

# 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 MEETING ROOM** at the **PADDOCKS COMMUNITY CENTRE, LONG ROAD, CANVEY ISLAND, SS8 0JA** on **MONDAY 27<sup>TH</sup> APRIL 2026** commencing at **7.00PM** for the transaction of business as set out below.

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

Yours faithfully

*Elaine De Can*

Town Clerk

22<sup>nd</sup> April 2026

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

## **A G E N D A**

- 1 Apologies for absence
- 2 To receive declarations of interest in items on the agenda.
- 3 Public forum – to receive questions from members of the community of Canvey Island of which notice has been received for a period not exceeding ten minutes.
- 4 To confirm and sign as a true record the minutes of the committee meeting held on the 9<sup>th</sup> February 2026.
- 5 To receive a verbal report from the Town Clerk of the ongoing projects and not on the agenda.
6. Policies – to note the annual review of all policies and to consider and agree amendments to the:
  - I. Media/Publicity Policy (Appendix A)
  - II. CCTV Policy (Appendix B)
  - III. Publication Scheme (Appendix C)
  - IV. Flexible Working Request Policy (Appendix D)
7. To note the Training Courses booked / attended since the last meeting:
  - I. Biodiversity Crisis Online at a cost of £60.00 each (Town Clerk, Deputy Clerk and Community Officer)
  - II. Employment Law Update at a cost of £60.00 (Town Clerk)
  - III. Permitted Development Rights at a cost of £72.00 each (Community Officer)

# Canvey Island Town Council



## 8. Finance:

### i) Grant Applications

- a. To consider an application from Castle Point & District Phoenix Club (Appendix E)
- b. To consider an application from Kinder Essex Castle Point (Appendix F)
- c. To consider an application from Wyvern Community Transport (Appendix G)

ii) To verify the Council Finances up to 31<sup>st</sup> March 2026.

iii) 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 MEETING ROOM, PADDOCKS COMMUNITY CENTRE, LONG  
ROAD, CANVEY ISLAND ON  
MONDAY 9<sup>TH</sup> FEBRUARY 2026 AT 7.00PM**

**PRESENT:**

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

Also, present: Mrs E De Can – Town Clerk  
Mrs L Gould – Deputy Clerk

**P&F/020/25 - APOLOGIES FOR ABSENCE**

All members were present.

**P&F/021/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**P&F/022/25 - PUBLIC FORUM – TO RECEIVE QUESTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND OF WHICH NOTICE HAS BEEN RECEIVED FOR A PERIOD NOT EXCEEDING TEN MINUTES.**

No questions were received.

**P&F/023/25 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 17<sup>TH</sup> NOVEMBER 2025.**

The minutes of the committee meeting held on the 17<sup>th</sup> November 2025 were **CONFIRMED** as a true record and signed by the chair.

**P&F/024/25 – 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 and that the approved ILCA and FILCA training qualification has now increased from £120.00 to £140.00.

**P&F/025/25 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES AND TO CONSIDER AND AGREE AMENDMENTS TO THE:**

**i) IT POLICY.**

Members noted the amendments made taken from the NALC model policy and **RECOMMENDED** the amendments are adopted by the Council and all staff and councillors should be asked to re-sign the amended policy.

**ii) ALLOTMENT POLICY.**

Members approved and **RECOMMENDED** that the amendments are adopted by the Council.

**iii) BANDSTAND POLICY.**

Members approved and **RECOMMENDED** that the amendments are adopted by the Council.

**P&F/026/25 - TO NOTE THE TRAINING COURSES BOOKED / ATTENDED SINCE THE LAST MEETING.**

Members noted the courses booked or attended which are Assertion 10 Made Simple webinar at no cost for the Town Clerk, Demonstrating your Value at no cost for the Town Clerk and Deputy Clerk, Emergency First Aid at Work at a cost of £100 each for the Town Clerk and Community Officer and The Clerk as an Employee & HR Adviser at a cost of £60.00 for the Town Clerk.

**P&F/027/25 – FINANCE**

**i) GRANT APPLICATIONS**

**a) TO CONSIDER AN APPLICATION FROM ESSEX & HERTS AIR AMBULANCE**

Members considered the grant application from Essex Herts Air Ambulance for the installation of a Defibrillator on the new shop in the town centre and although this is a county charity it was recognised that this will solely benefit the residents of Canvey Island and **RECOMMENDED** the award of a £500.00 grant.

**ii) TO CONSIDER AND AGREE THE 1-YEAR FIXED BOND ACCOUNTS AND THE REINVESTMENT OF £88,622.89.**

Members considered the costs obtained and **RECOMMENDED** the reinvestment of £88,622.89 inclusive of interest with the Hampshire Trust Bank with a 1-year business loyalty bond account at an AER of 4.00%.

**iii) TO CONSIDER AND AGREE THE QUOTES OBTAINED FOR THE COUNCILS VEHICLE INSURANCE.**

Members considered the quotes obtained and noted that the current provider would not provide a cost until 30 days before expiry and **RECOMMENDED** continuing with James Hallam on the condition that the insurance does not exceed the remaining budget as this is still the most cost-effective quote and delegated the power to the Town Clerk to approve the expenditure.

**iv) TO CONSIDER AND AGREE THE COSTS OBTAINED FOR THE RENEWAL OF THE COUNCILS MOBILE PHONE CONTRACT.**

Members considered the costs obtained and **RECOMMENDED** the renewal of a Samsung A36 at a cost of £40.00 per month for two phones with Aerial Direct on a 36-month contract.

**v) TO VERIFY THE COUNCIL FINANCES AS OF 31<sup>ST</sup> DECEMBER 2025**

Members **NOTED** the Council Finances as of 31<sup>st</sup> December 2025 inclusive of the bank reconciliation, statements and payments issued from 1<sup>st</sup> October 2025 to 31<sup>st</sup> December 2025 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.

**vi) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.**

**9<sup>th</sup> February 2026 NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
Top of the Mops	BACS940	£36.00	Cleaning 20/01 & 03/02.
Aspect Maintenance Ltd	BACS941	£6,335.09	January Maintenance
Viking Office UK	BACS942	£78.94	Stationery
Bond Fire	BACS943	£135.00	Fire Extinguisher Service
SFB Solutions	BACS944	£528.00	Annual CCTV/Alarm Maintenance
CPBC	BACS945	£174.60	Hall Hire – AFD 2026
Design 4 Print	BACS946	£42.00	A4 Slippery Surface Signs
EALC	BACS947	£102.00	Data Protection Training – all staff
SLCC Enterprises	BACS948	£168.00	FILCA Qualification – Town Clerk
ATH Training South Essex Ltd	BACS949	£240.00	First Aid Training – EDC & AW
<b>TOTAL</b>		<b>£7,839.63</b>	

The meeting closed at 7.40pm

CHAIRMAN

27<sup>th</sup> April 2026

# Canvey Island Town Council

## Media/Publicity Policy

---

Canvey Island Town Council is committed to the provision of accurate information about its governance, decisions and activities. It welcomes enquiries from the Press & Media and recognises that its relationship with the press helps communicate with residents.

The Council recognises the need for this and it should be reflected in how we deal with the Press.

The aim of this policy is to ensure that the Town Council is seen to communicate in a professional and objective manner. This policy should be read in conjunction with the Members Code of Conduct.

The Councils approach to the media should be:

- Open and honest
- Proactive
- Responsive and timely
- Information

This policy is subject to the Councils obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, General Data Protection Regulations and any other legislation which may apply.

Information about the Council is available on its website or via the Councils publication scheme. Please contact the Town Clerk.

The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, legislation, Councils standing orders, under contract or by common law.

Councillors are subject to additional restrictions regarding the disclosure of confidential information which is subject to the Members Code of Conduct.

### Meetings

1. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence is prejudicial to the public interest due to the confidential nature of the business to be discussed or other special reason stated in the resolution.
2. Where a meeting of the Council and its committees include an opportunity for public participation the media may speak and ask questions. Public participation is regulated by the Councils standing orders.
3. Photography, recording, filming or other reporting of a meeting of the Council and its committees is permitted. Please refer to the Recordings of Meeting Policy for more information.

## **The Councils communication with the Media**

This Policy does not seek to regulate councillors in their private capacity

1. The Councils communication with the media seek to represent the corporate position and views of the Council. If the views of Councillors are different to the Councils corporate position and views, they must make this clear.
2. The Town Clerk will contact the media if the Council wants to provide information, a statement or other material about the Council.
3. **Members should only distribute information, statements or other material regarding Town Council business if it has been provided by the Town Clerk, through the Town Council Office.**

There are two types of press release;

### **Official Council Press Releases**

An official Council press release is made on behalf of the Council as a whole and written by an Officer and issued by the Town Clerk. It is non-party political and includes a quote from the relevant Councillor(s). This is usually the Town Mayor of the Council or Committee Chairman.

### **Councillor Press Releases**

Councillor's press releases are personal and are written and issued by the Councillor responsible. This release may or may not be political and **MUST** not include the name of a Council Officer, or a Council telephone number as a point of contact.

It would be beneficial for copies of intended press releases, especially those of a factual nature, to be provided to the Town Clerk. Councillors seeking advice can either contact the Town Clerk or Monitoring Officer.

### **Press Release Protocol**

The following forms the Protocol for Council Members and Officers:

- All official Council press releases will include a quotation from the relevant Councillor. In some circumstances it may be appropriate to also include the Ward Councillor or other Councillor promoting the scheme.
- In line with service standards all official Council press releases are to be issued on a template provided by the Town Clerk. This template includes the Town Council logo.
- Official press releases will not identify a political party or group affiliation of any Member(s) quoted in the release.
- The Town Clerk is the first line of decision making in terms of what is newsworthy for official press releases and shall make the final decision on whether a press release shall be issued, unless otherwise directed by the Council or Committee.
- In an election year, during periods from the issue of the Notice of Election until the day of the Election, Officers will issue no press releases quoting Council Members. During this time any quotes will be from Officers.

- Council Members are solely responsible for the writing and distribution of all councillor press releases and any Editors Letters to the media that do not relate to Council business.
- Council Members should not debate Council business in the Media and should refer any required responses to the Town Clerk.
- Council Member releases must not use the Town Councils logo, or use the Council or an Officer as a point of contact.
- Officers and Council Members must act reasonably and responsibly.
- Council Members are reminded that they must not miss-use Council resources for political or other inappropriate purposes.
- In general, the Town Clerk will be responsible for interpretation of the Protocol.
- Members should be aware that any statements on social media can be taken by the press and published. Any statements made on social media that are regarding Town Council business should adhere to the same protocol and not include any Officer(s) names or an Officer as a point of contact.

# Canvey Island Town Council

## CCTV Policy

---

### Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV system at the office of Canvey Island Town Council, **The Paddocks Community Centre, Long Road, Canvey Island, SS8 0JA.**

This policy will be subject to periodic review by the Town Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

The Town Council accepts the principles of the Data Protection Act 1998 and the General Data Protection Regulations. The CCTV system is operated in accordance with section 31(1) Protection of Freedom Act 2012 and the Surveillance Camera Code of Practice.

### Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- to reduce the fear of crime by persons using Council facilities so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the Town Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display.
- to assist all "emergency services" to carry out their lawful duties.

### Responsibilities of the Owners of the Scheme

The Town Council retains overall responsibility for the scheme.

### Management of the System

Day-to-day operational responsibility rests with the Town Clerk to the Council, who can be consulted by staff out of hours, if necessary.

Breaches of this policy by operators will be investigated by the Town Clerk to the Council and reported to the Town Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording area.

Any requests for access to information or complaints must be submitted to the Town Clerk to the Council on [clerk@canveyisland-tc.gov.uk](mailto:clerk@canveyisland-tc.gov.uk).

## Control and Operation of the Cameras, Monitors and Systems

### The following points must be understood and strictly observed by operators:

1. Operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The position of cameras and monitors must not be moved unless authorised by the Town Clerk to the Council.
3. No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Town Clerk of the Council or the Town Mayor of the Town Council. The Police are permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Council Office to review and confirm the Town Council's operation of CCTV arrangements. Any visit by the Police to view images will be logged by the operator.
4. Operators should regularly check the accuracy of the date/time displayed.
5. Tapes/digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be erased after a period of 1 month.
6. Any operator accessing CCTV through a mobile device has the responsibility of ensuring the device is secure and that CCTV is only accessed by an authorised operator. Recordings from mobile devices should not be taken unless authorised by the Town Clerk and only distributed to the Town Clerk or to an authorised contact such as the Police, with prior approval from the Town Clerk.
7. Passwords to the system are kept in a sealed and signed envelope in the office safe and are accessed by authorised users only.
8. Images will not normally be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Town Clerk of the Council would inform the Town Mayor of the Council of any such emergency.
9. As records may be required as evidence at Court, each person handling a tape/digital record may be required to make a statement to a police officer and sign an exhibit label. Any images that are handed to a police officer should be signed for by the police officer and information logged to identify the recording, and showing the officer's name and police station. The log should also show when such information is returned to the Town Council by the police and the outcome of its use.
10. Any event that requires checking of recorded data should be clearly detailed in the log of incidents, including Crime Nos. if appropriate.
11. Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Town Clerk or contact made with the company responsible for maintenance, and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion.
12. Any request by an individual member of the public for access to their own recorded image must be made on an 'Access Request Form' and is subject to a standard fee. Forms are available from the Council Office and will be submitted to the next meeting of the Town Council for consideration and reply, normally within 40 days.

### Accountability

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Town Council **providing it does not breach security needs**.

The Police will be informed of the installation and provided with a copy of this CCTV Policy.

Any written concerns, complaints or compliments regarding the use of the system will be considered by the Town Council, in line with the existing complaints policy.

***THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.***

*I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Town Clerk to the Council at any time.*

Signed ..... Print Name .....

Date ...../...../.....

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)

**ACCESS REQUEST FORM – CCTV IMAGES**

<b>Date of Recording:</b>	<b>Place of Recording:</b>	<b>Time of Recording:</b>
<b>Applicants Name and Address</b>		<b>Description of Applicant and any distinguishing features (e.g. clothing)</b>  <b>A recent photograph may be necessary to aid identification.</b>
<b>Post Code:</b>	<b>Tel.No:</b>	
<b>Signature of Applicant</b> <i>(or parent/guardian if under 18)</i>		
<b>Reason for request - to be submitted to the Town Council.</b>		
<b>Received by:</b>	<b>Clerk's Signature</b>	<b>Time Received</b>
<b>Fee Charged / N.A.</b>	<b>Fee Paid:</b>	<b>Date Applicant Informed:</b>
	<b>Request Approved YES/NO</b>	

**Continue overleaf if necessary**

**RECORD OF NUISANCE / CRIMES**

OFFENCE	COMMITTED ON DATE/ TIME / PLACE	ADDRESS/ DESCRIPTION	NAME / ADDRESS OF WITNESS:	ACTION TAKEN (Crime No.)	BY:	DATE/ TIME	CCTV CHECKED
	...../...../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	CLERK/ OR		By: Result: Action:
	...../...../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	CLERK/ OR		By: Result: Action:
	...../...../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	CLERK/ OR		By: Result: Action:
	...../...../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	CLERK/ OR		By: Result: Action:

## Information available from Canvey Island Town Council under the Freedom of Information Model Publication Scheme

Appendix C

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do.</b> (Organisational information, structures, locations, and contacts) <b>This will be current information only</b>		
<b>List of Council Members</b> and its Committees	Website, newsletters, and notice boards Hard copy from Council office	FOC 10p per sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, newsletters, and notice boards Hard copy from Council office	FOC 10p per sheet
Location of main Council office and accessibility details	Website, newsletters, and notice boards	FOC
Staffing structure	Website Hard copy from Council office	FOC 10p per sheet
<b>Class 2 – What we spend and how we spend it.</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit) <b>Current and previous financial year as a minimum</b>		
Annual Return & Internal Auditor report	Website Hard copy from Council office	FOC 10p per sheet
Finalised budget	Website Hard copy from Council office	FOC 10p per sheet
Precept	Website Hard copy from Council office	FOC 10p per sheet
Borrowing-Approval letter	N/a	
Financial Standing Orders and Regulations	Website Hard copy from Council office	FOC 10p per sheet

Grants given and received	Website Hard copy from Council office	FOC 10p per sheet
Expenditure over £500.00	Website Hard copy from Council office	FOC 10p per sheet
List of current contracts awarded and value of contract (inc contracts exceeding £5,000)	Hard copy from Council office	10p per sheet
Members' allowances and expenses	Hard copy from Council office	10p per sheet
Tenders/Procurement	Website Hard copy from Council office	FOC 10p per sheet
<b>Class 3 – What our priorities are and how we are doing.</b> (Strategies and plans, performance indicators, audits, inspections, and reviews)		
<b>Annual Governance Statement</b>		
Annual Report to Town Meeting (current and previous year as a minimum)	Website Hard copy from Council office	FOC 10p per sheet
Quality Status	Website Hard copy from Council office	FOC 10p per sheet
Local charters drawn up in accordance with DCLG guidelines	Hard copy from Council office N/a	10p per sheet
<b>Class 4 – How we make decisions.</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings, and parish meetings)	Website, notice boards and newsletters. Hard copy from Council office	FOC 10p per sheet
Agendas of meetings (as above)	Website, notice boards, Council Office Window and Library Hard copy from Council Office	FOC FOC FOC
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy from Council Office	FOC 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website – Published agenda Hard copy from Council Office	10p per sheet
Responses to consultation papers	Website - Minutes Hard copy from Council Office	FOC 10p per sheet

Responses to planning applications	Website (Minutes)	FOC
Bye laws	Website Hard copy from Council Office	FOC 10p per sheet
Officer decisions under delegated authority	Website - Minutes Hard copy from Council Office (Officer Reports)	FOC 10p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies, and procedures for delivering our services and responsibilities) - <b>Current information only.</b>		
Policies and procedures for the conduct of council business	Website	FOC
Procedural standing orders	Hard Copy from Council Offices	10p per sheet
Committee and sub-committee terms of reference		
Delegated authority in respect of officers		
Code of Conduct		
Policy statements		
Policies and procedures for the provision of services and about the employment of staff	Website	FOC
Internal policies relating to the delivery of services.	Hard copy from Council Office	10p per sheet
Equality and diversity policy		
Health and safety policy		
Recruitment/Training policies (including current vacancies)		
Policies and procedures for handling requests for information		
Complaint's procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Website	FOC
Records management policies (records retention, destruction, and archive)	Hard copy from Council Office	10p per sheet
Data Protection/General Data Protection policies ( <b>data sharing &amp; CCTV</b> )	Hard copy from Council Office	10p per sheet
Schedule of charges (for the publication of information)	Website	FOC
	Hard copy from Council Office	10p per sheet

<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only</p>	<p>(some information may only be available by inspection)</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Website Where applicable, hard copy from Council Office</p> <p>FOC 10p per sheet</p>
<p>Assets Register (including public land &amp; building assets)</p>	<p>Website Hard copy from Council office</p> <p>FOC 10p per sheet</p>
<p>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)</p>	<p>Hard copy from Council Office</p> <p>10p per sheet</p>
<p>Register of members' interests</p>	<p>Website</p> <p>FOC</p>
<p>Register of gifts and hospitality</p>	<p>Hard copy from Council office</p> <p>10p per sheet</p> <p>Hard copy from Council office</p> <p>10p per sheet</p>
<p><b>Class 7 – The services we offer.</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <b>Current information only</b></p> <p>Allotments</p> <p>Parks, playing fields and recreational facilities</p> <p>Seating, litter bins, memorials, and lighting</p> <p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>(some information may only be available by inspection)</p> <p>Website Hard copy from Council Office</p> <p>FOC 10p per sheet</p> <p>Website Hard copy from Council Office</p> <p>FOC 10p per sheet</p> <p>Website Hard copy from Council Office</p> <p>FOC 10p per sheet</p> <p>Hard copy from Council office</p> <p>FOC</p>
<p><b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above.</p>	
<p>Council Newsletter</p>	<p>Website Hard copy from Council office</p> <p>FOC</p>
<p>Annual Report</p>	<p>Website</p> <p>FOC</p>

Town Guide	Hard copy from Council office	10p per sheet
Members Remuneration Scheme	Website	FOC
Grant Application Criteria	Hard copy from Council office	FOC
Annual Community Award Criteria	Hard copy from Council office	FOC
Heritage Plaque Scheme	Website	FOC
Business and Action Plan	Hard copy from Council office	FOC
Budget Forecast	Website	FOC
Band Stand Hire Criteria/Application	Website	FOC
Health & Wellbeing Plan	Hard copy from Council office	FOC
	Website	10p per sheet
	Hard copy from Council office	FOC
	Website	FOC
	Hard copy from Council office	10p per sheet
	Website	FOC
	Hard copy from Council office	FOC
	Website	10p per sheet

**Contact details:**

Town Clerk, Canvey Island Town Council, Paddocks Community Centre, Long Road, Canvey Island, Essex, SS8 0JA  
 Telephone 01268 683965  
 E-mail: [clerk@canvevisland-ic.gov.uk](mailto:clerk@canvevisland-ic.gov.uk)  
 Website: [www.canvevisland-ic.gov.uk](http://www.canvevisland-ic.gov.uk)

**SCHEDULE OF CHARGES**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation
Other		

\* the actual cost incurred by the public authority

## Canvey Island Town Council

### Flexible Working Request Procedure

---

#### 1. Introduction

Under the [Employment Right Act 2025](#), eligible employees have the statutory right to request flexible working arrangements.

Employees can request flexible working arrangements from day one of their employment.

The Town Council will give consideration to any request for flexible working made in accordance with this procedure and will only reject a request for one of the following business reasons as set out in legislation:

- The burden of additional costs
- An inability to reorganize work amongst existing staff
- An inability to recruit additional staff
- A detrimental impact on quality
- A detrimental impact on performance
- Detrimental effect on ability to meet customer demand
- Insufficient work for the periods the employee proposes to work
- A planned structural change to your business

#### 2. Meaning of Flexible Working

Flexible working can mean working shorter hours, flexitime, job-sharing, part-time work or even a change of work location including working from home. Where the Town Council agrees to a request for flexible working, this will result in a permanent change to your terms and conditions of employment unless a short-term agreement has been made.

#### 3. Application Procedure

##### Employees

Before making a request for flexible working, you should consider the financial implications of your request such as a reduction in pay and recognise that if your request is accepted, any agreed variation to your terms and conditions of employment may be permanent and irreversible.

- a) Your application must be made in writing and include the following information:
  - i. A statement that this is a statutory flexible working request and if any when a previous application has been made.
  - ii. The date of the application, the proposed change of working conditions i.e. your desired work arrangements and the reason(s) for the request and the date it should become effective from.
  - iii. Explain how the Council can deal with the effects of the change on existing work or the organisation.
  - iv. Explain any benefits of the change to your work or the Council and the people you work with.
- b) To make a request, you should complete a Flexible Working Request Form.
- c) You must send your request in writing to the Town Clerk.
- d) You may only make two applications to work flexibly in a 12-month period.

## **Town Council**

- a) Within 14 days of receiving an eligible request for flexible working, the Town Clerk will arrange a meeting with the employee to discuss the application and how it may be accommodated.
- b) Within 28 days of this discussion a meeting will be arranged with the Council to discuss the application. The Council may offer alternative options for consideration.
- c) Employees may be accompanied by a work colleague or employee representative at the meeting. The meeting will be postponed and rearranged in circumstances where the employee or supporting work colleague is unable to attend for good reason.
- d) The Council will inform the employee of its decision within 14 days of the meeting.
- e) If an application is accepted, the employee will be notified in writing detailing any contractual changes that will be made and the effective date.
- f) If an application is rejected, the Council will consult with the employee and a notification will be provided in writing with a statement of the grounds for rejection and details of the appeal procedure.

### **4. Appeal Procedure**

There is no statutory right to appeal against a decision made by the Council. A decision must be made within 2 months of receiving a flexible working request, therefore, should an employee appeal a rejected decision the Council will request an extension to consider this request.

- a) An appeal must be made in writing within 5 days of receipt of a rejection letter in response to a request for flexible working arrangements and sent to the Town Clerk.
- b) The Council will arrange a meeting to hear the appeal within 28 days.
- c) Employees may be accompanied by a work colleague or employee representative at the appeal hearing.
- d) If an employee does not attend a meeting or appeal without good reason the request will be considered as withdrawn.
- e) The Council will inform the employee of its decision in writing within 5 days of the appeal hearing.

### **5. Further Information**

For further information on flexible working requests contact the Town Clerk.

*Note: This policy has been based on advice from the Society of Local Council Clerks and ACAS and their understanding of the law and practice at the present time*

## FLEXIBLE WORKING REQUEST FORM

1. Complete this form as applicable and return it to the Town Clerk.
2. You will be asked to attend a meeting with the Town Clerk within 14 days of receipt of your application.
3. A meeting will be arranged with the Council within 28 days of this initial discussion.
4. You may be accompanied by a work colleague or employee representative at the meeting. The meeting will be postponed and rearranged where you or your companion is unable to attend for good reason.

Name	
------	--

Job Description	
-----------------	--

**Part A – Declaration**

I am making this Statutory Flexible Working Request under the <b>Employment Right Act 2025:</b>	Tick / complete as appropriate
---	--------------------------------

1	I have not made two requests to work flexibly during the past 12 months	
---	---	--

2	If any, date of previous requests for flexible working	
---	--	--

**Part B – Flexible Working Change Request**

My current working arrangements are e.g. 0900 to 1730 Monday to Friday with a one hour break (37.5 hours per week)	
--	--

I would request a change in my current working arrangements to (provide details)	
---	--

I would like this change to take effect from (insert effective date)	
--	--

	Town Clerk	
--	------------	--

<p>I believe that the proposed change to my working arrangements will affect my colleagues and CITC as follows. (Provide details in the space provided and / or attach separate piece of paper).</p>			
<p>I believe the effect on my colleagues and CITC can be managed as follows. (Provide details in the space provided and / or attach separate piece of paper).</p>			
<p>I would request the following person to accompany me in a meeting to discuss my request and that he/ she has agreed to attend.</p>	<p>Provide Companion's Name</p>		
<p>Signature</p>		<p>Date</p>	
<b>For Council Use</b>			
<p>Date application received</p>		<p>Town Mayor notified</p>	
<p>Meeting date</p>		<p>Outcome</p>	<p>Accepted / Refused</p>
<p>Where accepted – provide outline changes to terms and conditions</p>			
<p>Where refused – provide explanation or reasons</p>			

Town Clerk		Date	
Confirmation letter sent	Yes/No	Date	
Contract amended/issued	Yes/No	Date	
Payroll advised	Yes/No	Date	
Notes:			



RECEIVED

13 MAR 2026

**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 Councils grant policy before completing the application form.

*The maximum granted to any organisation will be £500.*

1. **Name of organisation** EASTHE POINT AND DISTRICT PHOENIX PUB

2. **What is the grant required for?**

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

HEAVY-DUTY SILVERBACK WASTE 40MM FRAME  
GAZEBO 6x3 METRE

3. **Please provide the following information:**

Total cost of the project

2020-80

Funds currently available for the project

NIL

(List all grants already agreed from other sources)

NIL

Proposed sources of other funds for the project ~~ESSEX~~ COMMUNITY FOUNDATION

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

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



RECEIVED

12 MAR 2026

**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** ..... Kinder Essex Castle Point (Part of RCCE)

2. **What is the grant required for?**

Please give a brief outline of your project. The grant is required for our 'Hug in a Shrug' community knitting & crochet project. Volunteers meet regularly, building connections with like-minded people, and make all sorts of items from beautiful blanket 'hugs' to worry worms for children & Easter/Xmas items for those living alone. These items are gifted to the community.

3. **Please provide the following information:**

Total cost of the project ..... N/A  
Funds currently available for the project ..... N/A  
(List all grants already agreed from other sources) ..... N/A

Proposed sources of other funds for the project

Amount of grant requested (maximum of £500) ..... £250

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

If yes, please indicate when and the amounts  
The funds requested would be used to purchase wool for the groups.

4. **Please attach a copy of the latest audited accounts and balance sheet.**

5. **Total number of members in your organisation** .....

Number of residents within the parish of Canvey Island who will benefit from the service you provide

Our Hug in a Shrug Members benefit greatly from both the social interaction & the sense of purpose created by being part of the project

6. **Please give brief details of methods employed by your organisation to increase membership.**

We run 'Learn to Crochet' workshops to support people who would like to learn a new skill + join a community group. We use Facebook, events, referrals, & acts of kindness, by our volunteers. Hundreds of people in the community benefit from the gifts given to them, handmade as acts of kindness, by our volunteers.

## 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** Wyvern Community Transport
  
2. **What is the grant required for?** Please give a brief outline of your project

Wyvern Community Transport is seeking funding to provide new uniforms for our staff and volunteers. Following a successful recent recruitment drive, we have welcomed five new volunteers, with additional enquiries currently being processed. This positive growth has created pressure on our existing uniform stock, and we now require additional sets to ensure all team members are properly equipped.

The uniforms represent a capital investment in essential safety and identification equipment, with an expected lifespan of several years.

Providing volunteers with a uniform is an important part of fostering a sense of belonging, professionalism, and pride within our organisation. It also plays a vital role in ensuring their safety, particularly through the provision of high-visibility jackets, tabards, and a contribution towards steel-toe-capped footwear.

Uniforms also offer reassurance to our members. Many of the individuals we support live alone, and being able to clearly identify staff and volunteers at the door provides them with confidence and peace of mind. This visibility strengthens trust and helps maintain the high standard of service we strive to deliver.

We are seeking funding for 10 complete uniform sets. This will cover our newly recruited volunteers, allow for future volunteer intake, and ensure we have a small reserve to replace items that become worn or damaged through regular use.

Wyvern provides supported transport, so no one is excluded due to mobility or financial barriers. This includes regular journeys for residents travelling to places like Smallgains Hall and CISCA House, shopping trips and local essential appointments within Canvey Island. The project reduces loneliness, rebuilds social networks, increases confidence and independence, and supports better mental and emotional wellbeing. It helps residents maintain routine, social contact, and meaningful connections

### 3. **Please provide the following information:**

<b>Total cost of the project</b>	£1466.30
<b>Funds currently available for the project</b>	£0

Amended Apr 25 – next review date Jan 2027.

