATUS LEVEL INCLUSIVE OF PREPARED STATEMENTS.

Members considered the Local Council Award Scheme and **RESOLVED** unanimously to apply for the Gold award at the next available opportunity.

CO/131/25 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

19th January 2026 NO 1 ACCOUNT

Company	Reference	Amount	Description
Top of the Mops	BACS928	£18.00	Cleaning 09/12.
Aspect Maintenance Ltd	BACS929	£6,623.09	December Maintenance / Perspex / Tidal Pool Joint
C B Landscapes	BACS930	£50.00	Installation of memorial plaques
Spark X	BACS931	£11,814.00	Festive Lighting Contract
Design 4 Print	BACS932	£356.40	Letterhead Paper
PKF Littlejohn Ltd	BACS933	£1,434.00	External Audit / Additional Work
Kath4ID	BACS934	£7.95	ID Card
Trophy Store	BACS935	£30.48	Christmas Shopfront Trophy
AMEC Plumbing & Heating Ltd	BACS936	£85.00	Burst water pipe repair – SG Allotments.
Promerch World Ltd	BACS937	£1,260.00	Torch / Reflective Keyrings
CITC	Debit Card	£117.61	Petty Cash Top up
TOTAL		£21,796.53	

CO/132/25 – TO NOTE A REPORT FROM THE COMMUNITY OFFICER ON MATTERS RELATING TO CANVEY ISLAND.

Members noted the report. The Community Officer advised that the jetty had been closed at Canvey Lake due to the extreme slippery surface, oil had been found in the lake which has been reported to the Environment Agency, and the replacement plaques have been installed in the Memorial Gardens with the funding obtained from the ECC Locality Fund.

CO/133/25 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.

Members noted the reports.

CO/134/25 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND.

Cllr Blackwell advised that there is an Apprentice Fair being held at the Paddocks on the 11th February, CPBC are reviewing the need for a contract to clear the shells from the beach following the revetment works, the fencing on the seawall is the responsibility of the Environment Agency and there is no current plan to charge parking at the Paddocks.

CO/135/25 – REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr Blackwell advised that ECC will be conducting an inspection of Eastern Esplanade and the damage caused to the road following the revetment works as the road surface should have been repaired by the Environment Agency on the completion of the works.

The meeting closed at 8.00 pm.

TOWN MAYOR

23rd February 2026