



Wivenhoe Town Council

MINUTES of the Annual Council meeting held in the William Loveless Hall on Tuesday 9 May 2023 at 7pm **Chair Approved**

Present: Cllr Kane (Chair), Cllr Multon, Cllr Luxford-Vaughan, Cllr Boughton, Cllr Wenaden, Cllr Aldis, Cllr Burke, Cllr Maltby (arrived during the meeting), CCC Cllr Burrows, Peter Kay (Transport Representative), Emma Buckley (RFO), Jo Beighton-Emms (Town Clerk) and three members of the public.

Public Questions; None

PART A

ACM/05.23/01 Apologies for absence: ECC Cllr Cory, Cllr Evans, Cllr Andrew, Cllr Guy and Cllr Widgery.

ACM/05.23/02 Election of Town Mayor for 2023/23-

Cllr Luxford-Vaughan proposed that Cllr Multon is elected as Mayor for 2023/24. This was seconded by Cllr Kane, with all in favour.

ACM/05.23/03 Election of Deputy Mayor for 2023/4- Cllr Kane proposed that Cllr Burke is elected as Deputy Mayor for 2023/4. This was seconded by Cllr Wenaden and carried by majority.

ACM/05.23/04 Mayor's Opening Remarks: Cllr Multon thanked Cllr Kane for his mayoral year, particularly his work on the events such as the Jubilee concert and fete and the recent Turkey and Syria Earthquake Appeal fundraiser. He also thanked Cllr Kane for his work on the council finances, the introduction of Community Days and Community Grants, the office & yard project, the new skate park and on the newsletter. Cllr Kane was leaving the council in a strong and stable position.

Cllr Multon said that he was looking forward to working with the other councillors and staff and that there was lots to look forward to. He presented the former Mayoress with a bouquet of flowers.

Two members of public left the meeting.

ACM/05.23/05 Members Acceptance of Office: Members signed the Declaration of Acceptance of Office.

ACM/05.23/06 Declarations of interest; None.

ACM/05.23/07 Minutes of the last meeting: The minutes of the meeting held on 17 April 2023 were proposed by Cllr Kane, seconded by Cllr Burke and approved as an accurate record of proceedings.

ACM/05.23/08 Committee Structure and Appointment of Members: Councillors not present at the meeting had informed the Town Clerk which committees they wish to be members of.

- a) Finance & Personnel. Proposal by Cllr Multon: That the Personnel and Finance & Administration Committees are merged.

Cllr Multon explained that these two committees could be merged effectively. With less committees the councillors could be spread more effectively. Cllr Aldis said that new terms of reference would need to be drafted. Cllr Burke said that two councillors would need to remain independent of any staffing issues such as disciplinaries so that they can make decisions should matters be escalated.

The merging of the former Finance and Personnel Committees to form one committee was proposed by Cllr Multon, seconded by Cllr Kane and carried by majority.

Membership of this committee was agreed as Cllr Multon, Cllr Burke, Cllr Widgery, Cllr Guy, Cllr Maltby, Cllr Wenaden and Cllr Kane

- b) Planning: Membership of this committee was agreed as Cllr Guy, Cllr Burke, Cllr Andrew, Cllr Boughton, Cllr Aldis, Cllr Widgery and Cllr Luxford-Vaughan (sub).

- c) Estates: Membership of this committee was agreed as Cllr Evans, Cllr Maltby, Cllr Guy, Cllr Aldis, Cllr Burke, Cllr Multon, Cllr Boughton and Cllr Luxford-Vaughan (sub).

Sub Committee- Chapel Museum: Membership was agreed as Cllr Aldis and Cllr Maltby

- d) Environment: Membership of this committee was agreed as Cllr Kane, Cllr Evans, Cllr Guy, Cllr Maltby, Cllr Wenaden, Cllr Andrew and Cllr Boughton

ACM/05.22/09 Working Groups: The following working groups were agreed, with membership as follows:

- a) Children & Young People- Cllr Kane, Cllr Wenaden and Cllr Burke.
A new group to which will look at ideas such as intergenerational work with the Friendly Café.
- b) Allotments Representative- Cllr Evans
- c) Transport & Travel- Cllr Andrew, Cllr Maltby & Cllr Guy
- d) Health & Wellbeing- Cllr Wenaden, Cllr Multon and Cllr Evans
- e) Wivenhoe Neighbourhood Plan- Cllr Burke, Cllr Aldis and Cllr Boughton
- f) Office & Yard- Cllr Kane, Cllr Luxford-Vaughan, Cllr Maltby, Cllr Aldis and Cllr Multon
- g) Car Parks & Market- Cllr Kane & Cllr Burke
- h) Funding- Cllr Multon, Cllr Kane, Cllr Evans, Cllr Andrew and Cllr Guy
- i) Community Engagement- Cllr Multon, Cllr Kane and Cllr Guy
- j) Biodiversity- Cllr Evans
- k) KGV Electricity Installation- Cllr Evans, Cllr Burke and Cllr Boughton
- l) Old Cemetery Wall- Cllr Aldis and Cllr Multon

ACM/05.23/10 Representatives on other bodies: The following representatives were agreed:

- a) Colchester Association of Local Councils- Town Clerk
- b) Civil Protection- Cllr Boughton (Agreed that this would be re-named)
- c) Public Transport Representative - Peter Kay.
- d) Neighbourhood Watch- Graham Steele. Working on Active Citizens- Cllr Evans and Cllr Boughton.
- e) Wivenhoe Society- Cllr Luxford-Vaughan
- f) Colne Estuary Partnership- Cllr Evans

- g) Wivenhoe Housing Trust- Kevin Read
- h) Wivenhoe & District Sporting Facilities Trust – Cllr Guy
- i) Wivenhoe in Bloom - Fran Richards

Cllr Multon said that he would like to work with the University of Essex and Cllr Burke suggested work with the schools which are under pressure because of the new housing developments.

ACM/05.23/11 Subscriptions: The council approved the continued membership of the following organisations and authorised payment of subscriptions:

	Organisation	Annual Subscription (£) (TBC)
a.	Essex Association of Local Councils - subscription	633.59
b.	National Ass of Local Councils (NALC) Direct Information Service	450.42
c.	Colchester Association of Local Councils	35.00
d.	Fields in Trust (formerly NPFA)	65.00
e.	Institute of Cemetery and Crematorium Management (ICCM)	95.00
f.	Society of Local Council Clerks (SLCC)	270.00
g.	Information Commissioner's Office	40.00
h.	Community Transport Association	400.00
i.	Council for Protection of Rural England	36.00
j.	Rural Community Council of Essex (RCCE)	72.00
k.	Friends of Historic Essex	12.00
l.	Museums Essex	50.00
m.	The National Allotment Society	55.00
n.	Essex Heritage Trust	25.00

It was noted by Cllr Aldis that membership of the ICO is compulsory.

ACM/05.23/12 Appointment of Internal Auditor: The RFO reported that she had approached Hellis & Lodge to be appointed as the internal auditor for 2023/4 at the cost of £740. This was agreed.

ACM/05.23/13 Review and adopt the following (Previously circulated):

- a) Standing Orders
- b) Code of Conduct

The adoption of the Standing Orders and the Code of Conduct were proposed by Cllr Kane, seconded by Cllr Multon and approved by all for adoption.

- c) Financial Regulations- These were deferred until the next meeting.

ACM/05.23/14 Reports from Members of County and Borough Councillors:

- a) No report had been received from ECC Cllr Cory.

- b) Cllr Luxford -Vaughan reported that the Rural Fund is now open for applications. She will share information on this fund which totals £.5m.

Cllr Luxford-Vaughan also reported that she has been working on the Local Plan DPD. Consultations are being held in Wivenhoe and have been advertised. She is meeting with Wiv Soc members. She suggests that WTC uses funds set aside for legal fees to engage with a planning consultant and would like the agreement of WTC. Cllr Aldis said that he is happy to assist her.

- c) Cllr Burrows reported that she is working with a member of CARA to discuss in which they can support women locally. She would like councillors to let her know about any local groups that she could help with her locality budget. Cllr Burrows continues to work with dementia support and also with the schools.
- d) There was no update from Peter Kay.

ACM/05.23/15 Proposal from Cllr Multon: To proceed with the co-option process to appoint a councillor for the current vacancy.

Cllr Wenden suggested that it would be good to recruit a younger councillor but it was agreed that a specific age range couldn't be targeted as this would be discriminatory. It was agreed that councillors would circulate the relevant information to appropriate candidates if they wished.

Cllr Multon proposed to proceed with the co-option process to appoint a councillor for the current vacancy. This was seconded by Cllr Aldis, with all in favour. The Town Clerk will arrange for the advertisement to be published.

ACM/05.23/16 Committees:

- a. Planning- Cllr Burke reported that the last scheduled meeting had been cancelled.
- b. Finance & Personnel – The RFO reported that she is working on the year end.
- c. Environment: Cllr Maltby reported that she is holding a Community Environment meeting on 11 May. The Involve Workshop is being held on 13 May. Cllr Multon will open the workshop and Cllr Maltby volunteered to attend at the end.
- d. Estates- Cllr Aldis reported that :
 - i. The damage caused to the old cemetery wall in a vehicle accident will be repaired by WTC's insurer.
 - ii. The old cemetery wall working group will be meeting on 19 May to discuss next steps for the repairs.
 - iii. The committee will be considering the purchase of a garage from CCC at the next meeting.
 - iv. We have received some FOI request with regards to the oak tree in the High St car park. The reports will be released. The advice from the expert is that there is clay shrinkage. There has been an article in the Gazette which is not helpful as it contradicts itself. A separate meeting needs to be held but there is time as the tree can't be removed until later in the year. Cllr Wenden suggested that there needs to be more public engagement. Cllr Boughton noted that the meetings are held in public and the minutes are published. Cllr Aldis said that a notice needs to go out but this matter was approached as business as usual. A statement will be released on the website with the reports once the FOIs have been responded to.

ACM/05.23/17 RFO Update

- a. RFO Report
 - b. Approval of Bank Reconciliation.
 - c. Approve list of payments previously circulated.
 - d. Budget Control Report
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- a. The council considered a previously circulated RFO Report, which is attached as **Appendix A**.
 - b. The bank reconciliation was not available as the RFO is preparing the year end.
 - c. The council considered the previously circulated list of monthly payments, which is attached as **Appendix B**.

Cllr Kane proposed that the list of payments is approved for payment, this was seconded by Cllr Burke, with all in favour.

The councillors considered a financial update on the Office & Yard project.

ACM/05.23/18 Working Group Reports;

- a) Youth Hub: The Youth Hub is opening on 27 May.
- b) Office & Yard: Cllr Luxford-Vaughan reported on the last site visit and meeting with the contractors. Triple glazing and extra installation have been agreed. The roof for the extension will be built as originally planned. A living roof could be installed on the garages or elsewhere. The next site meeting is on 17 May. A working group meeting should be held before then. The Town Clerk reported that hopefully the new electricity and water connections should be installed on the same day. She will post the date on the council website and Facebook page.
- c) Community Engagement: Cllr Multon reported that the next newsletter will be published at the end of July. Articles were requested from all councillors. A meeting of the working group will be arranged.
- d) Travel & Transport: No update.
(Peter Kay left the meeting)
- e) KGV Electricity Installation: Cllr Kane reported that the coffee cart business won't be opening this year but that they had offered to pay half of the agreed rent for 3 months to secure an agreement this year. Works on the installation had started today before this news had been received. Cllr Kane proposed that the works continue but that no agreement is offered. This was agreed by the working group members.
- f) Mayoral activities: Cllr Kane reported that he had attended the Coronation Service at St Marys Church and had assisted at the Turkey and Syria Earthquake Appeal concert which had raised £2224. Cllr Kane was happy to report that he also got married!

ACM/05.23/19 Town Clerk Report: The councillors considered the previously circulated report which is attached as **Appendix C**.

ACM/05.23/20 Schedule of Town Council meetings in 2022/23: It was agreed that meetings will be held at

7.30pm on the third Monday of each month. The meetings for 2022/23 will be held on the following dates:

- 19 June 2023
- 17 July 2023
- 21 August 2023
- 18 September 2023
- 16 October 2023
- 20 November 2023
- 18 December 2023
- 15 January 2024
- 19 February 2024
- 18 March 2024
- 15 April 2024
- 20 May 2024

ACM/05.23/21 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.

PART B

None

Appendix A

RFO Finance Report Update for May

The system has not yet been closed for year end, there will be delays due to the issues we have had with internet and access to the system.

A Finance Committee meeting will hopefully be held towards the end of May, for pre-approval of the year end and AGAR figures before FTC in June. The AGAR needs to be submitted by the 30th June 2023.

The payment limit on our Co-op Bank for BACS payments was set at £30,000. We were restricted making the payment online to Cadmans, so the first payment was sent by CHAPs, for a £25 charge. The bank has approved an increased limit to £150,000, which will enable us to make the future payments to Cadmans online by BACS. Once the project is completed, I will request the limit to be reduced back to £30,000.

We have approached Hellis & Lodge about a contract for our internal audit for the 2023/24 year. They have quoted a charge of £740, this is for 2 visits and an interim and year end audit report.

b) Bank Reconciliations –

28/02/2023	Confirmed Bank Balances	£593,651
31/03/2023	Confirmed Bank Balances	£581,886
30/04/2023	NOT YET POSTED ON THE SYSTEM	TBC

c) **Payments** – That the circulated Schedule of payments be approved. ~~£192,370.96~~ **£192,695.96**
(Including £100,345.01 to Cadman for the Office & Yard Development) (See attached draft schedule)

d) **Budgetary Control Reports are available on the system up to 31/03/2023**

Work is still being undertaken to ensure that all the expenses for the year are included in the accounts, reserves also need to be adjusted. The final figures will be reported at the Finance Committee and agreed and approved with the AGAR at FTC. This has been delayed due to the internet issues at the WLH.

Appendix B- See attached

Appendix C

Town Clerk's Report- Annual Council Meeting 9 May 2023

1. Staffing: No update.
2. I met with the new councillor, Cllr Guy, last week to discuss the committees and working groups. I have sent him some training information.
3. Office & Yard-
 - The third monthly meeting with the contractor and the architect is on 17 May at 11am in the WLH.
 - It has been agreed that the working group will meet monthly the week before the contractor meetings.
 - The contract is with a solicitor for advice.
 - Works to the electricity supply are due to take place on 23 May subject to confirmation from UK Power Network. There will be parking restrictions along the High St for one day to allow for the works to take place so an update to the public will go out as soon as we have confirmation.
4. The next Health & Wellbeing meeting is on 16 May 2023 at 11.30am. The poster for the Community Picnic is currently being designed.
5. Works have started off site on the new skate park.
6. Works are due to start the week commencing 8 May for the installation of an electricity supply to the KGV. The coffee cart agreement is with the tenant for signature.
7. The Youth Hub is opening on 27 May.
8. I attended a local government procurement event in London on 27 April and will be sharing some ideas for the new office and on recycling.

