

Canvey Island Town Council



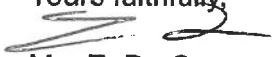
TO ALL MEMBERS OF THE COUNCIL

Dear Councillors,

I hereby summon you to attend a **MEETING** of **CANVEY ISLAND TOWN COUNCIL** to be held at the **COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB** on **MONDAY 29TH JULY 2024** commencing at **7.30pm** for the transaction of business as set out below.

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

Yours faithfully,


Mrs E. De Can
Town Clerk

24th July 2024

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

AGENDA

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 17th June 2024.
5. To consider and agree the recommendations from the Policy and Finance Committee meeting held on the 15th July 2024
6. To receive a report from the Town Mayor on activities and events since the last meeting.
7. To note there have been no Officer Decisions under delegated powers since the last meeting.
8. To receive a verbal report on the Clerks progress of ongoing projects and not on the agenda.
9. To note the final recommendations on the new electoral arrangements for Essex County Council (Appendix A)
10. To receive an update on the progress of the Christmas Event and agree the proposed recommendations for attractions.
11. To consider and agree the proposed permanent signage at the Gunny site (Appendix B).
12. To note the amendment to the name of the Canvey Community Action Group to Canvey Action Crew and the volunteer agreement which will be included as part of the Councils Health & Wellbeing Plan (Appendix C).
13. Notice of Motion – consider the report attached.

Canvey Island Town Council



14. To consider and agree a 1-year extension to the Labworth Memorial Gardens/Band Stand Contract with Aspect Maintenance Services until October 2025.
15. To confirm accounts for payment as previously agreed.
16. To note a report from the Community Warden 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.
19. Reports from Essex County Councillor on matters relating to Canvey Island.

*In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the Council **RESOLVED** that the public and press be excluded from the remainder of this meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

20. To consider and agree the quotes obtained for the Festive Lighting contract (Appendix F).
21. To consider and agree the quotes obtained for consultation fees (Appendix G)

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 17TH JUNE 2024 AT 7.30PM**

PRESENT:

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

Also present: Mrs E. De Can – Town Clerk
Mrs A. Wakenell – Community Warden
Mrs K. Bali – Community & Events Officer

CO/033/24 – APOLOGIES FOR ABSENCE

Apologies of absence were accepted for Cllr P. Greig and Cllr D. Blackwell.

CO/034/24 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declaration of interests was received.

CO/035/24 - 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/036/24 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THE 13TH MAY 2024.

Members **RESOLVED** that the minutes of the Annual Council meeting held on the 13th May 2024 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/037/24 – TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.

Members noted the activities since the last meeting such as attending the Smallgains Social Club which raised £2,285 for Havens Hospice, CPBC Raising of the Flag for D-Day, the Jewish Parade event, Canvey Community Choir event raising funds for the local food banks, Canvey Island Yacht Club fun day, the RBL 80th Anniversary celebration and will be attending the B17 80th Anniversary, the Castle Point Golf Course charity golf presentation, the ECC Chairman reception and the Cornelius Vermuyden School Partnership Awards.

CO/038/24 – TO NOTE THE REPORT OF OFFICERS DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS SINCE THE LAST MEETING.

Members noted the costs agreed for CPBC to set up the electric supply at Denham Road under their existing contract on behalf of the Town Council.

CO/039/24 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report and received an update on the Gunny site and meeting with Local Trust on the 18th June 2024.

CO/040/24 – TO NOTE AND CONSIDER THE INTERNAL AUDITORS REPORT

Members noted the report with no issues raised.

CO/041/24 – TO RECEIVE AN UPDATE ON THE PROGRESS OF THE SUMMER EVENTS PROGRAMME.

Members noted the update on the progress of the Wildlife Picnic at Tewkes Creek and noted that there had been little interest from stall holders for a Farmers Market. Members **RESOLVED** to approve a SEN event at the Band Stand to replace the Farmers Market.

CO/042/24 – TO NOTE THE CONFIRMED EALC AND NALC AFFILIATION FEES.

Members noted the confirmed fees of £2,733.34 and the increase of anticipated costs reported on the 13th May 2024 and **RESOLVED** to accept the increase of £105.47 for the affiliation fees.

CO/043/24 – TO CONSIDER AND AGREE A REPRESENTATIVE TO THE EALC EXECUTIVE COMMITTEE

Members considered the request for a representative to the EALC Executive Committee and **RESOLVED** to appoint Cllr A. Acott.

CO/044/24 – TO CONSIDER THE REQUEST FOR A REPRESENTATIVE ON THE TOWN BOARD AND CONFIRM THE APPOINTMENT.

Members considered the request for a representative on the Town Board and **RESOLVED** to appoint the Town Clerk.

CO/045/24 – TO CONSIDER THE REQUIREMENTS FOR THE WILDFLOWER MEADOW GRASS / TREE MAINTENANCE CONTRACT.

Members considered the maintenance requirements for the wildflower meadow tree and grass cutting contract and **RESOLVED** to remove the watering of the trees as they are now established unless required on an ad hoc basis in times of extreme hot weather and to leave the rest of the contract the same.

CO/046/24 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**17th June 2024 NO 1 ACCOUNT**

Company	Reference	Amount	Description
Aspect Maintenance Ltd	BACS687	£5,117.49	Open Spaces Maintenance – May / Gunny Grass Cutting - Jun
D Trower	BACS688	£20.00	Window Cleaner 21/5 & 11/6.
D4P Media	BACS689	£384.14	Correx Boards/AFD Banners
Top of the Mops	BACS690	£99.00	Office Cleaning 16/5, 30/5 & 13/6
Air Water Fish Ltd	BACS691	£2,756.60	Aqua Jet Aerator
EALC	BACS692	£2,733.34	EALC & NALC Affiliation Fees
Office Needs	BACS693	£84.55	Confidential Shredding/Copier Paper
Heelis & Lodge	BACS694	£430.00	Internal Audit
Essex County Council	BACS695	£200.00	Seasonal Decoration Application – Column Testing
Royal British Legion	BACS696	£485.39	Grant – PA System
Island Carpets	BACS697	£150.00	Office carpet
TOTAL		£12,460.51	

CO/047/24 – TO NOTE A REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND.

Members noted the report. The Community Warden advised that the aerator has been delivered, the issues with the electric supply were explained and details of why the Council was having to link into CPBC existing contract which may delay the provision of electric for up to 8 weeks, 5 dead fish had been found, however, it is believed that this was due to spawning and not oxygen deficiency at this time and the netting at the band stand had been vandalised.

CO/048/24 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.

Members noted the reports.

CO/049/24 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr May advised that drug dealing had been reported to the Police and encouraged residents and councillors to continue to report this via Crime Stoppers, he had a meeting with the Probation Service and encouraged them to contact the local authorities to discuss potential projects and that he had attended a meeting with Cllr Blackwell and the Environment Agency to discuss the concerns regarding the grassed areas around the seawall and requested that the areas around the seafront are cut rather than allowed to remain wild as these areas are used by the public. Cllr May confirmed that the grass cutting of the seawall is the responsibility of the Environment Agency and not CPBC or ECC.

CO/050/24 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

No reports were provided.

*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/051/24 - TO CONSIDER THE DRAFT HEAD OF TERMS AND DEED OF VARIATION FOR CANVEY LAKE

Members considered the draft documents and **RESOLVED** to approve the recommendations with the additional requirements discussed.

CO/052/24 – TO CONSIDER AND AGREE PREMISES CONSIDERATIONS

Members considered the current premises and its lease renewal in 2025 and **RESOLVED** to investigate alternative options.

CO/053/24 – TO NOTE A FORMAL CHALLENGE TO THE COUNCIL'S PROCUREMENT PROCEDURES.

Members noted the challenge to the Council's procurement procedures and **RESOLVED** that the Council had followed its standing orders, NALC guidance, agenda preparation legislation and the appropriate procurement regulations and **RESOLVED** unanimously to proceed with the Council's existing resolution and contract appointment.

The meeting closed at 9.30pm.

TOWN MAYOR

29th July 2024

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
POLICY AND FINANCE COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL
HELD IN THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND ON
MONDAY 15TH JULY 2024 AT 7.30PM**

PRESENT:

Councillors: Cllr A. Acott, Cllr. P May, Cllr D. Anderson, Cllr S. Sach, and Cllr J. Anderson.

Also, present: Mrs E De Can – Town Clerk

P&F/001/24 - APOLOGIES FOR ABSENCE

No apologies were required.

P&F/002/24 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/003/24 - TO APPOINT A VICE CHAIRMAN TO THE COMMITTEE FOR 2024/25

Cllr May nominated Cllr J. Anderson as Vice Chairman of the Committee. The nomination was seconded by Cllr D. Anderson. There were no other nominations therefore Cllr J. Anderson was appointed Vice Chairman of the Committee for 2024/25.

**P&F/004/24 - 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.

**P&F/005/24 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE
COMMITTEE MEETING HELD ON THE 22ND APRIL 2024.**

The minutes of the committee meeting held on the 22nd April 2024 were **CONFIRMED** as a true record and signed by the chairman.

**P&F/006/24 – TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK FROM THE
ONGOING PROJECTS AND NOT ON THE AGENDA**

Members noted the Clerks report of completed projects.

P&F/007/24 - RISK MANAGEMENT

TO REVIEW THE RISK MANAGEMENT ASSESSMENT AND INTERNAL CONTROLS

The Town Clerk advised that the Council has several documents and controls in place as part of its strategy of internal control and risk management. However, an annual review must be undertaken to ensure that these procedures continue to be relevant and effective. Members noted the documents provided by the Town Clerk and confirmed that during the year the council has carried out various assessments of the risks facing it and taken appropriate steps to manage those risks.

**P&F/008/24 – TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST
MEETING.**

Members noted the courses of Freedom of Information Request webinar at a cost of £50.00 for the Town Clerk and Public Rights of Way webinar at a cost of £80.00 each for the Town Clerk and Community Warden.

P&F/009/24 – FINANCE

**i) TO NOTE THE RENEWAL OF THE COUNCIL'S CYBER INSURANCE POLICY AT AN
ANNUAL COST OF £405.25.**

Members noted the cost.

ii) TO CONSIDER AND AGREE THE COUNCIL'S INSURANCE RENEWAL COSTS.

Members noted that the insurance policy renewal is due on the 16th August 2024 and the quotes obtained, however, still awaiting confirmation of a discounted long term option from Zurich Municipal. Members **RESOLVED** to continue its insurance policy with Zurich Municipal and to delegate the power to the Town Clerk to negotiate a 3 year term as this a cost-effective option and usually offers a discounted rate, however, if this is no longer possible approved the cost of £2,391.92 for 2024/25.

iii) TO VERIFY THE COUNCIL FINANCES AS OF 30TH JUNE 2024

Members **NOTED** the Council Finances as of 30th June 2024 inclusive of the bank reconciliation, statements and payments issued from 1st April 2024 to 30th June 2024 and no questions were raised. Members confirmed that Cllr Acott can sign the reconciliation documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2.

iv) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.

15th July 2024 NO 1 ACCOUNT

Company	Reference	Amount	Description
Aspect Maintenance Ltd	BACS699	£6,335.08	Open Spaces Maintenance – June
D4P Media	BACS700	£416.68	Allotment sign, AFD Programmes & Garden Trail Brochures
EALC	BACS701	£60.00	FOI Training - EDC
Jim Dellow (FLW Properties)	BACS702	£110.00	Repairs to office window frames, facias and soffits
Clear Insurance Management	BACS703	£405.25	Cyber Insurance
Canvey Castles	BACS704	£240.00	Chairs x 80 - AFD
VIP Security Services	BACS705	£937.20	Security x 8 - AFD
Blue Cube	BACS706	£564.00	Toilets - AFD
Top of the Mops	BACS707	£33.00	Cleaning – 11/07.
SFB Solutions	BACS708	£270.62	Bi-annual Fire/Alarm service & replacement panel batteries
Petty Cash	Debit Card	£80.85	Petty Cash Top Up
TOTAL		£9,452.68	

The meeting closed at 8.05pm

CHAIRMAN

11th November 2024

Number	Division name	Number	Division name
1	Billericay North	40	Colchester St Johns
2	Burstead	41	Constable
3	Castledon & Crouch	42	Mersea & Tiptree
4	Gloucester Park	43	Stanway & Marks Tey
5	Laindon Town	44	Wivenhoe St Andrew
6	Pitsea	45	Chigwell & Buckhurst Hill East
7	Vange	46	Epping & Theydon Bois
8	Westley Heights	47	Loughton Central
9	Wickford NE & Bowers Gifford	48	Loughton South & Buckhurst Hill West
10	Bocking	49	North Weald & Nazeing
11	Braintree Eastern	50	Ongar & Rural
12	Braintree Town	51	Waltham Abbey
13	Halstead	52	Harlow Common & Church Langley
14	Hedingham	53	Harlow Nettleswell
15	Three Fields & Great Notley	54	Harlow Parndon & Toddbrook
16	Witham Town	55	Harlow South West
17	Witham West & Rural	56	Old Harlow
18	Brentwood Hutton	57	Burnham & Southminster
19	Brentwood North	58	Maldon Rural North
20	Brentwood Rural	59	Maldon Rural South
21	Brentwood South	60	Maldon Town & Heybridge
22	Canvey Island East	61	Rayleigh South
23	Canvey Island West	62	Rayleigh West
24	Hadleigh	63	Rochford East
25	South Benfleet	64	Rochford North
26	Thundersley	65	Rochford South
27	Broomfield & Writtle	66	Brightlingsea
28	Chelmer	67	Clacton North
29	Chelmsford Central	68	Clacton South
30	Chelmsford North	69	Clacton West & St Osyth
31	Chelmsford Springfield	70	Frinton & Walton
32	Chelmsford West	71	Harwich
33	Danbury & The Hanningfields	72	Tendring Rural East
34	Great Baddow & Galleywood	73	Tendring Rural West
35	Woodham Ferrers	74	Dunmow
36	Colchester Abbey	75	Saffron Walden
37	Colchester City	76	Stansted
38	Colchester Lexden	77	Takeley
39	Colchester Maypole	78	Thaxted

Essex County Council

Final Recommendations on the new electoral arrangements



Who we are

- The Local Government Boundary Commission for England is an independent body set up by Parliament.
- We are not part of government or any political party.
- We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons.
- Our main role is to carry out electoral reviews of local authorities throughout England.

Electoral review

- An electoral review examines and proposes new electoral arrangements for a local authority, including:
- The total number of councillors representing the council's electors ('council size').
 - The names, number and boundaries of wards or electoral divisions.
 - The number of councillors for each ward or division.

Why Essex?

- The Commission has a legal duty to carry out an electoral review of each council in England 'from time to time'.
- Essex County Council has not been reviewed since 2004 and the Commission has therefore decided that it should review Essex in advance of the elections in 2025.

Our proposals

- Essex County Council currently has 75 councillors. Based on the evidence we received, we recommend that 78 councillors should serve the council in the future.
- We believe our final recommendations meet our statutory criteria to:
 - Deliver electoral equality for electors
 - Reflect community interests and identities
 - Promote effective and convenient local government

Overview of final recommendations for Essex County Council

The final recommendations propose that Essex County Council should have 78 councillors, an increase of 3.

View this map online and explore it in more detail at:
<https://www.labce.org.uk/all-reviews/essex>

Follow the review on Twitter: @LGBCE

An outline of the proposals is shown in the map to the

<https://www.lqfce.org.uk/all-reviews/essex>

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Stage of Review	Description
28 March 2023 - 31 July 2023	Public consultation on division arrangements
28 November 2023 - 19 February 2024	Public consultation on draft recommendations
9 July 2024	Publication of final recommendations
2025	Subject to parliamentary approval - implementation of new arrangements at local elections

Plaza Sign Tray Systems



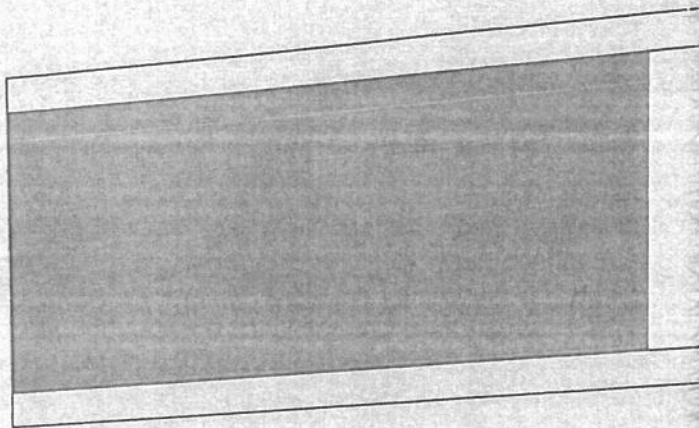
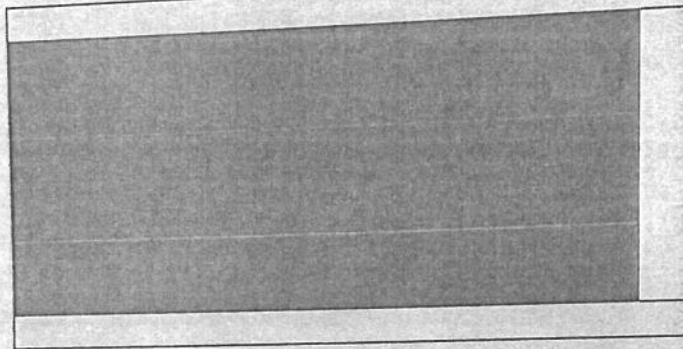
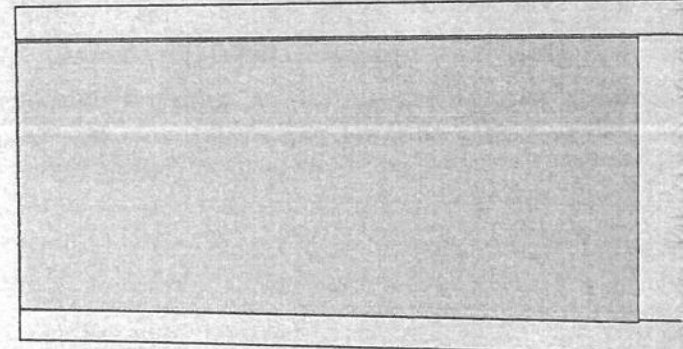
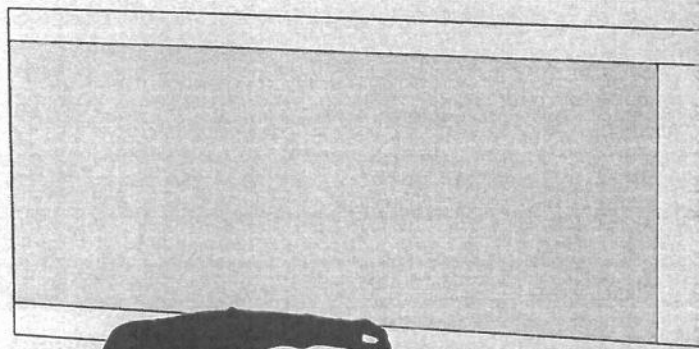
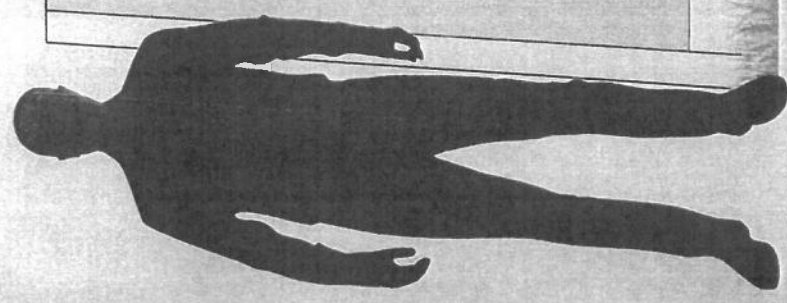
77mm x 100mm x 2250mm Long
Cathedral Posts White
Qty 20

620mm x 1500mm
Qty 10
Mill Finish

620mm x 1425mm
Qty 18
Mill Finish

620mm x 1425mm
Qty 10
RAL 6025

620mm x 1425mm
Qty 6
RAL 5012



Fabricated Aluminium Plaza Sign Tray - Portrait
FOLDED Returns 90 Degrees (50mm all round)
WELDED Corner Seams
2/W 6x ***5.5mm*** Fixing Holes - 3 in Each Left & Right Return

Cathedral Screwported Aluminium Post @ 2250mm Long
(Dimensions: 77mm x 100mm)
Powder Coated to RAL 9016 Traffic White Gloss

Canvey Action Crew – Volunteer AgreementCanvey Action Crew Members:

Volunteer group managed by Sue Brooke.

Members: Sheridan Saye, Elaine Harvey,

Responsibility of the Volunteers

- To help create a clean and tidy safe environment working alongside the Councils ground maintenance contractor to enhance Canvey Lake and assist with the creation of the nature reserve.
- To litter pick the Canvey Lake open space once a week working on areas outside of the current contract.
- To assist with cutting back brambles from shrubs and bushes at Canvey Lake open space ensuring permission from the Town Council and with the guidance of the current contractor.
- To help inform the public with updates by means of leaflets through local surrounding residence doors.
- Encourage residents to help and get involved by working outdoors and enhancing their own health and wellbeing.
- To ensure coordination with the Community Warden and current contractor whilst performing any duties at Canvey Lake or any other open space.
- Report incidents of vandalism or fly tipping to the police and an incident number obtained. Such incidents should be reported to the Town Council to include all Health & Safety issues.
- To purchase adequate insurance to cover volunteers whilst conducting duties on any open space.
- To store and maintain any equipment purchased for the purpose of volunteering duties. Any equipment purchased will become the property of the volunteers, with the sole intention for it to be used for the purposes defined above.

Responsibility of Canvey Island Town Council

- To provide support to the volunteers of the group in relation to the on-going volunteering duties.
- To provide support to the volunteers in relation to any incidents of vandalism or fly-tipping.
- To provide advice regarding applying for funding from outside organisations for the assistance with volunteering projects.

Signed on Behalf of the Volunteers of Canvey Action Crew

Name: Sheridan Saye Signature *S Saye*

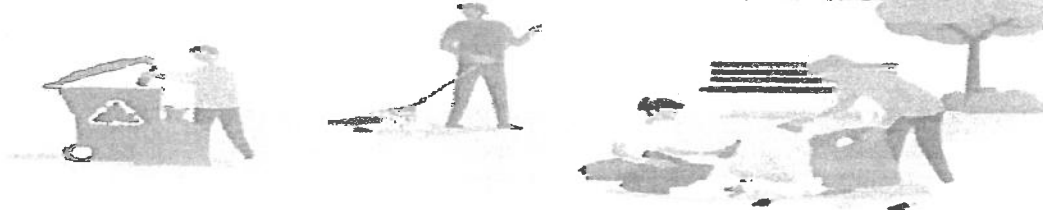
Position: Chairman Date: 3/7/24

Signed on Behalf of Canvey Island Town Council

Name: *ZZ* Signature

Position: Town Clerk Date: 03.07.2024

CANVEY ACTION CREW



CONSTITUTION

Name.

The name of the group shall be called **Canvey Action Crew**.

Aim.

The aim of the group shall be to maintain and improve Canvey Lake, The gardens at the Canvey Transport Museum and any other local areas that need clearing and improving.

Powers.

In order to achieve this aim the Group may:

- A) Raise money
- B) Open a bank account
- C) Acquire and run buildings
- D) Take out insurance
- E) Employ staff
- F) Organise courses and events
- G) Work with similar Groups and exchange information and advice with them
- H) Do anything that is lawful which will help it to fulfil its aim

Membership.

- A) Membership of group shall be open to any individual over eighteen without regards to disability, political or religious affiliation, race or sexual orientation who is: interested in helping the Group to achieve its aim.
Willing to abide the rules of the Group and willing to pay any subscription agreed by the Management Committee.
- B) The membership of any member may be terminated for good reason by the Management Committee: Provided that the member concerned shall have a right to be heard by the Management Committee: accompanied by a friend, before a final decision is made.

Management.

The Management Committee will be the three founding members:

Sheridan Sayes (Chairperson)

Elaine Harvey (Secretary)

Susan Brooke (Treasurer)

- A) The group shall be administer by a Management Committee of not less than three and not more than six individuals elected at the group's Annual Meeting (A.G.M.)

- B) The officers of the management committee shall be: the Chairperson, the Treasurer and the Secretary.
- C) The Management Committee may co-opt onto the Committee, up to three individuals, in an advisory and non-voting capacity that feels it will help to fulfil the aim of the Group.
- D) The Management Committee shall meet at least two times a year.
- E) At least three Management Committee members must be present for a Management Committee meeting to take place.
- F) Voting at Management Committee meeting shall be a show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- G) The Management Committee shall have the power to remove any member of the Committee for good and proper reason.
- H) The Management Committee may appoint any other members of the Group as a Committee member to fill a vacancy, provided that the maximum prescribed is not exceeded.

The Duties of the Officers.

- A) The duties of the Chairperson shall be to:
Chair meetings of the Committee and the Group.
Represent the Group at functions / meetings that the Group has been invited to and act as the spokesperson of the Group when necessary.
- B) The duties of the Secretary shall be to:
Keep a membership list
Prepare in consultation with the chairperson the agenda for meetings of the Committee and the Group
Take and keep minutes of all meetings and collect and circulate any relevant information within the Group.
- C) The duties of the Treasurer shall be to:
Supervise the financial affairs of the Group
Keep proper accounts that show all monies received and paid out by the Group.

Finance.

- A) All monies received by or on behalf of the Group shall be applied to further the aim of the Group and for no other purpose.
- B) Any bank account opened for the Group shall be in the name of the Group.
- C) Any cheques issued shall be signed by the Treasurer and one other nominated member of the Management committee.
- D) The group shall ensure that its accounts are audited or independently every year.
- E) The Group may pay reasonable out of pocket expenses including travel, Childcare and meal costs to members and management Committee members.

Annual General Meeting.

- A) The group shall hold an Annual Meeting (A.G.M.) in the month of March.
- B) All members shall be given at least fourteen days notice of the A.G.M. and shall be entitled to attend and vote.
- C) The business of the A.G.M. shall include:
Receiving a report from the Chairperson on the Group's activities over the year

- Receiving report from the Treasurer on the finance of the Group
Electing a new Management Committee and considering any other matter as may be decided.
- D) At least five members must be present for the Annual General Meeting and any other General Meeting to take place

General Meetings

- A) There shall be two general Meetings (excluding the A.G.M.) each year.
B) All members shall be entitled to attend and vote.

Special General Meeting.

A special General Meeting may be called by the Management Committee or five members to discuss an urgent matter. The Secretary shall give all members fourteen days notice of any Special General Meeting together with notice of the business to be discussed.

Alterations to the constitution.

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting, In the event of winding up any assets remaining after all debts have been paid shall be given to another Group with a similar aim.

Adoption of the Constitution.

Until the first A.G.M. takes place the person whose names, address and signatures appear at the bottom of this document shall act as the Management Committee to in this constitution.

This Constitution was adopted on by

Name: Sheridan Sayes

Address: 11 Green view, Canvey Island, Essex SS8 9LB

Signed:


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Community Warden

Progress Report for All Open Spaces – 29/07/2024

CANVEY LAKE

- Essex County Council Public Rights of Way Enforcement office has put the bollard back in the original place on Lakeside Path.
- The small box that is fitted to the bridge wall has been damaged, I've asked the contractor to quote for a replacement.
- 1 dead mallard that was reported to the office and removed by Aspect.
- I have meet with Ben from EA on 22.07.24 for the annual water testing, oxygen levels were good, and he has taken a sample of water.
- Issues with night fishing and anti-social behaviour call 101 and the home office code 116/11 for reporting 'Theft of Fishing' to help with the issues at the weekends.

PLAYGROUND

- Nothing to report.

BAND STAND

- Nothing to report.

WILDFLOWER MEADOW

- Nothing to report

MEMORIAL GARDENS

- Nothing to report.

TIDAL POOL

- Nothing to report

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

Canvey Lake – Risks Reported – 2024

Appendix E

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
JUNE							
1 dead fish on bank at Tudor Rose	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor removed 29.05.24	
1 dead fish	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor removed 05.06.24	
Bollard missing from top end of lake by Link Road (not footpath 10)	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC	EA have confirmed the lock was cut and bollard stolen. 11.06.24	
Goose faeces over footpaths and banks	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC	Natural occurrence.	
Fly tipping at Denham Road double bin	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor removed 26.06.24	
Dead branches and cuttings	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor removed 26.06.24	
Broken fence panel	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor removed 26.06.24	
Sediment on water at Denham Road bridge	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC	Natural occurrence	
Grass edges long at dyke	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC	I have emailed the EA and been advised they are aware it	

Canvey Lake – Risks Reported – 2024

Appendix E

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
JULY						needs cutting. Cut on 07.07.24 Grass removed on 11.07.24	
6ft piece of wood by bird feeding area	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC	Removed by contractor 11.07.24	
Lamp column by Denham Road leaning number 02	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC	Reported to ECC over the phone as urgent 16.07.24 – completed 16.07.24	
Call into office 1.50pm – dead mallard	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor removed 18.07.24 at 3pm	

Allotments – Risks Reported – 2024						Appendix E		
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council	
JUNE								
	Council	Town Clerk	Adele Wakenell	Public/Wildlife	Health / 3 rd Party Claims against CITC			
JULY								
	Council	Town Clerk	Adele Wakenell	Public/Wildlife	Health / 3 rd Party Claims against CITC			

Band Stand – Risks Reported – 2024

Appendix E

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

Gunny – Risks Reported - 2024							Appendix E		
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council		
June									
Metal fencing put up by CPBC housing on grass area.	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC	Trust links are happy to give permission for CPBC housing to use the land 09.07.24			
July									

Memorial Gardens – Risks Reported – 2024

Appendix E

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
JUNE							
Flowers and cards on benches	Council	Town Clerk	Community Warden – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Removed by CW on 24.06.24	
JULY							
	Council	Town Clerk	Community Warden – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		

Tidal Pool – Risks Reported – 2024

Appendix E

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
June							
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC		
July							
Metal fencing has been put-up left-hand side of pool, unable to access only from right side	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC		

APPENDIX E

Wildflower Meadow – Risks Reported - 2024							
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
June							
	Town Council	Town Clerk	Community Warden - AR	Wildlife/Public	3 rd party claims against CITC		
July							
	Town Council	Town Clerk	Community Warden - AR	Wildlife/Public	3 rd party claims against CITC		

