

**WIVENHOE TOWN COUNCIL**

Town Mayor: Cllr. Kane ~ Town Clerk- Jo Beighton-Emms

77 High Street, Wivenhoe, Essex CO7 9AB

Tel: 01206 822864: [www.wivenhoe.gov.uk](http://www.wivenhoe.gov.uk): [enquiries@wivenhoe.gov.uk](mailto:enquiries@wivenhoe.gov.uk)

14 June 2022

Sir/Madam,

A meeting of Wivenhoe Town Council will be held in the Council Chamber, Council Offices, at 7.30pm on Monday 20 June 2022 for consideration of the business set out below.

Yours faithfully,

Jo Beighton-Emms

Town Clerk

**AGENDA**

Public Questions: are invited prior to the start of the meeting for a maximum of 10 minutes and limited to 3 minutes per person at the discretion of the Mayor.

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| PART A |

# Apologies for absence: To receive apologies.

1. Declarations of interest: To receive any pecuniary and non-pecuniary interests relating to items on the agenda.

# Minutes of the previous meeting: To approve the minutes of the Annual Council Meeting held on 16 May 2022.

1. Election of Deputy Mayor for 2022/23
2. Reports from Members of the County and Borough Councils

a. Essex County Councillor; M. Cory.

b. Colchester Borough Councillors; M. Cory, M Burrows and A. Luxford-

Vaughan.

c. Public Transport Representative; Mr P. Kay

1. Update on the Youth Hub- Paul Phillips ECC
2. Committees:
   1. Planning- An update from the Chair on the meeting held on 7 June 2022.
   2. Personnel.- An update from the Chair on the meeting held on 23 May 2022.
   3. Environment An update from the Chair.
   4. Estates – An update from the Chair. Next meeting to be held on 29 June 2022.
   5. Finance & Administration- An update from the Chair.
3. Approval of External Audit Submission for 2021/22 following the Recommendations of the Finance & Administration Committee Meeting held on the 24 May 2022.
   1. Internal Audit
   2. Financial Regulations- Approved on 16 May 2022
   3. 2021/22 Internal Audit Report Audit Requirements
      1. Approval of attached Asset Register
      2. Approval of attached Risk Assessment
      3. Approval of Insurance proposals
      4. Approval of the attached 2021/22 Annual Governance Statement
   4. Audit Requirements – 2021/22 Accounting Statement
      1. Approval of Bank Reconciliation as at 31st March 2022
      2. Approve year on year comparisons and explanations.
      3. Approve explanation of differences between comparisons.
      4. Approve Accounting Statement 2021/22
4. RFO Update
   1. RFO Report
   2. Approval of Bank Reconciliation.
   3. Approve list of payments previously circulated.
5. Working Groups;
6. Youth Hub
7. Office &Yard
8. Queen’s Jubilee 2022
9. Youth
10. Community Engagement
11. Mayoral Activities- A report from Cllr Kane
12. Town Clerk’s Report
13. Date and time of the next meeting: The next meeting is scheduled to be held at 7.30pm on Monday 18 July 2022.

1. Exclusion of press and public: In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Council is invited to consider if the press and public should be excluded from the meeting during the consideration of the following item(s) owing to the confidential nature of the business.

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| PART B |

None