

Canvey Island Town Council



TO MEMBERS OF THE POLICY AND FINANCE COMMITTEE



Cllr. A. Acott (Chairman), Cllr. D Anderson, Cllr. S. Sach, Cllr P. May
and Cllr. J. Anderson

Dear Councillors,

I hereby summon you to attend a meeting of the **POLICY AND FINANCE COMMITTEE** to be held in the **COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB** on **MONDAY 11TH NOVEMBER 2024** 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

Town Clerk

6th November 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.

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 committee meeting held on the 15th July 2024.
- 5 To receive a verbal report from the Town Clerk of the ongoing projects and not on the agenda.
- 6 To consider the draft budget and precept requirements for 2025/26 and agree recommendations to Full Council (Appendix A)
7. To note the External Fire Risk Assessment and the recommendations made (Appendix B).
8. Policies – to note the annual review of all policies is underway. Note the amendments to the following policies:
 - Out of Hours Policy (Appendix C)
 - Dignity at Work/Bullying & Harassment Policy (Appendix D)
 - Parental Leave Procedure (Appendix E)
 - Paternity Leave Procedure (Appendix F)
 - Carers Leave Policy – New Policy (Appendix G)
- 9 To note the Training Courses booked / attended since the last meeting:
 - i) Freedom of Information Requests Webinar at a cost of £50.00 (Deputy Clerk)
 - ii) Communicating with your Community – Part 1 at a cost of £50.00 (Deputy Clerk)
 - iii) Communicating with your Community – Part 2 at a cost of £50.00 (Deputy Clerk)

Canvey Island Town Council



- iv) Module 1 – The Employment Framework at a cost of £80.00 (Town Clerk)
- v) Martyn's Law webinar – free of charge (Deputy Clerk)
- vi) Budget & Precept Webinar at a cost of £80.00 (Deputy Clerk)
- vii) Handling online abuse Webinar – free of charge (Town Clerk, Deputy Clerk & Community Warden)
- viii) Pension Webinar x 2 – Free of charge (Town Clerk)

10 Finance:

- i) Grant Applications
 - a. To consider an application from Yellow Door (Appendix H)
 - b. To consider and application from Canvey Community Choir (Appendix I)
 - c. To consider and application from Wyvern Community Transport (Appendix J)
- ii) To consider and agree costs for temporary offsite storage.
- iii) To consider and agree costs for legal representation.
- iv) To verify the Council Finances up to 30th September 2024.
- v) To confirm accounts for payment as previously agreed.

**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	Clearing – 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

ACCOUNTS - 31ST MARCH 2024 (2023/24)

[illegible]

Canvey Island Town Council

Policy & Finance	2023/24		2024/25			Total	Notes for 2024/25	2025/26 BUDGET	Notes
	Budget	Actual	Budget	Actual YTD 31/08/2024	Expected up to 31/3/25				
101 Central Costs									
1050 Grants Received	4725	0	0	0	0	0		0	
1176 Precept Received	274356	274356	288352	144176	144176	288352		288351	0% increase
1190 Interest Received	0	3401	0	0	0	3612	Business Bond 4.25%	0	
1200 Misc Income	0	0	0	3037	475	3512	£290 carpets / 2737.93 water charges refund / RBL returned grant from 2023/24	0	
Total Income	279081	277757	288352	147213	148263	295476		288351	
4000 Staff Administration	33089	28450	33812	12392	19087	31479	2726.75x7	36912	Increase estimated in line with LGPS award @ approx 5%
4008 Staff Training	1000	235	1500	440	890	1330	FILCA £120, ILCA £120 - various staff courses booked	2000	Fire Training for all staff (est £450) and possible CLICA for Deputy Clerk.
4009 Staff Expenses	250	19	250	0	100	100	Estimated for end of year	150	
4011 Rates	8250	9325	10000	5364	5365	10729	£1073x5 - 15% rate increase	12400	Expected rate increase of 15%
4012 Premises Costs	12360	6320	12360	3921	8439	12360	£1575 LCC Fees, £90 Pat Testing, Water 79x7=£553, Cleaning £462, Window £280 & Electric 290.48x7=£2033.36, Fire Risk Assessment £200, Fire Extinguishers £60 & Air Con £120. Anticipated that full budget will be used for office move requirements.	13000	Budget increased as unknown costs for new premises as both No 11 & 13 lease expires in Mar/Apr 25
4013 Premises Rent - Office	21000	20400	21000	9333	11067	20400	No. 13 - £866.67x7 & No 11 £2500x2 (leases expire Mar/Apr 2025)	21000	Possible move to Paddocks - costs still unknown however, not expected to be more than current rent.
4020 Telephone/Broadband	2000	2099	3500	889	1239	2128	Landline average £150x7 = £1,050 / Mobiles £27x7 = £189 - costs have increased	3500	Mobile contract ends Feb 2026 - costs to be reviewed for ISDN & analogue phone lines being decommissioned 2025 - estimated costs £450 set up & £99 per month (£1500 added to budget, however, this could be more if move to Paddocks)
4021 Stationery and Postage	1000	878	1500	152	350	502	Estimated £50 per month	1500	Postage increases and replacement of headed paper @ £300
4023 Photocopier	2700	2145	2700	1647	787	2434	Copier charges estimated £50pm x8= £400.00 / Lease x1 @387 = £787	2700	
4025 Insurance	2545	2736	3000	3016	0	3016	Building/Cyber/Council - Increase in insurance costs	3500	Increased to expect further increases in 2025.
4030 Advert/Publicity/newsletter	750	-100	750	100	100	200	Canva Subscription £99	750	Do you want to increase this for publicity costs to promote CITC?
4040 IT Costs	2500	1879	2500	1010	1300	2310	Email hosting £1094.4 / Microsoft £80 / IT Support £405.60 / RBS £600 / Website Hosting + SSL £180 / Bullguard Renewal £50 / Domain Renewal £80 - £2490 - increased to £3000 as unknown IT costs for office move	3000	

4041 Office Equipment/Clothing	2155	686	2500	155	150	305	Confidential waste 8 bags @ £35 x 2=£70 - Bofy Camera £80	3500	Increased as may need additional cubboards, fans, signage etc for office move.
4050 Payroll administration costs	500	295	500	69	184	253	£23x8	500	
4056 Internal Audit	600	430	600	430	0	430		600	
4057 External Audit	800	840	900	0	800	800		900	
4060 Vehicle Tax/Insurance	950	859	950	994	0	994	Tax £320 / MOT £45 / Insurance £628	1200	Allows for an increase in vehicle insurance / Tax
4061 Vehicle Expenses	1500	709	1500	61	100	161		1500	Contingency for any replacement parts or issues
4099 General Expenses	0	0	0	0	0	0		0	
Overhead Expenditure	93949	78205	99822	39972	49958	89930		108612	
105 Grants									
4500 Grants	2000	1475	2000	500	1000	1500	SVP grant £500. Applications submitted Yellow Door & Community Choir	2000	
Overhead Expenditure	2000	1475	2000	500	1000	1500		2000	
110 Civic and Democratic									
4099 General Expenses	250	25	600	0	625	625	Increased to allow for reaccreditation of Quality Gold Status due to expire in Mar 2025 £600) - Poppy Wreath £25	600	Carried over
4100 Election Expenses	25000	23211	15000	0	0	0	Potential By-election costs	15000	Carried over
4110 Members Training	500	650	500	0	0	0		500	
4115 Members Travel/Subistence	100	0	100	0	0	0		100	
4121 Town Mayor Expenses	150	0	150	0	0	0		150	
4130 Subscriptions	3250	825	3300	3274	0	3274	Echo £197.60 / SLCC £343 / NALC & EALC	3400	EALC possible 3% increase £2815, SLCC £350 & Echo £200
4150 Room Hire	250	0	250	0	0	0	£2733.34	250	
4160 Regalia	250	0	250	0	0	0		250	
Overhead Expenditure	29750	24711	20150	3274	625	3899		20250	
Policy & Finance - Income	279081	277757	288352	147213	148263	295476		288351	
Expenditure	125699	104391	121972	43747	51583	95330		130862	
Movement to/(from) Gen Reserve	153382	173366	166380	103466	96680	200146		157489	
Environment & Open Spaces	2023/24	2024/25	Budget	Actual YTD as at 31/08	Expected up to 31/3	Total		2025/26 BUDGET	
201 Open Spaces									
1017 Donation / Sponsorships	0	0	0	0	0	0		0	
1018 LTO support grant to CITC	1500	0	0	0	0	0		0	
***** CIL Money Received	0	0	0	0	0	0		0	
1050 Grants Received	0	2720	0	1500	1500	3000	Gunny grass cutting	0	
Total Income	1500	2720	0	1500	1500	3000		0	
4000 Staff Administration	33089	28338	33812	12392	19087	31479	2726.75x7	36912	Increase estimated in line with LGPS award @ approx 5%

4207	Sea Front Gdns	7000	8658	9500	2500	3548	6048	Contract 7x 500 = £3500 / Tree Audit £47.50	9000	Annual maintenance contract - £6000 extended by 1 year due to end Oct 2025 - expected increase / Tree Audit contract £47.50 - Increase for unknown repairs
4220	Tidal Pool/Beach	7000	6070	7000	2529	3541	6070	Contract 7x 505.83=£ 3540.81	7000	Current contract - £6070.
4231	Tidal Pool Joints	2975	230	2000	0	320	320	Joint material already purchased - allow for a further 8 joints @ £40	2000	
4250	Wildflower Meadow	2000	1573	2500	0	1623	1623	KJ Gray £960 / CB Landscapes £620 / Tree Audit £42.75	2500	Tree maintenance contract reduced to £420 in Nov 24 but budget still allows for additional watering of 40 trees in summer if required. Wildflower contract £960 ends Mar 26.
4400	Tewkes Creek Maintenance	300	15	300	0	0	0	Annual Maintenance £130 / Tree Audit £4.75	0	No longer required
4401	Blue Plaque Scheme	600	0	600	0	0	0		600	Single plaque cost £273.90 + delivery (17.00) = £290.90. Budget covers purchase of 2 plaques p.a.
4460	Band Stand	5000	3680	5500	955	2147	3102	Contract 306.67x7 = £2146.69	5000	Annual maintenance contract - £3680 extended by 1 year due to end Oct 2025 - expected increase
4470	Covid-19 Memorial Garden	3000	1510	3100	150	1625	1775	£175 Winter planting - £1450 Maintenance	2500	Reduce as original price of £3024.40 is not being spent.
	Overhead Expenditure	60964	50074	64312	18526.15	31890	50416		65512	
205	Environmental Projects									
1012	Planter/Hanging Basket	0	0	0	0	0	0		0	
1050	Grants Received	0	0	0	0	0	0		0	
	Total Income	0	0	0	0	0	0		0	
205	Environmental Projects									
4216	Hanging Baskets/Planter Maint	9000	9060	9000	3685	5020	8705	Contract 7x 717.08 = £5019.56	9000	Annual contract - £8605 contract end Apr 25, however, recommended to extend by 1 year to Apr 26 due to procurement review.
4221	Street Furniture	3000	0	0	0	0	0	3,000 budget vired to lake contract.	3000	This would allow for the potential of providing a planter for Foksville Road
4228	CWCG Partnership	500	500	500	0	500	500		500	
	Overhead Expenditure	12500	9560	9500	3685	5520	9205		12500	
206	Allotments									
1005	Allotment Income	3965	3879	3965	4097	0	4097		5270	Increase in rent for 2025 - 110 Half plots from £32.50 to £42.50 and 7 Full plots from £65 to £85
	Total Income	3965	3879	3965	4097	0	4097	£386 to HS - estimated water charges £1380 (Sept & Oct)	5270	
4455	Allotment Costs	3190	4901	2965	1776	1380	3156	116 Pipe repair & uneven ground signage	4270	Contingency for unknown costs
4465	Allotment Land	1000	0	1000	116	0	116		1000	
	Overhead Expenditure	4190	4901	3965	1891.53	1380	3271.53		5270	
	Allotments - Income	3965	3879	3965	4097	0	4097		5270	
	Expenditure	4190	4901	3965	1891.53	1380	3272		5270	
	Movement to/(from) Gen Reserve	-225	-1022	0	2205.47	-1380	825		0	

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	Overhead Expenditure	60853	47706	64312	16240	37636	53876	67712	
212	Health & Wellbeing Plan								
1021	Sponsorship / Donations	0	0	0	0	0	0	0	
	Total Income	0	0	0	0	0	0	0	
4245	Volunteer Expenses	100	0	100	0	0	0	100	
4246	Community Garden	500	185	500	39	0	39	250	Reduced to £250
	Overhead Expenditure	600	185	600	39	0	39	350	
	H&WB - Income	0	0	0	0	0	0	0	
	Expenditure	600	185	600	39	0	39	350	
	Movement to/(from) Gen Reserve	-600	-185	-600	-39	0	-39	-350	
	Community - Income	0	5842	0	939	2200	3139	0	
	Expenditure	61453	47891	64912	16279	37636	53915	68062	
	Movement to/(from) Gen Reserve	-61453	-42049	-64912	-15340	-35436	-50776	-68062	
	Canvey Lake	Budget	Actual	Budget	Actual YTD	Expected up to 31/3	Total	2025/26 BUDGET	
501	Canvey Lake								
1050	Grants Received	0	4725	4725	0	4725	4725	0	
	Total Income	0	4725	4725	0	4725	4725	0	
4000	Staff Administration	33089	28338	33812	12392	19087	31479	36912	Increase estimated in line with LGPS award @ approx 5%
4099	General Expenses	0	0	0	0	0	0	0	
4201	Lake General Maintenance	15000	14315	15000	2297	3286	5583	10000	Tree audit £755 / Tree Maint £2,280 / Aerator £2297.17 / Electri Box £248.85 /
4226	Lake-Litter/Grass Maintenance	23220	23220	29703	13619	22748	36367	39776	Contract year 2 - £39776
4234	Play Area	1000	200	1000	200	200	200	1000	Contingency for unknown repairs.
	Overhead Expenditure	72309	66073	79515	28508	45121	73629	87688	
	Canvey Lake Committee - Income	0	4725	4725	0	4725	4725	0	
	Expenditure	72309	66073	79515	28508	45121	73629	87688	
	Movement to/(from) Gen Reserve	-72309	-61348	-74790	-28508	-40396	-68904	-87688	
	Reserves	Budget	Actual	Budget	Actual YTD as at 31/08	Expected up to 31/3	Total	2025/26 BUDGET	
901	Earmarked reserves								
9009	Non Budgetted Expenses	0	2220	0	0	0	0	0	
9019	Health & Wellbeing Plan	1500	0	1500	0	0	0	1500	Allows for potential projects from our Health & Wellbeing plan
9021	The Gunny Project	3500	0	3500	900	2100	3000	3000	£500 for grass cutting of rear piece of land and £2500 for play equipment as costs unknown.
9022	Community Garden - Sycamore Close	1094	519	0	0	0	0	0	
9023	Canvey Lake - Signage / Information	1500	0	1500	0	0	0	1500	Carried over.
9005	Lake Enhancements	0	0	20000	0	0	0	20000	Carried over.

[illegible]

Option for 1.14% precept increase

Anticipated - Total Bal 2025/26

Funds left March 2025

247436

Precept 2025/26 (this includes a 1.14% increase) and other income from grants

291627

Allotment Rent

5270

Anticipated Funds 2024/25

544333

Anticipated General Reserves

Mar 2025/26

98439

Estimated Band D tax rate

£24.03 This would give an increased income of £3275

Option for 2.27% precept increase

Anticipated - Total Bal 2025/26

Funds left March 2025

247436

Precept 2025/26 (this includes a 2.27% increase) and other income from grants

294905

Allotment Rent

5270

Anticipated Funds 2024/25

547611

Anticipated General Reserves

Mar 2025/26

101717

Estimated Band D tax rate

£24.30 This would give an increased income of £6552.80

Option for 3.03% precept increase

Anticipated - Total Bal 2025/26

Funds left March 2025

247436

Precept 2025/26 (this includes a 3.03% increase) and other income from grants

297089

Allotment Rent

5270

Anticipated Funds 2024/25

549796

Anticipated General Reserves

Mar 2025/26

103902

Estimated Band D tax rate

£24.48 This would give an increased income of £8737.30

PROPOSED BUDGET 2025/26

Central Costs

108612

Grants

2000

Civic & Democratic

20250

Environment & Open Spaces

78012

Allotments

5270

The Gunny Project

0

Community

67712

Health & Wellbeing

350

Canvey Lake

87688

EMR

76000

Total Budget 445894

Current Precept

Band D

23.76 estimated

Tax Base

12136 estimated

FORECAST FOR 2026/27 - without precept increase in 2025/26

INCOME:

General Reserves 2025/26

£95,164

Precept 2026/27 (@ 4.9% increase

+ other predicted income

£302,551 Estimated as no tax base known

£397,714

Total

EXPENDITURE:

Budget

£445,894

If budget was to be kept approx the same as 2025/26

Leaving anticipated General

Reserves of

(There should be at least 3 months reserves at £23715 but we should consider monthly running costs could increase due to the current -£48,180 inflation rate)

This is estimated to indicate the councils general reserves if no precept increase in 2025/26 but 4% in 2026/27



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

Canvey Island Town Council Offices



Relevant information:

Client:	Laura Gould Deputy Clerk / Responsible Financial Officer
Address:	Canvey Island Town Council 11 High St Canvey Island Essex SS8 7RB
Telephone No:	01268 683965
Date of previous Fire Risk Assessment:	3rd of September 2019 – MB Fire Risk 4th of October 2022 “ “ 6th September 2023 “ “
Date of Assessment:	17th October 2024
Assessor:	C.Todd - MIFPO
Verifier:	M.Bainbridge - FIFPO, SFIIRSM, MIFSM, EngTech GFireE
Reason for commissioning Fire Risk Assessment:	Statutory compliance
Next Report Review Date: *	12-months
Person/s providing information:	Laura Gould Deputy Clerk / Responsible Financial Officer
Enforcing Authority:	Essex County Fire & Rescue Service
Report Reference number:	FSQ 1138

**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.*



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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
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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.

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/uksi/1998/2451/made>
- The Smoke-free (Signs) Regulations 2012
<http://www.legislation.gov.uk/uksi/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/uksi/1988/1324/contents/made>
- Warrington Fire testing centre – Pink 120-minute rated Fire foam failed within 10-minutes
https://www.youtube.com/watch?v=i7wriOB_wo8
- Control of Asbestos Regulations 2012 - <https://www.hse.gov.uk/asbestos/regulations.htm>



Section 2 - GENERAL PREMISES INFORMATION

2.1 The Premises Particulars	
Type of Construction	End of shopping parade single story being traditional brick construction outer and separating walls, stud partition inner walls, timber-supporting pitch tiled slate roof weather protection with a number of recent replaced tiles, perimeter with a flat rooftop. Unclear if party walls extends to the underside of roof. Suspended ceiling tiles. Two front and two rear fire exits.
Approximate Age of building	Reportedly constructed in the 1970's
Approximate floor area	156M ²
Number of Floors	1
Number of Stairwells	0
Use of Premises	Unit 11 - Office space Unit 13 – Office space to the rear / Meeting room to the front
Brief Details of Property	Two interconnected units 11 & 13 formally shops, situated within a parade of units located on a busy main road through the town. Each with 2 fire exits. Unit 11 contains a small waiting area at the entrance, separated from the open plan office and admin areas to the rear by a glass partition. Unit 13 separated by a solid brick/block wall with an interconnecting door from the open plan office into the main meeting room. This unit is used to conduct town meetings and training courses and offers a large meeting room to the front with a toilet and a small office to the rear.
Any existing fire engineered solutions?	None
2.2 The Occupants	
Max. Number of Employees Inc. full/part time	4 employees 3 working on the day of the assessment
Max. Number of Occupants	Unit 11 has space for 4 staff in the office and approximately 6 members of the public in waiting area, each space with a dedicated fire exit. Unit 13 is used to conduct meetings and small training events; can hold up to 25 people with one small office located at the rear for 1 member of staff. This space has 2 x dedicated fire exits. A training event was in progress during the visit with 3 in attendance.
Associated times/hours of occupation	<u>Members of the public</u> Tuesday - 9.30am to 12noon, Wednesday - 12.30pm to 2.30pm Thursday - 9.30am to 12noon <u>Office Staff</u> 9am to 5pm weekdays.
Vulnerable Groups	No. of sleeping Occupants: - 0 No of Disabled Occupants: - 0 Occupants in remote areas and lone: - 0 Young persons: - Possible, but under supervision of an adult. Others: - Due to unit 13 being used for town meetings it has the potential to hold a variety of vulnerable groups.



2.3 Fire Loss History	
Fire Loss History Inc. any outstanding issues with fire enforcing authority e.g. alteration notices, enforcement notices, prohibition notices	None reported at time of visit
Other Relevant Information (e.g. Flood, Burglary, Planned Building Works etc.	None reported at time of visit
List any areas not assessed?	Roof void.
2.5 Nearest fire station	
Nearest fire station:	Canvey Island
2.6 Relevant Fire Safety Legislation	
The following fire safety legislation applies to these premises:	Regulatory Reform (Fire Safety) Order 2005.
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)
HM or other fire safety risk assessment guidance used during this fire risk assessment:	Government guidance – Fire Risk Assessment: Offices and Shops Small to medium places of assembly <i>Other guidance:</i> LACoRS Housing Fire Safety guidance 2008 Building Regulations 2010 as amended ADB V2 2019.



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 electrical engineer or independent qualified tester in accordance with BS 7671?		X		<p>Electrical Services (M Shave) who is NICEIC registered on the 16th of November 2018 with remedials completed on the 14th of May 2019.</p> <p>Originally Canvey Town Council Offices were advised to have the Fixed Wire Testing serviced once every 3 years.</p> <p>On the 29th of May 2021 the Deputy Clerk received an email from Electrical Services (M Shave) confirming the Fixed Wire Testing can be serviced every 5 years – This service is now due as it expired in November 2023.</p> <p>See action point 1 in section 7</p>
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 BS 7671:2008+Amendment 3:2015? * 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			All cables appear to be in good condition.
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?	X			PAT testing last conducted on the 13 th of September 2024 by DC Pat Testing.



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				
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			
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		
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			No Smoking signage identified at the time of inspection.
If so, are suitable arrangements in place for those who wish to smoke?	X			Public highway.
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			Visible signs displayed in prominent locations.
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
Are reasonable security measures in place to prevent Arson? <i>*Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>	X			Suitable locks on doors, 24 Hour CCTV in operation and bins to the rear of the building locked and managed well – Good housekeeping was identified during the visit. Advisory note: Should fire setting become an issue in the local vicinity, consider decommissioning letter boxes and use a locked wall mounted external metal fire resisting letter box.
Evidence of combustible waste or other unnecessary fire loading in close proximity to the premises or available for ignition by outsiders?		X		Combustible waste organised and managed well.
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			
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			Unit 11 - Fixed wall mounted electrical radiant bar heater appears to be in good working order and clear of dust. Advisory Advise regular visual inspections to ensure vents are always kept clear and dust is not allowed to accumulate. Ensure all air conditioning units are regularly serviced and maintained as per manufacturer's instructions.



3.5 Cooking				
Description	Yes	No	N/A	Comment
Are reasonable measures taken to prevent fires as a result of cooking?	X			
Are filters and ductwork cleaned regularly?			X	
Is suitable Portable Fire-fighting equipment provided?	X			Suitable, accessible fire extinguishers last serviced in January 2024 by Bond fire.
Are Gas Shut-Off Valves suitably identified and free from obstruction?			X	No Gas in the premises, electrical appliances only.
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 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			Electrical consumer points located in rear photocopy area of unit 11 and rear office of unit 13.
Are hazardous materials stored appropriately?	X			No hazardous materials noted on the day of the assessment.
Are designated Escape Routes kept clear of obstruction and combustible materials?	X			All internal and external fire escape routes found to be sterile and clear on the day of the assessment.



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			Manual Call Points are located at each fire exit. Fire Action Notices are displayed at prominent locations giving staff and visitors clear instruction on the premise's specific fire procedure to be followed in the event of a fire.
Are contractors logged in and logged out of premises to assist managing the roll call in an emergency?	X			A sign in sheet system is in place supporting a rollcall in an emergency.
Is there a permit to work system in place? When working on the fire alarm, emergency lighting doing hot works etc.		X		Due to the size, function and staff levels of the premise, a permit to work system is deemed unnecessary as staff can manage contractors and should request a method statement for consideration and filing as and when necessary.
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			
Are flammable liquids used and stored appropriately?			X	None noted or reported.
Is flameproof equipment used where explosive atmospheres may be encountered?			X	
Are arrangements in place for the safe handling and transport of dangerous substances?			X	
3.10 Oxygen				
Description	Yes	No	N/A	Comment
Evidence of oxygen stored in cylinders for medical use, resuscitation, or industrial purposes?			X	
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		
Are there any other hazards or ignition sources that warrant consideration?		X		Possible asbestos reported on floor plans located in the flooring of managers office, unit 13.



Section 4 - PREVENTATIVE AND PROTECTIVE MEASURES AUDIT

4.1 Means of Escape				
Description	Yes	No	N/A	Comment
Adequate design of escape routes?	X			
Do the premises have reasonable means of escape in the event of a fire?	X			
Are exits easily and immediately openable where necessary?	X			Unit 13 main exit (entrance) is fitted with a thumb turn lock for security reasons during times when no meetings are being held. A clear pictorial notice is displayed to allow for a quick and simple exit in an emergency.
Do existing security measures hinder means of escape?		X		Security steel gates provided to outside are part of the daily opening up process and risk assessment.
Avoidance of sliding/revolving doors as fire exists where necessary?	X			
Satisfactory means of securing exits?	X			
Is there a reasonable travel distance where there is a single direction to a relatively safe place?	X			
Reasonable distances of travel where there are 2 or more alternate means of escape?	X			
Suitable protection of escape routes?	X			
Suitable fire precautions for all inner rooms?			X	
Escape routes unobstructed?	X			
Are there reasonable arrangements for means of escape for disabled people?	X			
Fire evacuation aids, Buddy system and sufficient trained staff to assist in a fire emergency.				
4.2 Measures to limit fire spread and development				
Description	Yes	No	N/A	Comment
Is the compartmentation of a reasonable standard? * *Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate	X			Unclear if roof spaces between different neighboring premises are fully compartmented, however this is most likely due to the design of the units having partly wall separation front and rear. This is compensated for by AFD and Emergency Fire Plans. Considered not to affect life safety in offices or neighboring commercial premises as it is likely there is no sleeping accommodation.



Is fire stopping in a reasonable condition around services penetrating fire compartment walls and floors? * <i>*Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate</i>	X			
<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>				
Are Fire Doors, including frames, closers, and fittings, of an acceptable standard, closing fully and functioning as designed?	X			
Are adequate measures in place to limit surface spread of flame caused by wall covering, wall-hangings, furnishings, and construction materials?	X			Wall coverings are kept within an acceptable level.
Is stock being managed to acceptable levels?	X			
Are Fire Dampers provided within Ductwork to protect critical means of escape against passage of fire, smoke, and combustion products in the early stages of fire? <i>*A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment</i>			X	
Ventilation provided may include natural or mechanical possibly with Automatic Opening Vents (AOV)			X	
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	Largely traditional brick construction outer and separating walls.
<p>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> <i>Clause 1254.0 Removal of cover: cladding assessment.</i> <i>We will not make any payment for any claim or part of a claim or loss directly or indirectly due to:</i> <i>a. any cladding assessment;</i> <i>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.</i></p> <p><i>Extract from our quotation:</i> <i>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.</i></p>				
Are surface finishes of walls and ceilings in escape corridor/staircases 0 rated surface spread of flame?			X	



4.3 Emergency escape lighting				
Description	Yes	No	N/A	Comment
Reasonable standard of emergency escape lighting system provided complying with BS5266? <i>* Based on visual inspection, but no test of luminance levels or verification of full compliance with relevant British Standards carried out.</i>	X			
Does emergency escape lighting extend to outside building helping people move away to safety in hours of darkness?	X			Final exits are fitted with exterior bulkhead light fittings supported by borrowed light from street lighting.
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	Premise would not be occupied during the hours that 'part night' lighting would be in effect.
4.4 Fire safety signs and notices				
Description	Yes	No	N/A	Comment
Fire safety should comply with BS 5499. Are fire safety signs and notices of a reasonable standard?	X			Clear visible fire safety notices throughout.
4.5 Means of giving warning in case of fire				
Description	Yes	No	N/A	Comment
Reasonable manually operated electrical fire alarm system provided? <i>*Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.</i>	X			Considered to be a Category L4M system. C Tec 2 zone conventional fire alarm panel linked to 4 x MCPs at final exits and smoke detectors protecting both units 11 and 13. Zones are clearly marked up on the FACP.
Is there automatic fire detection provided throughout the premises?	X			
Is there automatic fire detection provided in part of the premises only?		X		
Is the extent of automatic fire detection generally appropriate for the occupancy and fire risk?	X			
Are there remote transmissions of alarm signals?	X			Yes, monitored by Yeomans who investigate.
Is a Fire Alarm Call-point sited at each exit from the premises?	X			Advisory Manual Call Point (MCP) located at the rear exit of unit 11 has a cracked glass that needs replacing. The duty holder was advised where to purchase glass replacements at the time of visit.



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			
Is the Fire Alarm system compatible with Disability Discrimination Act (DDA) requirements if necessary?		X		Should specialised aids alerted by fire alarm be required, seek advice from the fire alarm engineer.
4.6 Manual fire extinguisher appliances				
Description	Yes	No	N/A	Comment
Are sufficient Class A Fire Extinguishers provided?	X			
Are sufficient additional Fire Extinguishers provided for Class B, C, D, E or F fires?	X			
Are Fire Extinguishers, Fire Blankets, and Fire Hose Reels unobstructed and ready for use?	X			
4.7 Other relevant fire systems				
Description	Yes	No	N/A	Comment
Is a Fire Sprinkler System or other Fire Suppression System installed in the premises? <i>* Relevant to life safety and this risk assessment (as opposed purely to property protection)</i>		X		Low risk premises.
Is there suitable provision of fire-fighters isolation switch(es) for high voltage luminous tube signs etc?			X	
Where is the Nearest fire hydrant or other suitable water supply to fight fire located?	X			Located outside no 21 is a large 225mm water main.
Is access for fire appliances suitable?	X			In the main road on a one-way system, within easy access for fire service appliances
Easy access to gas and electrical supply isolations valves/switches?	X			Electrical consumer point within photocopy room to rear unit 11 and managers office in unit 13.



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:	X			Fire alarm - SFB Solutions. Emergency lighting - SFB Solutions. Fire doors - Fire extinguishers - Bond Fire Protection. Fixed wire testing - Electrical Services (M Shave). PAT testing – DC Pat Testing. Fire training – C. Todd via MB Fire Risk. Fire risk assessment – C. Todd via MB Fire Risk.
Fire safety at the premises is managed by:	X			Canvey Island Town Council Elaine De-Can – Town 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 fire safety being adequately managed during normal hours and out of normal working hours?	X			Fire safety systems provided include AFD and EL. Fire signs, schematic drawings, and Fire Action Notices. Fire training was received in 2017, and again in September 2021 training all staff members to Fire Marshall standard, 3-yearly.
Is there a suitable record of Fire Safety arrangements?	X			
Are there appropriate fire procedures in place?	X			Fire Action Notices and the Emergency Evacuation Plan displayed are suitable for the premises and are placed by most Manal Call Point's.
Are procedures in the event of fire appropriate and properly documented?	X			
Are there suitable arrangements for summoning the fire and rescue service?	X			Out of hours key holders contact details have been shared with the Yeomans Remote Monitoring Centre.
Are there suitable arrangements in place to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	X			All employees have received Fire Marshall training detailing procedures for meeting the Fire Service in a fire emergency. Fire Marshall Training certificate reads Elaine De Can, Julie Smith-Port and Adele Wakenell are fully Fire Marshall trained, found in the Fire Safety Logbook. See action point 2 in section 7



Are there arrangements in place to ensure full evacuation of the premises?	X			Covered within the Fire Marshall Training provided by Craig Todd via MB Fire Risk on the 1 st of September 2021. See action point 2 in section 7
Is there a clearly designated Fire Assembly Point?	X			Canvey Library across the road from the premises.
Are there arrangements in place to evacuate persons requiring assistance? <i>If yes, a Personal Emergency Evacuation Plan must be written (PEEP)</i>	X			Covered within Fire Marshall Training. See action point 2 in section 7
Are Unwanted Fire Alarm Signals (UWFS) recorded in the fire alarm logbook and managed to prevent summoning the Fire Service unnecessarily?	X			No UWFS reported recently.
Have any employees nominated to use firefighting equipment had sufficient training, experience or knowledge as can be obtained by attending live fire training?	X			Staff had previously received 'Live Fire' training incorporated within Fire Marshall Training focusing on the premises specific fire exits, fire escape routes and fire assembly point delivered by Crag Todd via MB Fire risk in September 2021, however this training requires reviewing at 3 yearly intervals and has therefore expired. See action point 2 in section 7
Are persons nominated and trained to assist with evacuation, including evacuation of disabled people?	X			See action point 2 in section 7
Are liaison and familiarisation arrangements in place with the Fire & Rescue Service?	X			ECFRS conduct regular workplace fire safety inspections and familiarisation of topography and water supplies. See action point 2 in section 7
Is there a routine in-house inspection of fire precautions (e.g. in the course of health and safety inspections)?	X			Monthly fire safety checks in place – 20.9.24
5.2 Training and Drills				
Description	Yes	No	N/A	Comment
Is there an Induction process in place for new employees and does it include fire safety training?		X		Induction process relating to fire training for new employees is included within the office safety section of their staff induction pack.
Are records of Fire Safety Training maintained?	X			Fire Marshall Training delivered by Craig Todd via MB Fire Risk on the 1 st of September 2021. See action point 2 in section 7



Is periodic refresher training delivered to existing employees?		X		Discussed with deputy clerk at time of visit, consideration should be given to a yearly E- learning programme (as provided by Essex County council) supported by 3-yearly refresher Fire Marshall Training if staff remain unchanged. Advisory As and when new staff begin working at the premises, face to face refresher fire training is advised.
Do employees demonstrate the level of competence in fire safety as required by the Regulatory Reform (Fire Safety) Order 2005?	X			
Did nominated employees demonstrate confidence in the use of evacuation equipment provided?			X	
Are employees with special responsibilities including the use of evacuation equipment or fire wardens, given suitable and sufficient training?	X			
Are fire drills carried out at appropriate intervals including out-of-hours working?		X		No records of recent fire drills (within the last 12 months) were identified at the time of inspection. See action point 3 in section 7
5.3 Testing and Maintenance				
Description	Yes	No	N/A	Comment
Are the following arrangements in place:				
Adequate general maintenance of premises?	X			
Weekly Testing of the Fire Alarm System?	X			Regular weekly call point testing completed by duty holder from different MCP locations, last test recorded 11.10.24.
Periodic Testing of the Fire Alarm System in accordance with BS5839 Part 1?	X			SFB Solutions last test and inspection was on the 09.07.24, (6 monthly) Annual test 3.1.24.
Monthly function testing of the Emergency Lighting System?	X			The Emergency Lighting monthly test 11.9.24
Annual discharge Testing of the Emergency Lighting System in accordance with BS5266?	X			SFB Solutions last discharge test – 03.01.24
Annual Testing of the Portable Fire-fighting Equipment?	X			The Fire Extinguishers were last serviced on the 03.01.24 by Bond Fire Protection.
Annual Testing of the Hose Reels?			X	
Six-Monthly Inspection and Testing of the Wet/Dry Rising Mains to BS9990?			X	
Weekly testing of the Sprinkler System?			X	
Periodic Testing of the Sprinkler System to BS EN 12845?			X	



Periodic Testing of mechanically or electrically operated Smoke Vents/Curtains or Doors?			X	
Periodic inspection of external escape staircases and gangways?			X	
Weekly and monthly testing, six monthly and annual testing of fire-fighting lifts?			X	
Routine checks of final exit doors and/or security fastenings?	X			Doors are in good condition. Introduce regular annual fire door inspection and remove all door wedges. Open the fire door fully and let go ensuring door closes shut to door stop unaided within a reasonable time frame suggest 12-15 seconds. 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.
Is an annual or 11 monthly test of lightning protection system carried out in accordance with BS EN 62305?			X	
Are suitable systems in place for reporting and subsequent restoration of safety measures that have failed relevant standards?	X			
Testing and maintenance of evacuation equipment?			X	
Other relevant inspections or tests?			X	
5.4 Records				
Description	Yes	No	N/A	Comment
Is there a fire policy?	X			Fire Policy reviewed Jan 23.
Are there fire procedures?	X			Emergency Evacuation Plan and the office plan drawing blended with the Fire Action Notices and supporting fire safety signage.
Is there and Emergency Fire Escape plan (schematic drawing) highlighting fire escape routes and fire safety systems etc.?	X			Displayed under the fire alarm panel in unit 11 and also in the meeting room of unit 13.
Is there a Fire Logbook?	X			Duly presented for inspection on the day of the assessment, and well maintained.



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:

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	<p>It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.</p> <p>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.</p>
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:

- A.** 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.
- B.** All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan.
- C.** Due account should be taken of any advisories recorded in comments throughout the audit part of this report.
- D.** The fire risk assessment should be reviewed regularly by a competent person.
- E.** 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/fire-risk-assessor-register/>
- F.** Frequency of review is indicated on page 1, generally 12-monthly *



Section 7 - ACTION PLAN

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	<p>Are Fixed Electrical Installations being Periodically Tested by a competent electrical engineer or independent qualified tester in accordance with BS 7671?</p> <p><i>On the 29th of May 2021 the Deputy Clerk received an email from Electrical Services (M Shave) confirming the Fixed Wire Testing can be serviced every 5 years – This service is now due as it expired in November 2023.</i></p> <p>Engage a registered electrician to ensure all fixed wire systems throughout unit 11 and 13 are regularly tested and a conditions report provided in accordance with BS 7671. Ensure all defects are rectified and records kept in the fire safety log book for future reference and auditing purposes (fire service)</p>	Medium		

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
2	5.1	<p>Have any employees nominated to use firefighting equipment had sufficient training, experience or knowledge as can be obtained by attending live fire training?</p> <p>Are there arrangements in place to evacuate persons requiring assistance?</p> <p><i>If yes, a Personal Emergency Evacuation Plan must be written (PEEP)</i></p> <p>Are persons nominated and trained to assist with evacuation, including evacuation of disabled people?</p> <p><i>Staff had previously received fire extinguisher training incorporated within Fire Marshall Training focusing on the premises specific fire exits, fire escape routes and fire assembly point delivered by Crag Todd via MB Fire risk in September 2021, however this training requires reviewing at 3 yearly intervals and has therefore expired.</i></p> <p>All office staff should attend suitable and sufficient face-to-face fire warden training provided by a competent training provider (such as via MB Fire Risk) every 3-years.</p> <p>Fire Wardens (Marshalls) should be considered to organise and lead on an evacuation and carry out routine periodic checks on Fire safety systems.</p> <p>All new employees should receive basic fire safety training inhouse upon induction.</p> <p>Existing staff should receive e-learning (annually) as a considered minimum.</p>	Medium		

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	5.2	<p>Are fire drills carried out at appropriate intervals including out-of-hours working?</p> <p><i>No records of recent fire drills (within the last 12 months) were identified at the time of inspection.</i></p> <p>Arrange at least one fire drill annually introducing realistic scenarios. Suggest any regular meetings like Canvey Town Council should participate so all are prepared and well informed of evacuation procedure.</p> <p>The findings of the drill should be recorded and any training needs that are identified should be rectified.</p> <p>Well organised and documented fire drills with suggested improvements and realistic scenarios will greatly improve the performance and understanding of staff during a fire safety event.</p>	Low		

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







Section 8 – PHOTOGRAPHS

<p>1- Front of Canvey Island Town Council, including one way system.</p>	<p>2- Unit 13 meeting room</p>
<p>3) Cracked glass within MCP to the rear of unit 11.</p>	<p>4) 5 yr fixed wiring, date expired.</p>
<p>5) Detailing good example of RCD extension lead within office space</p>	<p>6) Wall mounted electric heater well maintained.</p>



<p>7) Example of Fire Action Notice displayed near MCP's</p>	<p>8) clear example of site evacuation plan, these are situated throughout the building</p>
<p>9)- Emergency floor plan</p>	<p>10)- Fire assembly point situated at library</p>
<p>11)- Unit 13 fire exit route to rear</p>	<p>12) - Unit 11 fire exit route to rear</p>



	
<p>13)- Radiant bar light in main entrance requires strict controls as evident here keeping clear space on the wall</p>	<p>14- Rear of Canvey Island Town Council</p>
	
<p>15)- Storage cupboard in unit 11 without a door contains electrical equipment. Normally compensated for by regular fixed wire and PAT, staff training, AFD and alternate fire exits. Prioritise fixed wiring test and staff training as recommended within this report.</p>	<p>16) – Entrance to the public is controlled by staff using a key. Alternate fire exits available with push bar to open at rear</p>



Section 9 – DOCUMENT CONTROL

DOCUMENT CONTROL

Fire risk assessment reference number – FSQ 1138

Author/Assessor: Craig Todd

Qualifications: MIFPO

Signed: *Craig Todd*

Date: 24/10/24

Verifying Fire Risk Assessor:

Martin Bainbridge – Registered Fire Risk Assessor

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

Signed: *M Bainbridge*

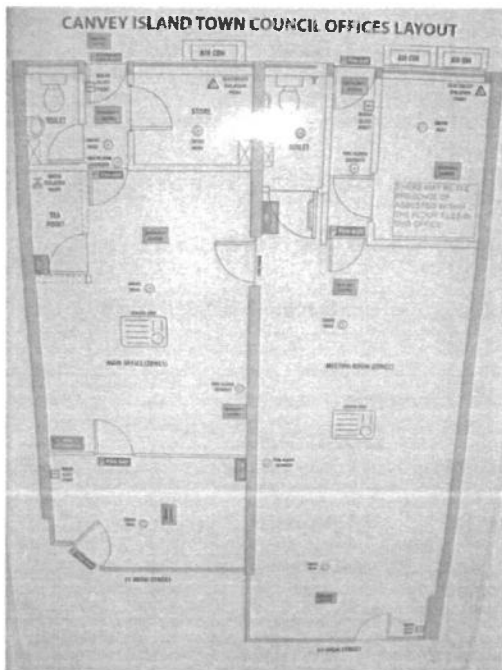
Date: 30/10/2024



Document version: MBCT 1



Section 10 – FLOOR PLAN



Floor Plan displayed

Canvey Island Town Council

Out of Hours Procedure

NEW

PURPOSE

This procedure is to ensure that the Council has a structured Out of Hours arrangement in place to deal with a diverse variety of issues that can arise outside of normal working hours and weekends which relate to health and safety issues in its open spaces. This will enable the Council to maintain services and respond to its statutory duties and responsibilities effectively and efficiently.

The purpose of this procedure is to ensure:

- The Council has the capacity to respond to health and safety issues outside of normal hours.
- Appropriate contractors are available to provide call out cover.

The out of hours procedures will apply to an appointed contractor who is responsible for the relevant health & safety issues at all open spaces.

DEFINITION

The Out of Hours period will cover hours outside an employee's contractual working pattern.

This is to provide cover outside of normal working hours and only to operate where there is a requirement to provide services where there is a health and safety issue or a threat to members of the public.

The contractors contact details will be provided to the Leader of the Council and Town Mayor.

APPROVAL

Members of the public should report issues to their Ward Councillor during periods outside of the normal working day.

In the first instance, Ward Councillors should contact the Leader of the Council and Town Mayor who will establish and assess the health and safety risk and attend the site, if necessary, before a contractor is called out.

Should a call out be required that cannot wait until normal office hours either the Leader of the Council or the Town Mayor will consult the Town Clerk or Community Officer to seek authorisation of expenditure and will inform the appointed contractor and invoke the call out procedure.

PAYMENT

The Council will approve a rate with the appointed contractor and will be for operational purposes only outside of normal working hours.

Any out of hours call out costs will be for issues of public health and safety only and not issues that can be dealt with during working hours.

PROCEDURE

The call out procedure should only be invoked for Health and Safety issues that cause a threat to public safety or can cause distress to the public.

Individual animal carcasses that have been attacked by other animals can be collected and disposed of by the appointed contractor.

Animal carcasses that are knowingly diseased must be collected, double bagged and appropriately stored until a specialised and certified operator can collect and dispose of carcasses correctly the next working day.

In extreme cases if there is an excess of animal carcasses, then a specialised and certified operator will provide a 24-hour weekend collection as a bespoke service and costs will depend on weight and distance of travel. In these cases, the appointed contractor must contact the Community Officer for guidance before approval is given as these instances must be reported to Defra.

Should unauthorised travellers gain access to council land, the PCC Partnership Approach to Unauthorised Encampments process should be followed as detailed in Appendix A.

Fallen trees that are blocking a public footpath or causing a health and safety issue to the public should be removed or relocated to a safe space until it can be disposed of.

Damaged or unsafe structures or signage should be cordoned, removed, or relocated to a safe space until it can be disposed of or repaired.

Fly tipping/Glass Clearance should only invoke the call out procedure if it is in excess and causing a health and safety issue to the public and cannot be left until normal working hours.

RISK ASSESSMENTS

Council members should be aware of any potential risks and hazards that could arise while dealing with a call out and ensure that they follow the Lone Working Procedure.

ISSUES NOT COVERED UNDER THIS PROCEDURE

Injured animals are not the responsibility of the council and should be reported to the RSPCA or the South Essex Wildlife Hospital. The location of the animal will be required and if the animal can be caught it can be taken to the South Essex Wildlife Hospital at Orsett Rd, Orsett, Gray's RM16 3BH.

RELEVANT CONTACT NUMBERS

Defra - 03459 335577

RSPCA - 0300 123 4999

South Essex Wildlife Hospital - 01375 893893

Canvey Island Town Council

Dignity at Work/Bullying and Harassment Policy

PURPOSE AND SCOPE

In support of our value to respect others Canvey Island Town Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The council is committed to the elimination of any form of intimidation in the workplace.

This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council's policies on Grievance and Disciplinary handling and the Elected Members Code of Conduct.

The council will issue this policy to all employees as part of their induction and to all Members as part of their Welcome Pack. The council may also wish to share this policy with contractors, visitors and members of the public.

DEFINITIONS

Bullying

"Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

Harassment is

"unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment." This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

These definitions are derived from the ACAS guidance on the topic.

Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents.

Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the council's reputation and ultimately, legal proceedings against the council and payment of legal fees and potentially unlimited compensation.

Examples of unacceptable behaviour are as follows; (this list is not exhaustive)

Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome **behaviour of a sexual nature**, making threats about job security, making threats of physical violence against a person or their family, deliberately undermining a competent worker

by overloading work and/or constant criticism, blaming a person for others' mistakes, preventing an individual's promotion or training opportunities.

Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as e-mail or on social media, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

PENALTIES

Bullying and harassment by any employed persons can be considered examples of gross misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the council. If elected Members are bullying or harassing employees, contractors, fellow councillors, others then a referral through the Standards process in place at the time reported as a contravention of the Member's Code of Conduct could be an appropriate measure. If an employee is experiencing bullying or harassment from a third party the council will act reasonably in upholding its duty of care towards its own employees. In extreme cases harassment can constitute a criminal offence and the council should take appropriate legal advice, often available from the council's insurer, if such a matter arises.

LEGAL POSITION

Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal

Under the Equality Act 2010 & The Worker Protection Act 2023 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability & sexual harassment) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individual named Respondents.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination. The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes, for instance; employers can be vicariously liable for harassment received in the workplace, that the conduct is viewed as 'serious', or 'oppressive and unacceptable', that a 'course of conduct' needs to be established but that this can link incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the Act.

Process for dealing with complaints of Bullying and Harassment

Informal Approach

Anyone; employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.

Formal Approach

Employees

Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chair of the Personnel Committee or another Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal Grievance Procedure to be invoked. The employee will be expected to provide evidence of the conduct about which s/he is complaining.

Others

Any other party to the council, other than an employee, who feels he or she is being bullied or harassed should raise their complaint with the council, where possible, if an informal notification to the alleged perpetrator has been unsuccessful at eliminating the problem. The complaint should then be investigated and a meeting held to discuss the facts and recommend the way forward. A member of the public who feels s/he has been bullied or harassed by any Members or officers of a council should use the council's official Complaints Procedure. It is important that the Officer(s) or Member(s) being complained about do not prevent the council operating impartially in its investigation and decision-making in this regard.

GREIVANCE

Employees only

A meeting to discuss the complaint with the aggrieved party will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the council's Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting. A full investigation of the complaint will be held by an officer, or other duly appointed person as appointed by the committee of the council which is handling the process. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The Hearing Panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the aggrieved employee to demonstrate how the problem is to be resolved. It may be decided that mediation or some other intervention is required and the council should contact NALC, an employer's body or ACAS to this effect or the council may offer counselling. The employee will have a right of appeal. At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full council without prior approval by the aggrieved party. The council will commit not to victimize the aggrieved for raising the complaint once the appropriate dispute resolution process has been concluded.

DISCIPLINARY ACTION

Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

For an **Employee** found to have been bullying/harassing others this will follow the council's Disciplinary procedure under the ACAS Code of Practice and would normally be treated as Gross Misconduct.

For **Members** who the council reasonably believe have been bullying or harassing another person(s) whilst undertaking council activities the range of sanctions available to the council, are limited and must be reasonable, proportionate and not intended to be punitive. In some cases counselling or training in appropriate skill areas e.g. inter-personal communication, assertiveness, chairmanship etc. may be more appropriate than a penalty. Sanctions may include; admonishment, issuing an apology or giving an undertaking not to repeat the behaviour, removal of opportunities to further harass/bully such as removal from a committee(s) where direct contact with the employee or decision-making about that employee will take place, or removing the right to representation on any outside bodies where there will be contact with the employee who has raised the complaint. A referral under the Code of Conduct to the relevant reviewing body is usually an appropriate step and there may be further disciplinary sanctions available as a result of the Standards Committee (England) or Ombudsman (Wales) reviewing the evidence under the Code in place at the time.

A referral to the Police under the Protection from Harassment Act 1997 may also be appropriate in the more extreme cases.

This list is not exhaustive.

False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/Member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure or a referral to the Standards process.

RESPONSIBILITIES

All parties to the council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop. There needs to be agreement about how "robust people management" and "bullying" differ; effective management of performance will usually include feedback based on objective evidence, delivered by a committee specifically designated and often trained to manage and appraise staff, with dialogue occurring on a face to face basis in confidential surroundings. Bullying is more likely to be complained about when individual Members criticise staff, often without objective evidence, without the mandate from the corporate body of the council and in environments which are open to the public or other employees or by way of blogs, social media comments, or in the pub or local playground.

The council undertakes to share its policy with all members and workers and request that each party signs to demonstrate acceptance of its terms. All new members and employees will be provided with a copy of this policy.

A review of the policy shall be undertaken annually (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the full council for approval.

The Council will undertake to ensure that its members and workers are trained in the processes required by this policy as deemed appropriate.

USEFUL CONTACTS

- ACAS www.acas.org.uk tel: 0845 7 47 47 47
- Local Government Ombudsman for England www.lgo.org.uk 0300 061 0614
- Equalities and Human Rights Commission www.equalityhumanrights.com
- SLCC www.slcc.co.uk

- ☐ DirectGov website www.GOV.uk

Parental Leave Procedure

1. Introduction

Eligible employees have the right to unpaid leave to care for their children **regardless of their length of service.**

To qualify for Parental Leave, you must:

- a) **Have at least one year's continuous service with Canvey Island Town Council (REMOVE).**
- b) Be the parent (named on the birth certificate) of a child who is under 18 years old or have acquired formal parental responsibility for a child (under 18 years old) under the Children Act 89 or, have adopted a child under the age of 18.

2. Entitlement

If you qualify for Parental Leave you have the right to:

- a) 18 weeks' unpaid leave in respect of each individual child.
- b) The right to take Parental Leave lasts until the child's eighteenth birthday.
- c) Any Parental Leave taken with previous employers will count towards the 18-week limit for each child.
- d) You may only take Parental Leave in blocks of one week (this rule does not apply to parents of disabled children) and you cannot take more than 4 weeks' Parental Leave in respect of an individual child during a year. A year is specified as a period of 12 months starting from the date on which you first become entitled to Parental Leave.

3. Procedure for Requesting Parental Leave

- a) You are required to make any request for Parental Leave utilising the Parental Leave Request Form. This form will enable you to satisfy both the notice and evidence conditions for parental leave.
- b) Completed forms must be returned to the Town Clerk.
- c) You are required to provide at least 21 days' notice in writing of the leave period you intend to take and the date you intend to return to work.
- d) You are required to provide evidence relating to your responsibility for the child in question, his / her date of birth (or date of adoption where applicable).
- e) If period of leave is requested to begin straight after the child is born / adopted, the notice you give must be at least 21 days prior to the expected week of childbirth or placement

The Town Clerk will confirm your entitlement to Parental Leave.

4. Postponement of Parental Leave

- a) The Town Council reserves its right to postpone your request for parental leave where it considers that the operations of the business will be unduly disrupted except in cases where:
 - i) The intended leave immediately follows a birth or placement.

- ii) The period of parental leave requested cannot be completed before the child's 18th birthday.
- b) In circumstances where the Town Council postpones your request for Parental Leave, the Town Council will allow you to take leave of the same length as the period specified in the notice, beginning on a date, determined by the Town Council after consulting you but will be no later than six months after the date on which the leave was due to begin.

The Town Council will provide you with written notice of the postponement which states the reasons for it and specifies the dates between which leave may be taken with such notice being given to you no more than 7 days after your notice was received by the Town Council.

5. Rights during Parental Leave

An employee is entitled to the implied obligation of trust and confidence and the benefit of their terms of conditions of employment relating to:

- i) Notice of termination
- ii) Redundancy
- iii) Grievance and disciplinary procedures

The employee must abide by the implied obligation of trust and confidence relating to:

- i) Notice of termination
- ii) Disclosure of confidential information
- iii) Acceptance of gifts or other benefits
- iv) The employee's participation in any other business

6. Rights to Return

Where an employee is returning from work after a period of 4 weeks or less, he/she is entitled to return to the post that he/she left.

If an employee has taken a period of leave of 4 weeks or more then he/she is entitled to return to the post that he/she left or if not reasonably practical to another post that is suitable.

7. Further Information

For further information on Parental Leave, contact the Town Clerk.

PARENTAL LEAVE REQUEST FORM

1. Provide as much notice as possible of your proposed absence dates - a minimum of 21 days' notice is required.
2. This form must be returned to the Town Clerk.
3. Please attach a copy of the necessary documentation to support your request.

Name			

Part A – Leave Application

Amount of leave requested (Minimum 1 week, maximum 4 weeks in respect of one child except for disabled children where leave can be taken one day at a time).		
Commencement date for Parental Leave		
Date of return to work		
Child's name		Child's date of birth
Amount of leave already taken in respect of this child with previous employer(s)		If adopted, date of child's placement
If your child is disabled, are you in receipt of disabled living allowance?		Yes / No

Part B – Complete only if you plan to take leave starting when your child is born

State date of week in which the baby is due (Enter the Sunday at the start of the week the doctor or midwife has advised)	Sunday
Is the copy of the Maternity Certificate attached (MatB1)? If no, you must provide this as soon as possible.	Yes / No

Part C – Complete only if you plan to take leave in respect of a child that is being adopted

State date of the week in which the placement is expected (Enter the Sunday at the start of the week you have been notified)	Sunday
Is a copy of the notification of placement letter attached? If no, you must provide this as soon as possible	Yes / No

Part D - Declaration

I request authority for the above Parental Leave and I accordingly authorise deduction of pay from my salary for the agreed period of unpaid absence.

I understand that I may be requested to provide additional documentary evidence and that leave requested except that relating to Parts B and C can be postponed by Canvey Island Town Council.

Signature		Date	
-----------	--	------	--

For Council Use

Date request form received		Qualifies (one year's service) Yes or No	
Correct notice given		Payroll / Finance Notified	
Employee notified			

Notes:

Paternity Leave Procedure

1. Introduction

Employees are entitled to Paternity Leave and pay provided they meet the minimum requirements.

2. Qualification for Paternity Leave

To qualify for paternity leave, you will need to satisfy the following conditions; you must:

- a) Have worked continuously for Canvey Island Town Council for 26 weeks or more ending with the 15th week before the baby is due.
- b) Have or expect to have responsibility for the child's upbringing.
- c) Be the biological father of the child or your partner is having a baby, adopting a child or having a child through surrogacy.
- d) Have average weekly earnings which are not less than the 'lower earnings limit'.

Only one period of leave is available to you irrespective of the number of children born as the result of the same pregnancy.

3. Length of Paternity Leave

You are entitled to take either one or two consecutive weeks' paternity leave (not odd days) and can start your leave:

- a) From the date of the child's birth (whether this is earlier or later than expected) or;
- b) Any time in the 52 weeks after the birth or adoption of the child.

Leave can start on any day of the week on, or following the child's birth but must be completed:

- a) Within 1 year of the actual date of birth of the child or;
- b) If the child is born early, within the period from the actual date of birth up to 56 days after the expected week of birth.

4. Payment of Paternity Leave

You are not entitled to receive your normal salary during paternity leave but are entitled to Statutory Paternity Pay (SPP) provided your average weekly earnings is equal to or greater than the current Lower Earnings Limit for National Insurance contributions purposes or 90% of your average weekly earnings at the time, whichever is the lower of these two amounts.

5. Notice of Intention to take Paternity Leave

You will be required to inform the Town Clerk of your intention to take paternity leave before the 15th week before the expected week of childbirth (EWC) utilising a Paternity Leave Request Form. This form will enable you to satisfy both the notice and evidence conditions for paternity leave and pay.

You will need to confirm:

- a) The week the baby is due.
- b) Whether you wish to take one or two weeks' leave.
- c) When you want your leave to start.

You will be able to change your mind about the date on which you want your leave to start providing you notify the Town Clerk at least 28 days in advance (unless this is not reasonably practicable). Utilise a Paternity Leave Request Form to change the requested period of leave.

5. Further Information

For further information Paternity Leave contact the Town Clerk

PATERNITY LEAVE REQUEST FORM

1. Provide as much notice as possible of your proposed absence dates – No later than the 15th week before the baby is due
2. This form must be returned to the Town Clerk.
3. Please attach a copy of the necessary documentation to support your request (SC3).

Name	
------	--

Part A – Leave Application

Amount of leave requested (Minimum 1 week, or 2 weeks.	
--	--

The week the baby is due	
--------------------------	--

Commencement date for Paternity Leave	
---------------------------------------	--

Date of return to work	
------------------------	--

Part B - Declaration

I request authority for the above Paternity Leave and I accordingly authorise deduction of pay from my salary for the agreed period of unpaid absence.

I understand that I may be requested to provide additional documentary evidence.

Signature		Date	
-----------	--	------	--

For Council Use

Date request form received		Qualifies (one year's service) Yes or No	
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Correct notice given		Payroll / Finance Notified	
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Employee notified	
-------------------	--

Notes:

Canvey Island Town Council

Carers Leave Policy

Eligibility

All eligible employees, regardless of hours worked or length of service, have the right to take a maximum of one week's unpaid leave during any 12-month period to provide or arrange care for a dependant with a long-term care need.

The entitlement to a maximum of one week's unpaid leave is irrespective of the number of dependants and may be taken as either a continuous block, or individual full or half days within 12 months.

Purpose and Definition

The time off is intended to be absence from work to provide or arrange care for a dependent with a long-term care need, or who reasonably relies on the employee for care.

A "dependant" is a parent, spouse, civil partner, child, or someone who lives in the same household as the employee, but excluding tenants, lodgers or boarders, or someone who is employed by the employee.

Long term care is when the dependant has:

- any physical or mental illness or injury that requires or is likely to require care for more than three months.
- a condition or illness that is considered a disability under with the Equality Act 2010
- care needs connected with their old age.

Entitlement

For employees who work regular hours, a "week of carer's leave" is the period of absence from work that is equal in duration to the period the employee is normally expected or required to work in a week at the time of making the request.

Part time employees who work regular hours throughout the year will be entitled to a proportionate amount of leave based on their hours. For example, someone who works a 3-day week, will be entitled to 3 days unpaid carer's leave.

For employees who work variable hours and/or term time, we will calculate entitlement by using actual hours worked in a 'relevant period'. A 'relevant period' as defined by the Regulations is a period of 12 months which ends on the last day of the Carer's Leave that the employee has requested. To calculate, the company will divide the total of the periods for which the employee is normally required to work during the course of a week in the relevant period by 52. For new starters with less than 52 weeks service, this calculation will be based on the length of time that they have been employed with the company.

Requesting Leave

To help the Council to manage the planned absence from work, if you intend on taking a period of leave, you required to provide notice that is double the length of time that is being requested or at least three days in advance, whichever provides the greater amount of notice.

Postponement of leave

The Council reserve the right to postpone carer's leave if we believe that the absence would unduly disrupt the Council. If we deem it necessary to postpone carer's leave, we will notify you in writing within seven days of receipt of your request for carer's leave, setting out the reason for the postponement.

We will also offer alternative dates on which carer's leave can be taken. The leave will not be postponed later than one month after the start of the original request.

Failure to follow the Council's procedures for taking carer's leave could lead to disciplinary action under our disciplinary procedure for absence without leave.

Terms and Conditions

During the time off, you continue to be bound by and remain entitled to the benefit of your normal terms and conditions of employment, except for terms relating to wages or salary. You will remain employed by us and accrue unbroken continuity of service and continue to accrue holiday entitlement.



02 SEP 2024

APPLICATION FOR A GRANT

A completed form should be submitted to the Town Clerk at the address shown below. You are advised to read the Council's grant policy before completing the application form.

The maximum granted to any organisation will be £500.

1. Name of organisation CYP - Yellow Door

2. What is the grant required for?

Please give a brief outline of your project.....

In partnership with Castle Point Borough Council and Hadleigh LTA, Yellow Door is hosting Barclays Free Park Tennis. This enables free tennis activity regularly Saturdays 10-11am open for all ages and all abilities. Yellow Door is responsible for the secure storage of the tennis kit needed for Park Tennis and our request is for the secure storage.

3. Please provide the following information:

Total cost of the project 500

Funds currently available for the project 0

(List all grants already agreed from other sources) 0

Proposed sources of other funds for the project

Yellow Door haven't been involved with the funding to update the tennis courts and don't have sight.

Amount of grant requested (maximum of £500) £500

Have you received any previous grants from Canvey Island Town Council? Yes/no

If yes, please indicate when and the amounts

2014/15 500.00

2016/17 Equipment 500.00

April 2020 Food Bank during Covid 1000.00

APPLICATION FOR A GRANT

A completed form should be submitted to the Town Clerk at the address shown below. You are advised to read the Council's grant policy before completing the application form.

The maximum granted to any organisation will be £500.

1. Name of organisation CANVEY COMMUNITY CHOIR

2. What is the grant required for?

Please give a brief outline of your project..... PURCHASE OF EQUIPMENT,

INCLUDING MUSIC FOLDERS, MUSIC BAGS, WATERPROOF
MATS, FOR OUTDOOR EVENTS, EXTRA CABLES FOR
SOUND SYSTEM.

3. Please provide the following information:

Total cost of the project

MUSIC FOLDERS £700

Funds currently available for the project

.....

(List all grants already agreed from other sources)

.....

Proposed sources of other funds for the project

FUNDRAISING

Amount of grant requested (maximum of £500)

£500

Have you received any previous grants from Canvey Island Town Council?

Yes/no

If yes, please indicate when and the amounts

.....
.....
.....
.....



29 OCT 2024

Appendix J

APPLICATION FOR A GRANT

A completed form should be submitted to the Town Clerk at the address shown below. You are advised to read the Council's grant policy before completing the application form.

The maximum granted to any organisation will be £500.

1. Name of organisationWyvern Community Transport

2. What is the grant required for?

Please give a brief outline of your project

We are requesting a grant to pay for new leaflets and promotional materials. We have recently had our first price increase for 3 years, and therefore our current materials, which are running low, are now out of date.

The leaflets and promotional materials are one of our main sources, along with our website, for increasing membership. We have a high number of word-of-mouth recommendations, however, they still require leaflets to be sent out with application forms. In addition, we go out to marketing events within the local parishes, to retirement/care homes and other events to promote Wyvern Community Transport. Therefore updated materials are of vital importance to us.

Leaflets are also left in strategic places, such as Morrisons, Sainsbury's, Cisca House, Kings Park, the Town Council, library, doctors & dentist surgeries, all of which will need updating.

3. Please provide the following information:

Total cost of the project £1000

Funds currently available for the project

(List all grants already agreed from other sources)

.....

Proposed sources of other funds for the project We are requesting funding from other councils/parishes in the Rochford District and Castle Point Borough

Amount of grant requested (maximum of £500) .£500

Have you received any previous grants from Canvey Island Town Council? Yes/no

If yes, please indicate when and the amounts

.....

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