

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 12TH OCTOBER 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

7th October 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 Council meeting held on 7th September 2026.
5. To receive a report from the Town Mayor on activities and events since the last meeting.
6. To note Officer Decisions under delegated powers 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 the External Fire Risk Assessment and the recommendations made (Appendix A).
9. To consider and agree a request to investigate the appointment of a street cleaner in the Town Centre.
10. To consider and agree the draft Community Infrastructure Levy policy and review projects and priorities as per Regulation 59C of the CIL Regulations 2010 as amended (Appendix B).
11. To consider the report from the External Auditor and non-completion of the audit for the Annual Governance and Accountability return for the year ending 31st March 2026 (Appendix C).
12. To consider the allotment expenditure and review the allotments rents for 2028.

Canvey Island Town Council



13. To review the existing Events Working group appointed at the Annual Council meeting on the 18th May 2026.
14. To consider and agree amending the standing orders to include mandatory GDPR, Data Protection and HR matters training for Personnel Committee members.
15. To confirm accounts for payment as previously agreed.
16. To note a report from the Community Officer on matters relating to Canvey Island (Appendix D).
17. To note the Health & Safety reports detailing incidents and actions completed in relation to open spaces (Appendix E).
18. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.

**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



REGULATORY REFORM (FIRE SAFETY) ORDER 2005
FIRE RISK ASSESSMENT REPORT
Type 1 – (non-destructive)

Canvey Island Town Council



Relevant information:

Client:	Laura Gould – Deputy Clerk of Canvey Town Council
Address:	Canvey Island Town Council The Paddocks Community Centre Long Road Canvey Island, Essex SS8 0JA
Telephone No:	01268 683965
Date of Assessment:	MB Fire Risk - 01/09/2026
Date of previous Fire Risk Assessment:	12/09/2025 – MB Fire Risk. 24/03/2025 building FRA – City Fire Training.
Fire Risk Assessor:	C. Bainbridge - AMIFPO NEBOSH fire safety certificate.
Registered Assessor & Verifier:	M. Bainbridge - FIFPO, SFIIRSM, MIFSM, EngTech GFireE
Reason for commissioning Fire Risk Assessment:	Statutory compliance
Next Report Review Date: *	12-months
Responsible person (e.g. employer) or person having control of the premises:	Landlord – Castle Point Borough Council. Mike Todd – The Paddocks Community Centre General Manager. Tenant - Canvey Town Council - Laura Gould - Deputy Clerk.
Person/s providing information:	Laura Gould – Deputy Clerk of Canvey Town Council. Mike Todd – The Paddocks Community Centre General Manager.
Report Reference number:	FSQ 1344A

**This assessment should be reviewed by the date indicated above, by a competent person, or at such earlier time when any physical or procedural changes are made in the premises, change in process, new fire hazards, increase in occupancy, if there is reason to suspect that it is no longer valid, or if a fire occurs.*
See Review of fire risk assessments frequency on page 4.



CONTENTS

Section	Description
1	INTRODUCTION 1.1 Fire Risk Assessment Report Guidance 1.2 Relevant Fire Safety Legislation
2	GENERAL INFORMATION 2.1 The Premises Particulars 2.2 Fire evacuation strategy 2.3 The Occupants 2.4 Fire Loss History 2.5 Nearest fire station 2.6 Relevant Fire Safety Legislation
3	FIRE HAZARD AUDIT 3.1 Electrical Sources of ignition 3.2 Smoking 3.3 Arson 3.4 Portable heaters and heating installations 3.5 Cooking 3.6 Lightning 3.7 Housekeeping 3.8 Hazards introduced by outside contractors and building works 3.9 Dangerous substances 3.10 Oxygen 3.11 Other significant fire hazards
4	PREVENTATIVE AND PROTECTIVE MEASURES AUDIT 4.1 Means of Escape 4.2 Measures to limit fire spread and development 4.3 Emergency escape lighting 4.4 Fire safety signs and notices 4.5 Means of giving warning in case of fire 4.6 Manual fire extinguisher appliances 4.7 Other relevant fire systems
5	FIRE SAFETY MANAGEMENT AUDIT 5.1 Procedures and arrangements 5.2 Training and drills 5.3 Testing and maintenance 5.4 Records
6	FIRE RISK LEVEL ESTIMATOR
7	ACTION PLAN
8	PHOTOGRAPHS
9	DOCUMENT CONTROL
10	FLOOR PLAN

Martin Bainbridge FIFPO, SFIIRSM, MIFSM, EngTech, GiFireE

Director - MB Fire Risk Limited

<http://www.mbfirerisk.co.uk/>

Office - 01268 773329

Mobile - 07832 935412





Section 1 - INTRODUCTION

1.1 Fire Risk Assessment Report Guidance

This document serves as a record of a fire risk assessment as required by the Statutory Instrument 2005 No. 1541, Regulatory Reform (Fire Safety) Order 2005.

The purpose of this report is to provide an assessment of the risk of life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

This fire risk assessment is not a DSEAR risk assessment -

<https://www.hse.gov.uk/fireandexplosion/dsear-background.htm>

1.2 Relevant Fire Safety Guidance and Legislation

- The following standards are referred to in this document (list not exhaustive).
- Regulatory Reform (Fire Safety) Order 2005 - known as the FSO or Fire Safety Order
- The Fire Safety (EMPLOYEES' CAPABILITIES) (ENGLAND) Regulations 2010
- Section 156 of the Building Safety Act 2022 - applies to all non-domestic premises as of 01/10/2023 - <https://www.gov.uk/government/publications/check-your-fire-safety-responsibilities-under-section-156-of-the-building-safety-act-2022/fire-safety-responsibilities-under-section-156-of-the-building-safety-act-2022>
- Health and Safety at Work etc. Act 1974
- British Standard BS5839 Part 1 and/or part 6 – Code of practice for Fire detection and fire alarm systems for buildings as appropriate, as amended.
- British Standard BS5266 - Code of practice for the emergency escape lighting of premises
- Electrical safety in the workplace - <http://www.hse.gov.uk/electricity/faq.htm>
- The Electrical Safety Council - Landlord's Guide to Electrical Safety
http://www.rla.org.uk/landlord/guides/responsibilities/electrical_inspections.shtml
- Maintaining Portable Electrical Appliances -
<http://www.hse.gov.uk/pubns/priced/hsg107.pdf>
- Electrical Safety First 'Use our 'socket calculator' -
<http://www.electricalsafetyfirst.org.uk/guides-and-advice/electrical-items/overloading-sockets/>
- The Gas Safety (Installation and Use) Regulations 1998
<http://www.legislation.gov.uk/ukxi/1998/2451/made>
- The Smoke-free (Signs) Regulations 2012
<http://www.legislation.gov.uk/ukxi/2012/1536/note/made> and
http://www.camquit.nhs.uk/uploads/POL018_Smokefree_guidance_3.pdf
- Dust explosions - <http://www.dustexplosion.info/>
- The Furniture and Furnishings (Fire) (Safety) Regulations 1988
<http://www.legislation.gov.uk/ukxi/1988/1324/contents/made>
- Warrington Fire testing centre – Pink 120-minute rated Fire foam failed within 10-minutes
https://www.youtube.com/watch?v=i7wrloB_wo8
- Control of Asbestos Regulations 2012 - <https://www.hse.gov.uk/asbestos/regulations.htm>



Review of fire risk assessments frequency

- A guide for persons with duties under fire safety legislation section 4.1 Review of fire risk assessments – *“Your fire risk assessor should advise you as to the frequency with which reviews should be carried out. However, for small and simple premises, an annual review is recognised as good practice”*. Clearly the Home Office are indicating annual reviews for small and simple premises, therefore no lesser frequency for more complex or medium to higher risk premises.

<https://www.gov.uk/government/publications/people-with-duties-under-fire-safety-laws/a-guide-for-persons-with-duties-under-fire-safety-legislation-accessible>



Section 2 - GENERAL PREMISES INFORMATION

2.1 The Premises Particulars	
Type of Construction	'The Paddocks' is constructed of solid block and brick external walls with render finish, most likely Bitumen lined flat roof. Raised timber and concrete flooring. Metal final exit doors and timber window frames, internal suspended ceiling tiles with metal grids. A blend of internal plasterboard and stud partition walls. Mobility ramps is provided at the second foyer entrance/exit.
Approximate Age of building	'The Paddocks' opened on the 27/10/1973. Recent refurbishment including a room alterations to fire alarm zone 4.
Approximate floor area (footprint)	The building – 58x37= 2,146 M Sq.
Number of Floors	Ground floor only.
Number of Stairwells	Zero staircases.
Use of Premises	Council offices leased within the Community Centre.
Brief Details of Property	The Paddocks Community Centre is a shared building and some rooms are hired out by agreement and control of The Paddocks Community Centre General Manager. Canvey Island Town Council occupy 2/3 rooms being the main office no 1 with a key operated mechanical roller steel shutter in the office to the second foyer entrance/exit with ablutions. Including an inner-room (office). Plus a meeting room used for meetings 'as and when' with clients. All Canvey Island Town Council rooms are within fire alarm zone 4 as is the communal corridor connected to the second foyer (primary exit) at one end and the main foyer at the other end offering alternate fire exits.
Any existing fire engineered solutions?	None.
2.2 Fire evacuation strategy	
Stay-Put (Defend in Place), Delayed, Progressive Phased Evacuation (PHE) or simultaneous fire evacuation?	Simultaneous fire evacuation. Paddocks Community Centre Fire Evacuation Plan requires Canvey Island Town Council to follow a simultaneous fire evacuation strategy with any PEEP's as was the strategy at previous offices.
2.3 The Occupants	
Max. Number of Employees Inc. full/part time	4 3 on the day of the assessment.
Max. Number of Occupants	Canvey Island Town Council have approximately 15 occupants at any one time in the meeting room.
Associated times/hours of occupation	Monday – Friday 09:00 – 17:00
Vulnerable Groups including those with registered disabilities	None. The premises lends itself well to disabled persons and wheelchair users due to its level ground, purpose-built concrete ramps, wide internal corridors/fire escape routes, sounder based detection, and emergency lighting.



2.4 Fire Loss History	
Fire Loss History Inc. any outstanding issues with fire enforcing authority e.g. alteration notices, enforcement notices, prohibition notices	None.
Other Relevant Information (e.g. Flood, Burglary, Planned Building Works etc.	None.
List any areas not assessed?	The whole building apart from areas rented out by Canvey Island Town Council, and the primary exit being the second foyer entrance/exit doors, secured by lock and key, unlocked during the assessment.
2.5 Nearest fire station	
Nearest fire station:	Canvey Island Fire Station.
2.6 Relevant Fire Safety Legislation	
The following fire safety legislation applies to these premises:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety Act 2021 Fire Safety (England) Regulations 2022 Building Safety Act 2022.
The above legislation is enforced by: Local fire and rescue authority.	Essex Fire & Rescue Service.
Other legislation that makes significant requirements for fire precautions in these premises [other than the Building Regulations 2010 (as amended)]:	
The other legislation referred to above is enforced by:	HSE (H&SAW Act suite of regulations) Canvey Island Local Authority.
HM or other fire safety risk assessment guidance used during this fire risk assessment:	Government guidance – Fire Risk Assessment: Office & Shops. <i>Other guidance:</i> Building Regulations 2010 as amended ADB V2 as amended.



Section 3 - FIRE HAZARD AUDIT

3.1 Electrical Sources of Ignition				
Description	Yes	No	N/A	Comment and hazards observed
Are Fixed Electrical Installations being Periodically Tested by a competent NICEIC or similar electrical engineer or independent qualified tester in accordance with BS 7671?	X			Next due 27/06/2025. See action 01 section 7 <i>September 2026 – Last inspected by D K Services Group Ltd 03/07/2026 satisfactory. Action 01 duly signed off.</i>
Do visible service cables appear to be suitably fixed so not to drop during the early stages of fire throughout dedicated, or other fire escape routes as required in British Standards most recently The 18th Edition. The 18th Edition IET Wiring Regulations (BS 7671:2018) published in July 2018. This fire inspection is non-invasive only. Integrity of cables and cable fixings should be properly inspected during regular periodic testing of fixed electrical installations by a competent electrical engineer as above.	X			
Has the duty holder determined the frequency of inspection and testing Portable Electrical Equipment to meet requirements of The Electricity at Work Regulations 1989? Preventative Maintenance Schedule (PPM) for Portable Electrical Equipment? Are they regularly tested as recommended by the HSE Examples-? Earthed (class 1) items Inc. Kettles/toasters every 1-2 years Extension leads every 1-5 years	X			The Deputy Clerk Laura confirmed that PAT testing was carried out on the 30/09/2025. Next booked for 23/09/2026.
Is there a suitable policy regarding the use of personal electrical appliances requiring staff to carrying out visual checks to spot early signs of damage or deterioration?	X			14/10/2025 email conformation: The Town Council's Policy for using personal items is that we are not to use them. Any items that are in the office are PAT Tested.
Is the use of extension leads kept to a minimum, not daisy chained into each other increasing load and fire risk?	X			
Evidence of electrical adaptor blocks in use? (If so, advise replacement with extension leads or wall socket outlets)		X		
Are air conditioning units and any extractor fans cleaned and maintained as per manufactures instructions?			X	



Solar panels or other solar power energy presenting hazards requiring controls and procedures?			X	
Suitable Lithium-ion (LiB) battery controls?	X			Advisory See a link to free awareness training below.
Lithium-ion (LiB) battery fire awareness: Lithium-ion battery online fire training for building owners, managers and staff can be booked using the link. Welcome to the Firechief Academy Education is key - https://firechiefglobal.com/firechief-academy/ ECF&RS Don't bin your batteries - https://www.youtube.com/watch?v=HvnVS3BkZY4				
Have reasonable measures been taken to prevent fires of electrical origin?	X			
3.2 Smoking				
Description	Yes	No	N/A	Comment and hazards observed
Is smoking prohibited on the premises?	X			
If so, are suitable arrangements in place for those who wish to smoke?	X			Off of the premises.
Is there evidence of a breach of the smoking restrictions?		X		
At least one legible no-smoking sign must be displayed in smoke-free premises in accordance with the duty at section 6(1) of the Act. Are "No Smoking" signs appropriately displayed in accordance with The Smoke-free (Signs) Regulations 2012?	X			'No smoking or vaping on these premises' sign displayed in a prominent location.
Did this policy appear to be observed at the time of inspection?	X			
3.3 Arson				
Description	Yes	No	N/A	Comment and hazards observed
Does basic security against arson by outsiders appear reasonable?	X			Primary exit being the second foyer entrance/exit doors are secured by lock and key and were unlocked during the assessment. Canvey Island Town Council room doors are fitted with digit code door locks, single action to exit. Alternate main foyer entrance fire exit doors were manned at all times by The Paddocks staff at reception with the FACP. CCTV noted throughout the premises.
<i>Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, this should be obtained from a security specialist.</i>				



Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?		X		No evidence noted at close proximity to the building.
Is there a history of Arson attacks in area surrounding the building?		X		None noted or reported.
3.4 Portable heaters and heating installations				
Description	Yes	No	N/A	Comment
Is the use of portable heaters avoided as far as practicable?	X			
Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?	X			
Are heating appliances securely fixed?	X			Water filled radiators securely fixed to walls.
Are suitable measures taken to minimise the hazard of ignition of combustible materials?	X			
Are heating appliances suitably positioned to allow free flow of air?	X			
Are fixed heating installations subject to regular maintenance?		X		No annual Gas service certificate presented. See action 02 in section 7 <i>July 2026 – Laura confirmed the gas has been isolated within the plant room. Action 02 duly signed off.</i>
3.5 Cooking				
Description	Yes	No	N/A	Comment
Are reasonable measures taken to prevent fires as a result of cooking?	X			Two refreshment points noted, one in the main office and one in the inner office, both considered low risk limited to microwave, kettle, and fridge freezer with detection, fire extinguishers, and a wall mounted fire blanket. Advisory Should refreshment points generate Unwanted Fire Signals, exchange smoke detectors for heat sensors. Or permit use of the small kitchen next door.
Are filters and ductwork cleaned regularly?			X	
Is suitable Portable Fire-fighting equipment provided?	X			A blend of foam, Co2, and water fire extinguishers along with a wall mounted fire blanket.
Are Gas Shut-Off Valves suitably identified and free from obstruction?	X			Electrical isolation switch located in the meter room as per floor plan drawing 'The Paddocks Community Centre – Know Hazards'.



				No gas in Canvey Island Town Council rooms. Advisory If Gas is in the building – Ensure staff are aware of the Gas shut-off location and highlight on the floorplan.
Are flammable materials stored appropriately i.e. away from ignition sources?	X			
3.6 Lightning				
Description	Yes	No	N/A	Comment and hazards observed
Is a Lightning Protection System installed?		X		
3.7 Housekeeping				
Description	Yes	No	N/A	Comment and hazards observed
Waste management	X			
Is the standard of housekeeping adequate?	X			
Are combustible materials separated from ignition sources and stored appropriately?	X			
Are accumulations of combustible waste avoided?	X			
Are Boiler Rooms and Electrical Intake Rooms kept free of storage?			X	Should be covered in the building FRA report.
Are hazardous materials stored appropriately?	X			
Are designated Escape Routes kept clear of obstruction and combustible materials?	X			
3.8 Hazards introduced by outside contractors and building works				
Description	Yes	No	N/A	Comment and hazards observed
Are Visitor/Contractors given instruction how to raise the fire alarm, respond to fire alarm and prevent fires?	X			Fire Action Notices displayed in prominent locations.
Are contractors logged in and logged out of premises to assist managing the roll call in an emergency?	X			The Deputy Clerk confirmed visitors are encouraged to log in/out of the visitors logbook supporting the simultaneous fire evacuation strategy.
Is there a permit to work system in place? When working on the fire alarm, emergency lighting doing hot works etc.	tbc			The Paddocks Community Centre General Manager is responsible for the day-to-day maintenance and fire safety of the building.
3.9 Dangerous Substances				
Description	Yes	No	N/A	Comment
Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	X			
For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents. Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.				



3.10 Oxygen				
Description	Yes	No	N/A	Comment
Evidence of oxygen stored in cylinders for medical use, resuscitation or industrial purposes?		X		None noted or reported.
Have staff operating oxygen apparatus been trained to use it in recent years?			X	
3.11 Other Significant Fire Hazards				
Description	Yes	No	N/A	Comment
Are there any works processes, other than those previously identified, that produce heat?	X			Electrical fly zapper and portable electrical fans noted on the day of the assessment. Advisory Ensure all are included in the annual PAT testing.
Has an asbestos survey been carried out and does this pose a threat to fire risk assessors or oncoming fire crews in a fire emergency?	?			Condemned area marked up on The Paddocks Community Hazards plan. Non highlighted in zone 4.



Section 4 - PREVENTATIVE AND PROTECTIVE MEASURES AUDIT

4.1 Means of Escape				
Description	Yes	No	N/A	Comment
Is the design and maintenance of the means of escape considered adequate?	X			The design and layout of the ground floor space used by Canvey Island Town Council is simple and unobstructed with low-risk fire escape routes allowing staff and visitors to evacuate the building safely and efficiently during any fire emergency. All Canvey Island Town Council rooms are within fire alarm zone 4 as is the communal corridor connected to the second foyer (primary exit) at one end and the main foyer at the other end offering alternate fire exits.
More specifically:				
Do staircase, corridor and exit capacities appear to be adequate for the number of occupants?	X			Canvey Island Town Council present low numbers of occupancy considered to be under 60. Advisory The building fire risk assessment should have considered occupancy for the shared communal corridor with double door exit width at the narrowest point.
<i>Based on current occupancy information provided. Detailed calculations (e.g. using floor space factors to predict maximum occupancy) are not carried out.</i>				
Are there reasonable distances of travel where there is escape in a single direction?			X	
Are there reasonable distances of travel where there are alternative means of escape?	X			Short travel distances.
Is there adequate provision of exits?	X			
Do fire exits open in the direction of escape, where necessary?	X			Final fire exit doors open in the direction of escape. The second foyer (primary exit) leads on to a purpose-built concrete ramp supporting the simultaneous fire evacuation strategy.
Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits?			X	
Are the arrangements provided for securing exits satisfactory?	X			Lock and key. Final exit doors were open on the day of the assessment and the Community Centre reception was manned at all times. Part of the opening-up process.
Is a suitable standard of protection designed for escape routes?	X			



Suitable fire precautions for all inner rooms?	X			One inner office noted with sounder based detection and PAT tested portable electrical appliances. The fire door was wedged open during the assessment, however staff confirmed that they manage this situation by shutting the fire door for fire alerts and at night or if the office is unattended. Considered reasonable for an inner door to the main office.
Escape routes unobstructed?	X			
Are there reasonable arrangements for means of escape for disabled people? <i>Ample space and amenities provided at ground floor level. Evacuation lift, safe refuge, Emergency Voice Communication Systems, and evacuation aids etc.</i>			X	No mobility challenged reported. The premises lends itself well to disabled persons and wheelchair users due to its level ground, purpose-built concrete ramps, wide internal corridors/fire escape routes, sounder based detection, and emergency lighting.
Are the escape routes available for use and suitably maintained?	X			
More specifically:				
Are fire-resisting doors maintained in sound condition and self-closing, where necessary?	X			Fire doors noted with combined cold smoke seals and intumescent strips, 3 steel hinges with 4 screws, fire resistant door furniture, top door closures, and Georgian wired vision panels.
Are there sufficient fire doors and do they operate as designed?	X			Newly installed automatic fire shutter linked to the fire alarm system with FACP situated in Canvey Island Town Council room 1 protecting the main foyer shared means of escape. Lack of an audio-visual warning device. See action 03 in section 7 <i>September 2026 – Warning no longer required as the key operated mechanical roller steel shutter in in the office and visitors are shielded by Perspex.</i> <i>Action 03 duly signed off.</i>
Is the fire-resisting construction protecting escape routes in sound condition?	X			
Are all escape routes clear of obstructions?	X			
Other issues?	X			Rodent issues in roof space causing staff to wedge open fire doors and



				open windows to ventilate during hours of operation. The Deputy Clerk confirmed issues are being dealt with and fire doors are managed, closed shut when the fire alarm operates or the room is unoccupied and at night.
4.2 Measures to limit fire spread and development				
Description	Yes	No	N/A	Comment
Is it considered that there is:				
Is the compartmentation of a reasonable standard? * <i>*Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate</i>	X			Vertical fire batts noted over cross-corridor fire doors concealed by suspended ceilings. Also noted in plant room ceiling with ownership labels dating 16/08/2024 GBS Fire Protection Ltd. key operated mechanical roller steel shutter in Canvey Island Town Council room 1 protecting the second foyer communal means of escape.
Is fire stopping in a reasonable condition around services penetrating fire compartment walls and floors?	X			Kitchen fire door leading on to the communal means of escape corridor with smoke detection and suspended ceiling tiles. Fire door with seals & strips is degraded by an air transfer grill vent cut into the lower section permitting fire spread. See action 04 in section 7
<i>This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.</i>				
As far as can reasonably be ascertained, are fire dampers and trunking provided as necessary to protect critical means of escape against passage of fire, smoke, and products of combustion in the early stages of a fire?		X		None noted or reported.
<i>A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.</i>				
Ventilation provided may include natural or mechanical possibly with Automatic Opening Vents (AOV)	X			Openable quarter light windows to outside.
Is the Fire Risk Assessor in the absence of any definitive knowledge of the external wall construction recommending the Responsible Person engages a (FRAEW)?		No		Solid block and brick external walls with render finish.
Following The Grenfell Fire Tragedy our insurers removed cover for cladding as have other fire risk assessment insurance providers: <i>Extract from our fire insurance:</i>				



Clause 1254.0 Removal of cover: cladding assessment.

We will not make any payment for any claim or part of a claim or loss directly or indirectly due to:

- a. any cladding assessment;
- b. combustibility, potential combustibility or fire performance of any type of panelling, cladding, façade or construction material; or c. any assessment undertaken in connection with any EWS1 form.

Extract from our quotation:

k) Following the Grenfell fire tragedy Hiscox insurance introduced an exclusion to PI insurance not providing cover for cladding. You may need a Fire Risk Assessment External Wall (FRAEW) report as per PAS 9980-2022 Fire risk appraisal of external walls. Undertaken by a competent Fire Engineer.

Roof Tile Association information:

17/09/2024 - Roof Tile Association indicate both Clay and Concrete tiles manufactured to BS EN 1304 2013 and BS EN 490 2011+A1 2017 used on a conventional pitched roof with insulation, underlay, battens and tiles are deemed-to-satisfy the UK building regulations with respect to external fire performance and are designated Class AA in BS 476 – 3.

The European external fire performance classification applicable to roof coverings made of clay or concrete determines that they are incombustible and have a reaction to fire rating of BROOF (t4) in BS EN 1187.

<https://rooftileassociation.co.uk/testing-and-standards-for-concrete-and-clay-roof-tiles-in-the-uk/>

Are surface finishes of walls and ceilings in fire escape routes, corridor/staircases '0' rated surface spread of flame?	X			Most likely water-based paint. Notices in fire escape routes are limited displayed on purpose-built notice boards.
Do furniture and furnishings comply with the Furniture and Furnishings 1988 Regulations?	X			
Are wax candles used?		X		Any naked flames should be replaced with battery-powered flickering candles being a safe option.

4.3 Emergency escape lighting

Description	Yes	No	N/A	Comment
Reasonable standard of emergency escape lighting system provided complying with BS 5266?	X			Internal emergency lighting noted.
Does emergency escape lighting extend to outside building helping people move away to safety in hours of darkness?	X			3 lighting units noted over the mobility ramp leading from the second foyer.
Has Part Night Lighting been introduced by the local authority affecting streetlight. If so, was street lighting considered 'borrowed lighting' for emergency lighting of premises in a fire?	X			Part night lighting devices noted on lampposts situated throughout the public car park to the front and sides of the premises.

Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

4.4 Fire safety signs and notices

Description	Yes	No	N/A	Comment
Is there a reasonable standard of fire safety signs and notices?	X			



4.5 Means of giving warning in case of fire				
Description	Yes	No	N/A	Comment
Is a reasonable fire detection and fire alarm system provided?	X			Addressable Fire Alarm Control Panel (FACP) located in the main entrance lobby linked to sounder-based detection and red Manual Call Points.
<i>Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.</i>				
Is there remote transmission of alarm signals?	X			The building is linked to Southern Monitoring RMC – staff should still dial 999 stating the full address and postcode with confirmation of fire.
Is a zone plan displayed?	X			Fire alarm zone plan drawing, fire escape plan and FS information box fire safety folder/plans noted near the FACP. Zone plan drawing indicates 10 colour-coded zones are allocated. Canvey Island Town Council occupy offices and a meeting room within zone 4.
Are Fire Alarm Call-points sited within an acceptable distance of travel? i.e. Maximum distance of 45m.	X			
Does the Fire Alarm system provide the same sound throughout the premises as required?	X			Sounder- based detection.
Is the Fire Alarm system compatible with Equality Act 2010 requirements if necessary?	X			
4.6 Manual fire extinguisher appliances				
Description	Yes	No	N/A	Comment
Is there reasonable provision of manual fire extinguishing appliances?	X			
What type(s) of appliances are provided?	X			A blend of foam, Co2, and water fire extinguishers along with a wall mounted fire blanket.
Are all fire extinguishing appliances readily accessible?	X			



4.7 Other relevant fire systems				
Description	Yes	No	N/A	Comment
Relevant to life safety and this risk assessment (as opposed to property protection).				
Type of fixed system?			X	Installing automatic fire suppression is encouraged by the fire sector to manage fire risks. It is like having your own firefighter to hand who can start to control the fire until the arrival of the Fire Brigade, supporting the Fire Evacuation plan, preventing extensive damage to the building, supporting business continuity.
Other relevant fixed systems and equipment? <i>Such as smoke control, localised fire suppression, wet or dry rising main, disabled emergency voice communication systems, or fusible links designed to shut down power supplies, firefighters, firefighting, or evacuation lifts.</i>		X		
Is there suitable provision of firefighters' switch(es) for high voltage luminous tube signs, etc.?		X		
Solar energy panels - Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?			X	
Easy access to gas and electrical power supply isolations valves/switches?	X			Electrical isolation switch located in the meter room as per floor plan drawing 'The Paddocks Community Centre – Know Hazards'. Gas capped off in the plant room.
Nearest fire hydrant or other suitable water supply to fight fire?	X			Fire hydrant located directly outside 'The Paddocks Community Centre' access road within Long Road within 50-metres. We noted a hydrant bypass on the pedestrian walkway near the speed camera sign and fire crews have access to electronic water supply maps for pre planning enroute.
Is access for fire appliances suitable?	X			Front, both side, and rear of building.



Section 5 - FIRE SAFETY MANAGEMENT AUDIT

5.1 Procedures and arrangements				
Description	Yes	No	N/A	Comment
Safety assistance:				
The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:				Fire alarm – Estates to organise Emergency lighting - Estates to organise Fire doors - Estates to organise Fire dampers - Estates to organise Fixed wire testing – Estates to organise Fire extinguishers – Bond Fire Protection. PAT testing – Fire training – Craig Todd via MB Fire Risk. Fire risk assessment – MB Fire Risk.
Fire safety at the premises is managed by:				Landlord – Castle Point Borough Council. Mike Todd – The Paddocks Community Centre General Manager. Tenant - Canvey Town Council - Laura Gould - Deputy Clerk.
<i>This is not intended to represent a legal interpretation of responsibility but merely reflects the managerial arrangement in place at the time of this risk assessment.</i>				
Is there a suitable record of the fire safety arrangements?	X			
Are procedures in the event of fire appropriate and properly documented, where appropriate?	X			The Deputy Clerk agreed to display a copy of The Paddocks Community Centre Emergency Plan on the wall by the fire exit door. See action 05 in section 7 <i>September 2026 - The Paddocks Community Centre Emergency Plan is in the red fire safety folder and displayed in a prominent location. Action 05 duly signed off.</i>
<i>Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.</i>				
More specifically:				
Are there adequate procedures for investigating fire alarm signals including false alarms?	X			The Paddocks Community Centre General Manager is responsible for the day-to-day maintenance and fire safety of the building.
Are there suitable arrangements for summoning the fire and rescue service?	X			The building is linked to Southern Monitoring RMC – staff should still dial 999 stating the full address and postcode with confirmation of fire.
Are there suitable arrangements to meet the fire and rescue service on arrival and provide	X			The Paddocks Community Centre General Manager is responsible for



relevant information, including that relating to hazards to firefighters?				the day-to-day maintenance and fire safety of the building.
Are there suitable arrangements for ensuring that the premises have been evacuated?	X			Tenants are responsible for their own specific area ensuring their staff and visitors leave the premises safety via the nearest available fire exit.
Is there a suitable fire assembly point(s)?	X			Grassed area at the front of The Paddocks – Sign is displayed at pathway leading up to the war memorial.
Are there adequate procedures for evacuation of any disabled people who are likely to be present? <i>I.e. Ample space and amenities provided at ground floor level.</i> <i>Evacuation lift, safe refuge, Emergency Voice Communication Systems, and evacuation aids etc.</i> <i>Personal Emergency Evacuation Plan (PEEP) or Person-Centred Fire Risk Assessment.</i>		X		None reported. Canvey Island Town Council offices lend themselves well to disabled persons and wheelchair users being on the ground floor, unobstructed fire escape routes, wide corridors, and purpose-built concrete ramps on fire exits.
Are there persons nominated to assist with evacuation, including evacuation of disabled people?	X			Trained Fire Wardens.
Are there persons nominated to use fire extinguishing appliances?	X			Trained Fire Wardens receive fire extinguisher familiarisation training. The priority should be to raise the fire alarm, leave the building closing fire doors behind you, assisting and supporting visitors to the nearest fire exit, and summon the assistance of the Fire Service.
If the premises are in multiple occupation, are there adequate arrangements for cooperation between 'Duty holders' to ensure coordination of their fire safety arrangements?	X			The Paddocks Community Centre Emergency Plan is shared with Tenants and Hirers. Fire Action Notices displayed in prominent locations.
Has a safe shelter been agreed in the event of a real out-of-control fire?		X		Dispersal to home working after assembly rollcall in the event of a serious fire preventing a return.
Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarization visits?)		X		No record of visits presented. Local Fire Managers task crews to familiarise with topography and water supplies. Advisory



				Invite local fire crews to visit and familiarise crews with site layout, access, water supplies etc.
Are Unwanted Fire Alarm Signals (UWFS) recorded in the fire alarm logbook and managed to prevent summoning the Fire Service unnecessarily?	X			The Paddocks Community Centre General Manager is responsible for the day-to-day maintenance and fire safety of the building.
5.2 Training and Drills				
Description	Yes	No	N/A	Comment
Are all staff given adequate fire safety instruction and training?	X			Canvey Island Town Council staff received Fire Warden training on 11/06/2025 by Craig Todd of MB Fire Risk.
More specifically:				
Are new employees trained on induction?	X			
Are existing employees and any regular volunteers given periodic refresher training?	X			
Are they given additional training to cover any specific roles and responsibilities?	X			
<i>Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.</i>				
Are fire drills carried out at appropriate intervals? <i>At least annually.</i>	X			The last fire drill was carried out on the 12/06/2025 resulting in an evacuation time of a minute and a half. Fire drills are recorded in the fire safety folder for future FRA's and Fire Safety Audits. <i>September 2026 – Last whole building fire drill on 26/06/2026 evacuated within 2-minutes.</i>
When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided? <i>As a minimum this may be as simple as asking others including contractors, to read and understand a locally displayed Fire Action Notice.</i>	X			Fire Action Notices displayed in prominent locations.
5.3 Testing and Maintenance				
Description	Yes	No	N/A	Comment
Are the following arrangements in place and being suitably recorded in a fire logbook folder:				
Adequate general maintenance of premises?	X			
Degraded fire safety systems. Are suitable protocols in place for reporting and subsequent restoration of safety measures that have failed relevant standards?	X			Report any fire safety system or other systems degraded to The Paddocks Community Centre General Manager who resolves the issue.



Weekly Testing of the Fire Alarm System recording a differing Manual Call Point each week?	X			28/08/2026 - The Paddocks Community Centre General Manager.
Periodic Testing of the Fire Alarm System in accordance with BS 5839 Part 1?	X			08/10/2024 - Fisk Group via Estates Team. <i>September 2026 – Last inspected by D K Fire Safety of D K Services Group Ltd 17/06/2026.</i> <i>No access to roof voids and link to Alarm Receiving Centre not working requiring a 999 call until repaired.</i>
Regular testing of green emergency release devices securing fire exits doors undertaken with MCP's.			X	Non noted in Canvey Town Council demise.
Annual discharge Testing of the Emergency Lighting System in accordance with BS5266?	X			Possibly Fisk Group via Estates Team however, no evidence presented. See action 06 section 7 <i>September 2026 – Last inspected by D K Fire Safety of D K Services Group Ltd 17/06/2026. Action 06 duly signed off.</i>
Monthly function testing of the Emergency Lighting System?	X			01/08/2026 - The Paddocks Community Centre General Manager.
Periodic Testing of automatic Opening Vent Systems (AOV), any control panel and Fireman's devices? <i>Smoke Clearance or Life Safety Smoke Ventilation Systems; serviced and maintained at least once a year.</i>			X	
Maintenance of fire and smoke dampers? Regular inspection & testing intervals not exceeding two years.			X	
Backup generator monthly test?			X	
Monthly inspection and annual Testing of the Portable Fire-fighting Equipment?	X			<i>September 2026 – Last inspected by D K Fire Safety of D K Services Group Ltd 17/06/2026.</i>
Fire door checks should be carried out at least annually. <i>Newly occupied buildings may require more frequent checks in the first year of use.</i> <i>Doors where traffic is high are likely to be more susceptible to damage and should be checked more frequently than other doors in the building. E.g. once per week/month (depending on usage).</i>	X			Fire door checks daily. Advisory The Paddocks Community Centre General Manager should either engage Estates of introduce regular annual fire door inspections. Open each fire door fully and let go ensuring door leaf closes shut to door stop unaided within a reasonable time frame suggest 08 - 10 seconds, longer if there are



				mobility challenged occupants no more than 35-seconds overcoming any catch. Aim for a 3mm gap around the top and leading edges between door and frame and no more than 8mm at the bottom. Any holes, damaged glazing or missing door furniture should be repaired, missing fire strips replaced etc.
Final exit doors to outside: Weekly check final exit doors open?	X			Final exit doors used on a daily basis.
Annual Testing of the Hose Reels?			X	
Six-Monthly Inspection and Annual pressure testing of the Wet/Dry Rising Mains BS 9990?			X	
Weekly visual inspection of the Sprinkler System indicators, water levels and correct position of stop valves?			X	
Periodic Testing of the Sprinkler System to BS EN 12845 and TB203:2015:1 Care and maintenance of automatic sprinkler systems?			X	
Periodic inspection of external escape staircases and gangways?			X	
Weekly and monthly testing, six monthly and annual testing of fire-fighting lifts?			X	
Is an annual or 11 monthly test of lightning protection system carried out in accordance with BS EN 62305?			X	
Testing and maintenance of evacuation equipment?			X	
Other relevant inspections or tests?	X			key operated mechanical roller steel shutter is open as closed daily as part of the security arrangements.
5.4 Records				
Description	Yes	No	N/A	Comment
Is there a fire policy?		X		The Paddocks Community Centre Emergency Plan noted. Advisory The Paddocks Community Centre General Manager should create a fire policy stating who is responsible for overall managing fire safety, co-ordinating the rollcall and fire response, testing and maintaining fire safety and energy systems. To be kept in the fire safety folder and shared with relevant persons as listed within the policy.
Fire Safety Management Plan?		X		
Are there fire procedures?	X			The Deputy Clerk agreed to display a copy of The Paddocks Community Centre Emergency Plan on the wall by the fire exit door.



				See action 05 in section 7
Is there an Emergency Fire Escape plan (schematic drawing) highlighting fire escape routes and fire safety systems etc.?	X			Zone plan indicates 10 colour-coded zones are allocated. Canvey Island Town Council space and means of escape are within zone 4. The Paddocks Community Centre Emergency Fire Escape plan displayed at the FACP differs from the known hazards plan that appears to be out of date following recent alterations to room allocation and or configuration. Advisory The Paddocks Community Centre General Manager should update both The Paddocks Community Centre known hazards plan and Emergency Fire Escape plan particularly in zone 4 to show cross-corridor fire doors, room fire exits, key operated mechanical roller steel shutter, gas isolation and any plant rooms.
Is there a Fire Logbook?	X			Promptly presented on our arrival by kind reception teams working together very well.



Section 6 - FIRE RISK LEVEL ESTIMATOR

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator:

Likelihood of fire ↓	Potential consequences of fire →		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is: -

Low ☒ Medium ☐ High ☐

In this context, a definition of the above terms is as follows:

Low: Usually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings)

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm ☐ Moderate Harm ☒ Extreme Harm ☐

In this context, a definition of the above terms is as follows: -

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is

Trivial ☐ Tolerable ☐ Moderate ☒ Substantial ☐ Intolerable ☐

Relevant comments:



Canvey Island Town Council rent offices and a meeting room at The Paddocks Community Centre and have a good working relationship with Mike Todd The Paddocks Community Centre General Manager. Estates manage fire safety and energy systems. Canvey Island Town Council receive ongoing 3-yearly Fire Warden training and participate in the Paddocks fire drills.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks:

Risk Level	Action and Timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited costs.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Note: - Although the purpose of section 6 is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only.

All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan.

Due account should be taken of any advisories recorded in comments throughout the audit part of this report. The fire risk assessment should be reviewed regularly by a competent person. Competency is demonstrated by fire risk assessors who are members of professional fire institutions, maintaining a Fire Risk Assessor Register and included on the Register such as <https://ifpo.org.uk/fra-register/tier-2-intermediate-fire-risk-assessors/> & <https://ifpo.org.uk/tiered-fire-risk-assessor-register/chloe-bainbridge/> Frequency of review is indicated on pages 1 & 4, generally 12-monthly *



Section 7 - ACTION PLAN - Canvey Island Town Council, The Paddocks Community Centre
Sept 2026

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial ☐

Tolerable ☒

No	Section Ref	Action Item	Priority (high, med, low)	State action by Whom here	State date action taken here
1	3.1	Are Fixed Electrical Installations being Periodically Tested by a competent NICEIC or similar electrical engineer or independent qualified tester in accordance with BS 7671? <i>Next due 27/06/2025.</i> The Paddocks Community Centre General Manager (Responsible Person) to engage a competent NICEIC approved electrical contractor via Estates to test and inspect the fixed wire system and provide a conditions report. Ensure all code 1 and code 2 defects are remedied. Keep the conditions report in the fire safety logbook folder for future FRA's and Fire Service Audits. <i>September 2026 – Last inspected by D K Services Group Ltd 03/07/2026 satisfactory. Action 01 duly signed off</i>		D K Services Group Ltd	03/07/2026.
2	3.4	Are fixed heating installations subject to regular maintenance? <i>No annual Gas service certificate presented.</i> The Paddocks Community Centre General Manager should engage a competent Gas safe engineer to service the Gas on an annual basis. Obtain the certificate of compliance to keep in the fire safety logbook folder for future FRA's and Fire Service Audits. <i>July 2026 – Laura confirmed the gas has been isolated within the plant room. Action 02 duly signed off.</i>		Estates	Pre September 2026

Timescale

High: Requires immediate action, every effort should be made to rectify the issues within 14 days

Medium: Requires action within 30 days preferably to resolve the issue within this period

Low: Requires action within 60 days



No	Section Ref	Action Item	Priority (high, med, low)	State action by Whom here	State date action taken here
3	4.1	Are there sufficient fire doors and do they operate as designed? <i>Newly installed automatic fire shutter linked to the fire alarm system with FACP situated in Canvey Island Town Council room 1 protecting the main foyer shared means of escape.</i> <i>Lack of an audio-visual warning device.</i> Provide an audio-visual warning device on the foyer side or display a warning sign informing visitors to 'stand clear' when the fire alarm sounds as the roller shutter will descend. <i>September 2026 – Warning no longer required as the key operated mechanical roller steel shutter in in the office and visitors are shielded by Perspex. Action 03 duly signed off.</i>		Estates	Pre September 2026
4	4.2	Is fire stopping in a reasonable condition around services penetrating fire compartment walls and floors? <i>Kitchen fire door leading on to the communal means of escape corridor with smoke detection and suspended ceiling tiles. Fire door with seals & strips is degraded by an air transfer grill vent cut into the lower section permitting fire spread.</i> The Paddocks Community Centre General Manager should arrange for the installation of an intumescent honeycomb seal to air transfer grill in kitchen fire door to check fire spread when heated and sealed.	Low		Reported to CPBC - M. Todel 06.10.26

Timescale

High: Requires immediate action, every effort should be made to rectify the issues within 14 days

Medium: Requires action within 30 days preferably to resolve the issue within this period

Low: Requires action within 60 days



No	Section Ref	Action Item	Priority (high, med, low)	State action by Whom here	State date action taken here
5	5.1	Are procedures in the event of fire appropriate and properly documented, where appropriate? <i>The Deputy Clerk agreed to display a copy of The Paddocks Community Centre Emergency Plan on the wall by the fire exit door.</i> Develop a suitable Canvey Town Council Emergency Fire & Evacuation Procedure, reflecting points 1-9 of The Paddocks Community Centre Emergency Plan ensuring both procedures blend, tested during future fire drills. Display a copy of Canvey Town Council Emergency Fire & Evacuation Procedure in the office and meeting room. <i>September 2026 - The Paddocks Community Centre Emergency Plan is in the red fire safety folder and displayed in a prominent location. Action 05 duly signed off.</i>		Laura	Pre September 2026
6	5.3	Annual discharge Testing of the Emergency Lighting System in accordance with BS5266? <i>Possibly Fisk Group via Estates Team however, no evidence presented.</i> The Paddocks Community Centre General Manager should ask Estates to engage a qualified Electrician to regularly undertake a full annual discharge of the internal and external emergency lighting system and obtain a certificate of compliance, to be kept in the fire safety logbook folder for future FRA's and Fire Service Audits. <i>September 2026 – Last inspected by D K Fire Safety of D K Services Group Ltd 17/06/2026. Action 06 duly signed off.</i>		D K Fire Safety of D K Services Group Ltd	17/06/2026

Timescale

High: Requires immediate action, every effort should be made to rectify the issues within 14 days

Medium: Requires action within 30 days preferably to resolve the issue within this period

Low: Requires action within 60 days



Exempla Fire Policy

The establishment of a policy such as this will confirm your objectives to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005. If passing day to day management to a third party, such as a Managing Agent, defined responsibilities relating to fire safety should be recorded and acknowledged by signature. Coverage should include: -

Certification of electrical and gas installations.

Servicing of appliances and equipment.

Annual testing of appliances.

Periodic testing of Emergency Lighting, Automatic Fire Detection System, Fire Extinguishers, Blankets etc.

Periodic inspection of condition and functionality of Fire Doors, Compartmentation, Fire Stopping, Latches on Final Exit Doors.

Content and display of Fire Action Notices.

Fire safety awareness of tenants.

Cooking restricted to designated kitchen ONLY. (This has a direct impact on the class/ type of fire detection installed).

Safe use of electrical appliances, extension leads etc.

Waste management.

Management of contractors and other site visitors.

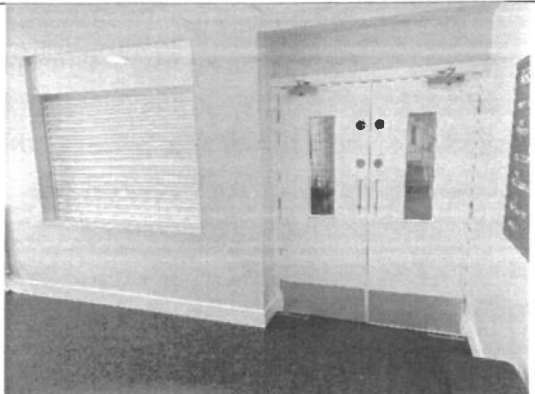
Fire Logbook

Clearly labelled as such with address of property. Storage of all fire safety related certification test records sheets, Fire Risk Assessment etc. Copies of tenancy awareness sheets etc.

.....



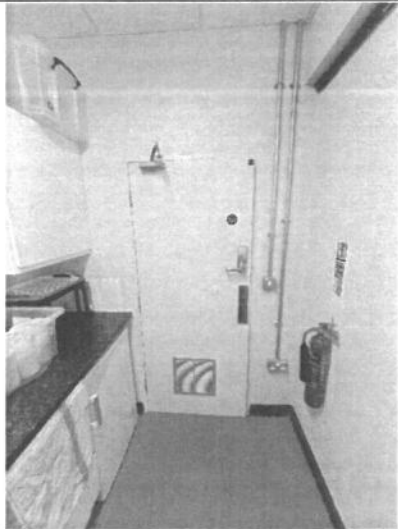
Section 8 – PHOTOGRAPHS

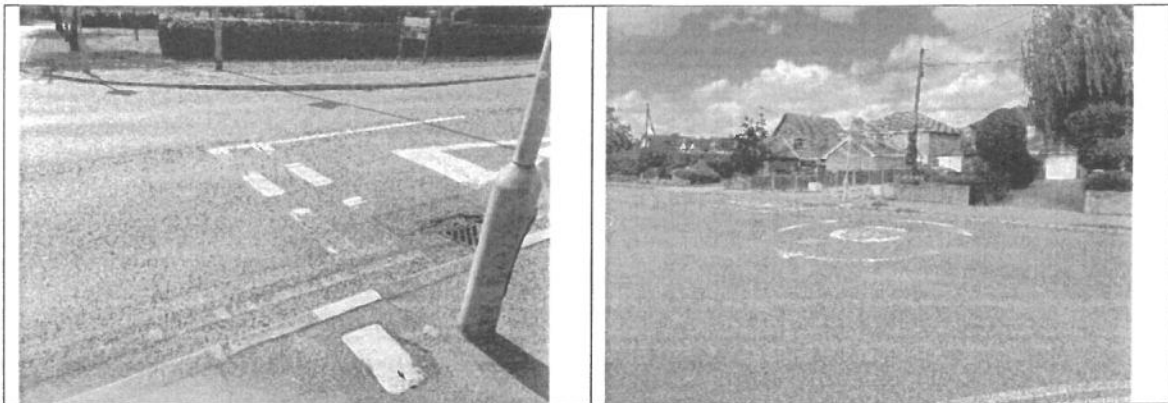
	
1 – Second foyer entrance used by Canvey Island Town Council staff and clients	2 – Second foyer with new roller steel shutter lacking controls to prevent personal injury to potential clients
	
3 – Second foyer primary fire exit with red MCP and Fire Action Notice	4 – Staff entrance into main office
	
5 – Inner office	6 – Roller steel shutter checking fire spread protecting the foyer shared means of escape



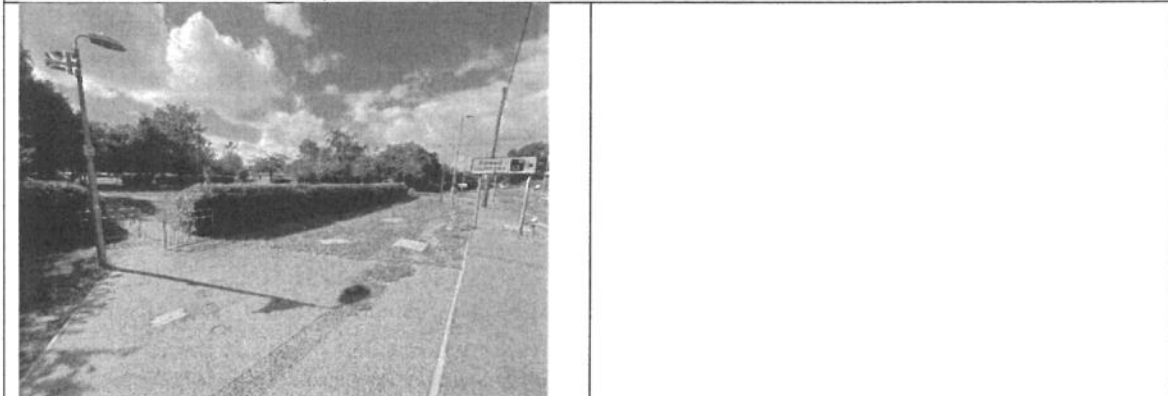
	
7 – Completed FAN above extinguishers	8 – Communal corridor looking toward main foyer
	
9 – Canvey Town Council meeting room	10 – Fire point in main foyer with addressable FACP, FS information box and The Paddocks Community Centre Evacuation Plan
	
11 – Example of a fire stopping ownership label dated 2024	12 – Fire separation continues above cross-corridor fire doors



	
13 – Meeting room has a primary and alternate fire exit	14 – Seating provided for about 20 persons
	
15 – Ensure all portable electrical items are PAT tested and visually inspected before use	
	
16 – Lack of intumescent honeycomb device within air transfer grill at lower part of door results in a degraded fire door permitting fire and heat travel into the shared means of escape corridor	

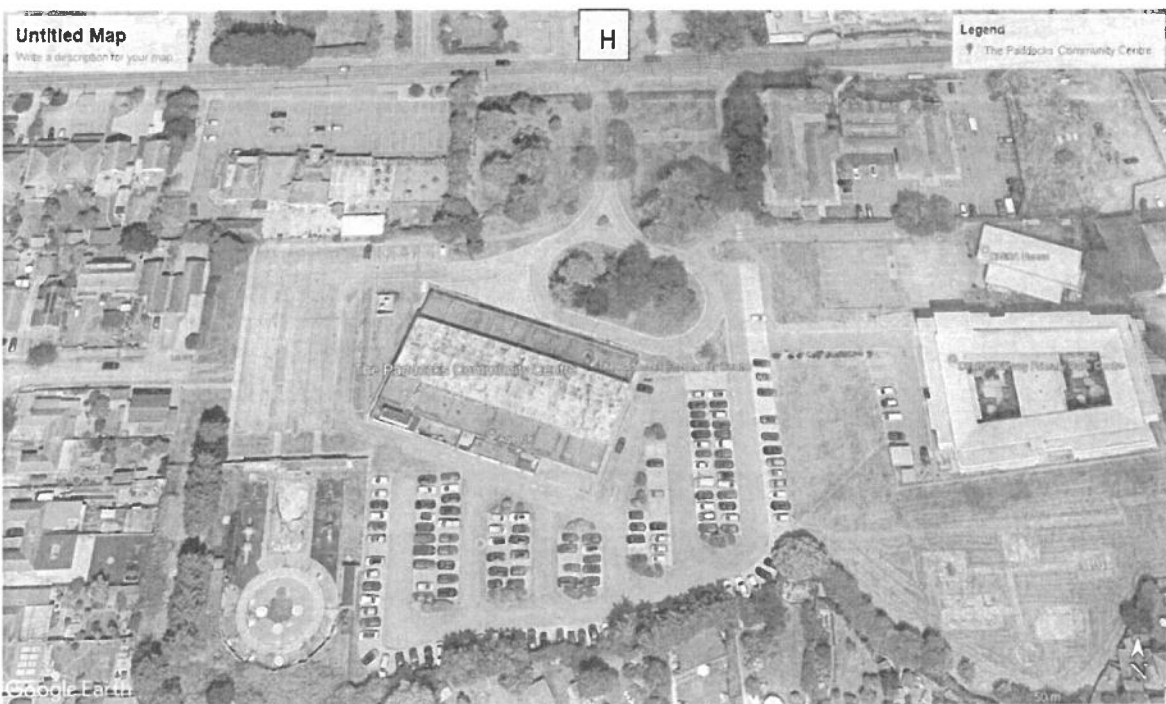


17 – Nearest fire hydrant within 50-metres



18 –marker plate on lamppost states Meter bypass to hydrant

19 – Intentionally blank



20 - Nearest fire hydrant within 50-metres



Section 9 – DOCUMENT CONTROL

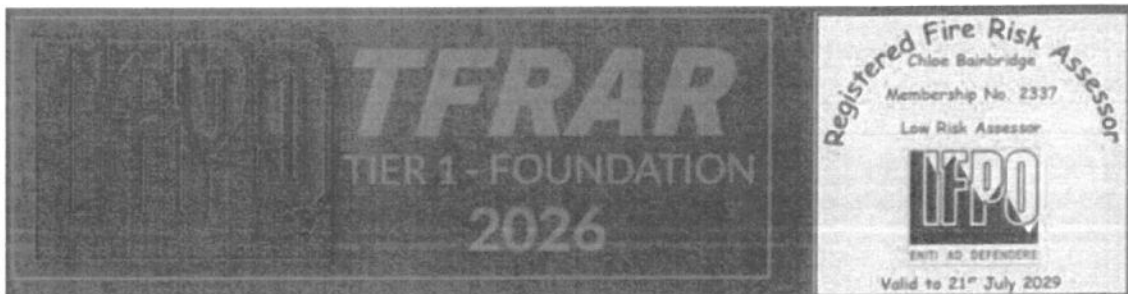
DOCUMENT CONTROL

Fire risk assessment reference number – FSQ 1344A

Fire Risk Assessor: Chloe Bainbridge - Registered Fire Risk Assessor

Qualifications & professional memberships: AMIFPO. NEBOSH fire safety certificate.
Level 3 Award in Assessing Competence in the Work Environment (RQF)
Level 3 in Children's Care, Learning & Development.

Signed: *Chloe Bainbridge* **Date:** 30/09/2026



Verifying Fire Risk Assessor: Martin Bainbridge – Registered Fire Risk Assessor

Qualifications & professional memberships: FIFPO, SFIIRSM, MIFSM, Eng. Tech GFireE -

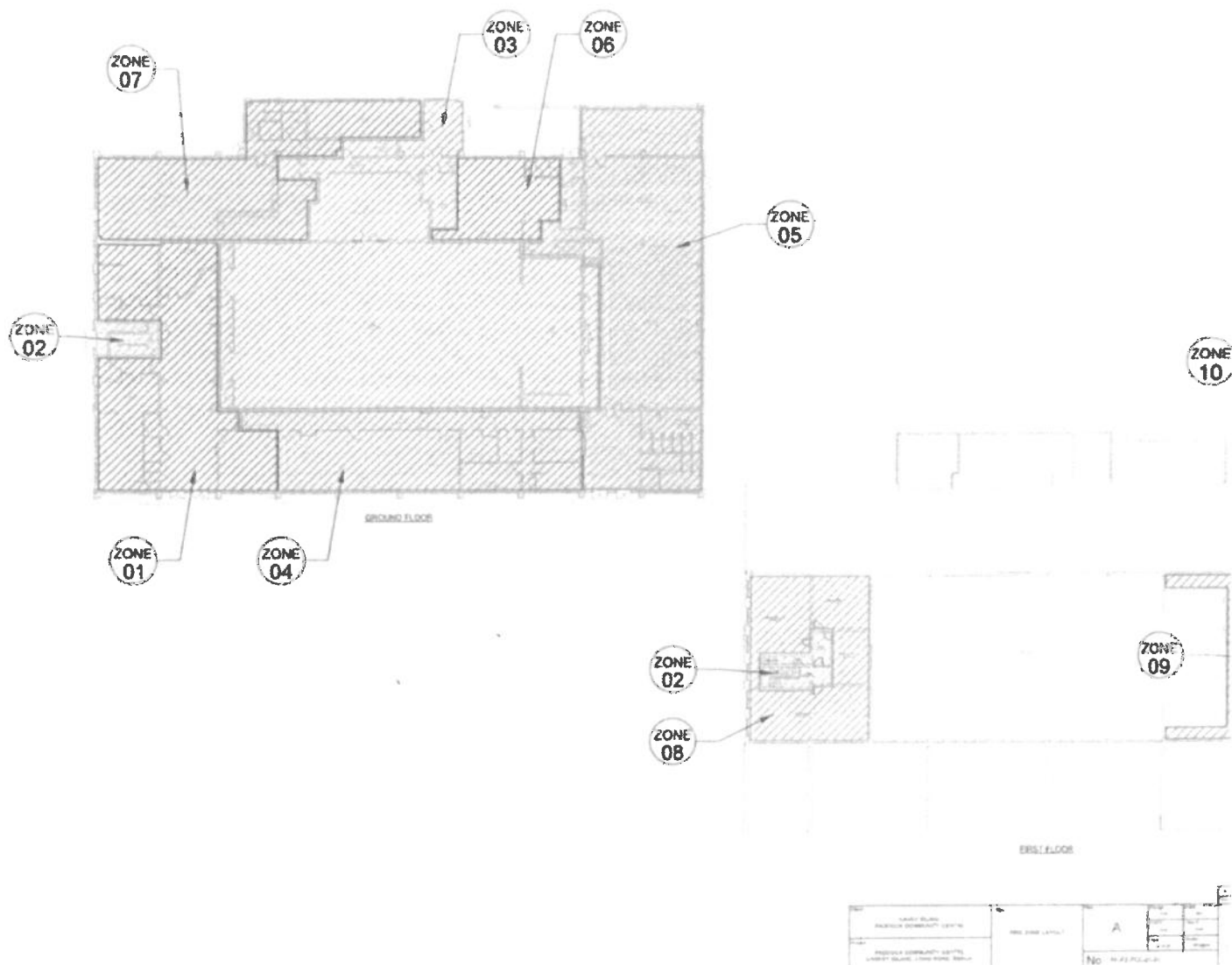
Signed: *M Bainbridge* **Date:** 01/10/2026



Document version: MB+CB TIERED REGISTER



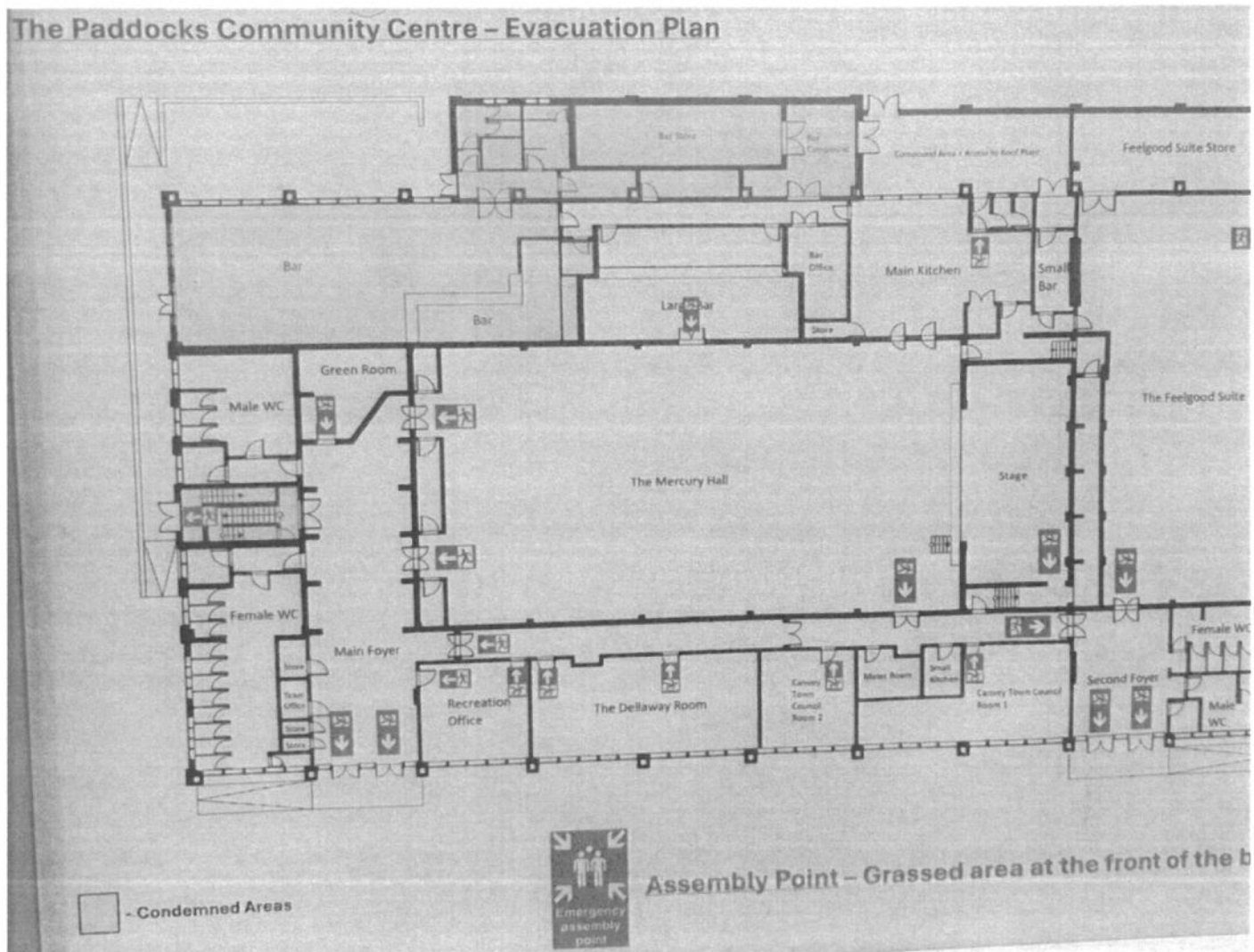
Section 10 – FLOOR PLAN



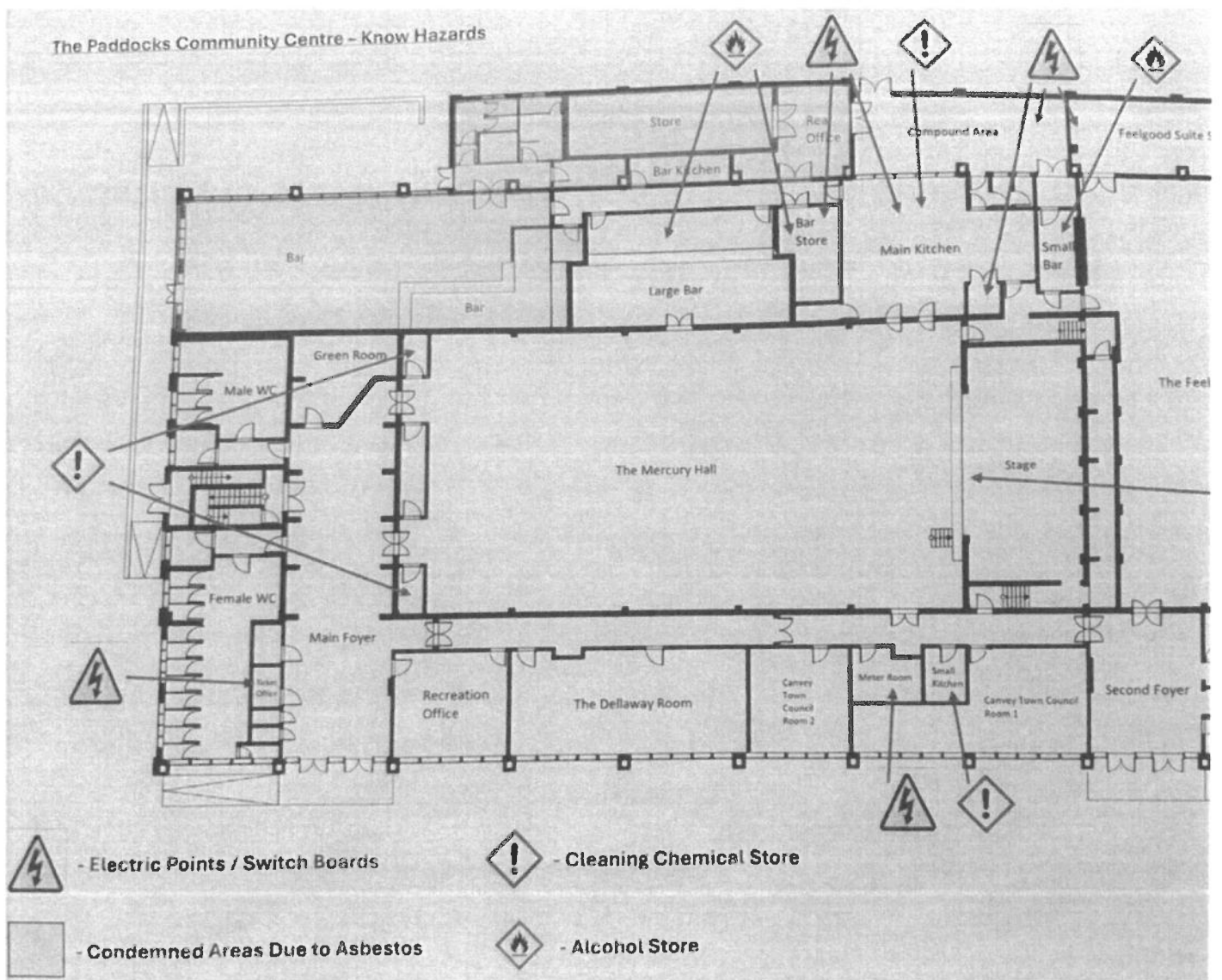
Fire alarm zone plan drawing displayed at the FACP. Canvey Island Town Council offices and meeting room are in zone



The Paddocks Community Centre – Evacuation Plan



Evacuation plan should show 2 exits from room 2 and a roller steel shutter in room 1



Hazards plan should show 2 exits from room 2 and the roller steel shutter in room 1

Canvey Island Town Council

Community Infrastructure Levy (CIL) Policy

Background

The Community Infrastructure Levy (CIL) is a locally set charge on new development that was introduced in Castle Point on 1 May 2023. It is a charge based on the size and type of development. If a development is liable to pay CIL, the payment is mandatory to pay and non-negotiable.

The funds raised through the levy will be used to help fund improvement to infrastructure in Castle Point.

The Town Council does not have a Neighbourhood Plan, therefore receives a 15% proportion of funds raised through CIL by Castle Point Borough Council.

The Borough Council will record income from CIL receipts that correspond to the Town Council area and will make these payments twice a year based on Regulation 59D of the CIL Regulations 2010 (as amended). Example:

- CIL received 1 April to 30 September - Paid by 28 October
- CIL received 1 October to 31 March - Paid by 28 April

CIL receipts are to be spent by local councils within five years of receipt, and it must be spent on (see Regulation 59C of the CIL Regulations 2010 as amended):

- providing, replacing, improving, operating or maintaining infrastructure that supports development in the area; or
- anything else concerned with addressing the demands that development places on the area.

Infrastructure includes:

- Roads and other transport facilities
- Flood defences
- Schools and other education facilities
- Sporting and recreational facilities (for example upgrades to play equipment)
- Open spaces
- Green Infrastructure (may include tree or hedgerow planting)

The Town Council consider its infrastructure and CIL spending projects in coordination with the Borough Council to avoid duplication and to identify how it would like to spend CIL income and how its projects address the impacts of development taking place.

Decision Process

The Town Council welcomes input from local groups/organisations for projects on which to spend CIL money. If the proposed projects are within the CIL regulations and are items on which the Town Council may lawfully spend, then a prioritisation process will be carried out and the criteria outlined in this policy will be used as a ranking mechanism.

A "CIL Project List" will be maintained and will be referenced when CIL funding becomes available. Organisations proposing projects will be requested to put forward costed and deliverable projects with multiple quotes and supporting information, such as financial accounts belonging to the beneficiary. An Application Form is attached in Appendix 1.

Full Council will review all requests to resolve whether to include the application on its future CIL Projects List and its level of priority in respect to other projects.

Criteria for Projects to be considered:

The CIL Project List is expected to cover projects providing, but not be limited to, the following:

- Crime reduction
- Traffic/Road safety
- Community engagement
- Leisure/Sport/Recreation
- Green Infrastructure
- Communication
- Public services/Public Safety
- Heritage protection
- Open Spaces
- Flood Defences
- Environmental/Climate change

In general, the council will use the following **primary criteria** to rank CIL projects against each other:

- **Community Benefit** – how wide an impact will the project have and how many people might benefit
- **Costs and Funding** – The overall cost of the project and any future expenditure it may generate, such as ongoing maintenance. Projects part-funded by the benefitting organisation or from grant funding may increase the ranking as it means more projects can be financed.
- **Deliverability** – how practical is the project and are there likely to be barriers around the planning or legal aspects
- **Environmental Benefits** – does the project offer benefits to the environment and show no negative impact

Secondary criteria under consideration may include:

- Projects that demonstrate the benefit will be sustained with revenue expenditure
- Projects that reduce running costs or increase revenue generation
- Projects that mitigate the detrimental effects of development, such as those delivering infrastructure identified as being required in the community
- Projects that connect developments to services and assets

Inclusion on the CIL Projects List does not commit the Council to fund any project. The Council will periodically review the CIL Projects List following receipt of CIL funds and may resolve to award funding based on current priorities and available funds.

APPLICATION FOR A COMMUNITY INFRASTRUCTURE LEVY (CIL) BID

1. Please read Canvey Island Town Councils CIL Policy before making your application.
2. Please review the Town Councils website for an up-to-date summary of CIL, current projects being proposed and funds committed to date.
3. All applications will be considered on a case-by-case basis.
4. Upon receipt of a completed application, the Town Council will consider the application: -
 - Small scale CIL bids (costing less than £20,000) will be reviewed at the next available Council meeting.
 - All large-scale CIL bids (in excess of £20,000) will be reviewed with the Town Clerk, and a suitable Council meeting will be agreed with all parties.
5. All documentation must be submitted to the Town Clerk at least one month before the next available Council meeting.
6. Applications must be made on the prescribed form, and all questions must be answered. If a question is not applicable enter "N/A".
7. All valid applications will be considered but may only be awarded a percentage of the requested amount. The awarding of any amount is at the sole discretion of the Town Council.
8. Other grant funding sources should be considered at the same time, or prior to, applying to the Town Council where match funding can be reviewed.
9. Successful applicants, who will be notified in writing, must only use the CIL funds for the purposes stated in the application.

Please ensure that all sections of the application form are fully completed and attach separate documents where applicable.

Failure to comply with the details above may result in the applicant being required to repay some or all of the CIL funds to the Town Council.

Please return your completed form and supporting documents to the Town Clerk @ clerk@canveyisland-tc.gov.uk or call 01268 683965.

CANVEY ISLAND TOWN COUNCIL - CIL FUNDING APPLICATION FORM

SECTION A – DETAILS OF APPLICANTS ORGANISATION

Name of Organisation:	
Main Contact and Position	
Organisations Address	
Telephone Number	
Email Address	
What are the main activities of the organisation?	
What is the status of the organisation? e.g. Voluntary or Community, sports of type of club, other (please provide details)	
Charity Registration Number	
What is the total <u>annual</u> income of the organisation?	
What is the total <u>annual</u> income of the organisation?	

SECTION B – DETAILS OF THE PROJECT

Describe the project location or venue:	
---	--

Approved – next review.....

Provide a comprehensive description of the project (additional documents can be provided)	
How many people will benefit from the project?	
How many of those benefitting are Canvey Island residents?	
Has any consultation been conducted? If yes, provide details of the results/findings.	
How does the project help address the demands of development in the area? What evidence is there to support this?	
Proposed timescale for the project?	
Does the project require planning permission? If so, has this been applied for/approved?	

Approved – next review.....

SECTION C – FINANCE REQUIRED

Estimated Project Costs?	
How much funding are you requesting from the Town Council? Please provide three quotes and confirm which party you propose to contract and why. <i>(The quotes should be like for like. Where this is not possible, please provide an explanation)</i>	
Has any other funding been applied for or is being provided towards the project? <i>Please provide details or sources of funding already considered or applications made.</i>	
Why is CIL funding being sought?	
What are the anticipated maintenance costs of the projects?	
How will the maintenance costs be funded?	

SECTION D – DECLARATION

I confirm that I am authorised to make this application on behalf of the organisation detailed above and that the information that I have provided is correct to the best of my knowledge. If this application is successful, the grant will only be used for the purposes specified in this application.	
Signed:	
Name and position:	
Date:	

SUPPORTING INFORMATION CHECKLIST

Please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted)

Constitution	
--------------	--

Approved – next review.....

Copy of latest audited accounts	
Evidence of Planning Permission	
Evidence of secured funding or applications made	
Quotes	
Latest available bank statement	
Consultation Reports	

DRAFT

Approved – next review.....

Canvey Island Town Council

Notice of the audit and right to inspect the Annual Governance & Accountability Return

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Canvey Island Town Council for the year ended 31 March 2026 has been carried out but cannot be completed for the reasons stated in the external auditor report. The accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection and copying by any local government elector of the area of Canvey Island Town Council on application to:	
(a) <u>MRS E. DECAJ - TOWN CLERK</u> <u>CANVEY ISLAND TOWN COUNCIL</u> <u>PADDOCKS COMMUNITY CENTRE, LONG ROAD</u> <u>CANVEY ISLAND, ESSEX, SS8 0JA</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>TUESDAY - WEDNESDAY</u> <u>9-30AM - 4.30PM</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £ <u>0</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>MRS E. DECAJ - TOWN CLERK</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>22.09.2026</u>	(e) Insert the date of placing of the notice

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	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*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:

CO/043/26

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

Chair

S. Brooke

Clerk

[Signature]

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	<i>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.</i>
2. (+) Precept or Rates and Levies	288,352	297,866	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	30,511	36,823	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	130,709	144,251	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	166,208	193,538	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	270,446	267,346	<i>Total balances and reserves at the end of the year must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	266,211	271,743	<i>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.</i>
9. Total fixed assets plus long term investments and assets	149,591	148,905	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

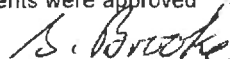
I confirm that these Accounting Statements were approved by this authority on this date:

22/06/2026

as recorded in minute reference:

CO/044/26

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



Section 3 – External Auditor's Report and Certificate 2025/26

In respect of

Canvey Island Town Council - EX0042

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below

Other matters not affecting our opinion which we draw to the attention of the authority:

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2025/26 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

We do not certify completion because:

We have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

18 September 2026

Community Officer

Progress Report for All Open Spaces – 12.10.26

BAND STAND

- Band stand will be painted before the new netting is installed

WILDFLOWER MEADOW

- No issues

ALLOTMENTS – WATERSIDE + SMALLGAINS

- Paths overgrown

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 footpaths
- Road barriers not being fixed

Memorial Gardens – Risks Reported – 2026

Appendix E

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
SEPTEMBER							
Flowers on benches and behind 2 plaques	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Community officer removed 22.09.26 at 3.15pm	
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
OCTOBER							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
NOVEMBER							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
DECEMBER							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		

