



WIVENHOE TOWN COUNCIL

Town Mayor: Cllr Tim Multon~ Town Clerk: Jo Beighton-Emms
77 High Street, Wivenhoe, Essex CO7 9AB
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14 May 2024

Sir/Madam,

The **Annual Council Meeting** of Wivenhoe Town Council will be held in the Council Chamber, Council Offices, 77 High Street, Wivenhoe at **7.00pm** on **Monday 20 May 2024**, for consideration of the business set out below.

If you are a member of the public who would like to attend, please contact the Town Clerk in advance of the meeting.

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.

PART A

1. Apologies for absence
2. Election of Town Mayor for 2024/25
3. Election of Deputy Mayor for 2024/5
4. Mayor's Opening Remarks: To receive the report of the new Mayor.
5. Declarations of Interest: To receive any pecuniary and non-pecuniary interests relating to items on the agenda.
6. Minutes of the last meeting: To agree the minutes of the Full Town Council meeting held on 15 April 2024.
7. Committee Structure and Appointment of Members: To conduct a review of committee membership and appoint members of the following committees:

- a) Planning
- b) Finance & Personnel.
- c) Estates and Sub-Committee- Chapel Museum
- d) Environment

8. Working Groups: To conduct a review of working group membership and appoint members to the following:

- a) Health & Wellbeing- Reports to FTC
- b) Community Engagement- Reports to FTC
- c) Travel & Transport-Reports to FTC
- d) Allotments-Reports to Estates
- e) Biodiversity- Reports to Environment
- f) Wivenhoe Neighbourhood Plan- Reports to Planning
- g) New allotments- Reports to Planning
- h) New Cemetery- Proposal by Cllr Burke to form a new working group for the creation of the new cemetery on Elmstead Road. Will report to Planning.
- i) Car Parks & Market- Reports to FTC
- j) Funding- Reports to Finance
- k) Children & Young People- Reports to FTC
- l) Sporting Trust- Reports to FTC
- m) Wivenhoe Community Charity- Reports to FTC
- n) Events- Proposal by Cllr Multon to form a new working group to plan council events. Will report to FTC.

9. Representatives on other bodies: To agree on representatives for the following:

- a) Colchester Association of Local Councils
- b) Civil Protection
- c) Public Transport Representative
- d) Neighbourhood Watch
- e) Wivenhoe Society
- f) Colne Estuary Partnership- TBC
- g) Wivenhoe Housing Trust
- h) Wivenhoe & District Sporting Facilities Trust
- i) Wivenhoe in Bloom

10. Subscriptions: To approve continuing membership of the following organisations and authorise payment of appropriate subscriptions:

	Organisation	Annual Subscription (£) (TBC)
a.	Essex Association of Local Councils - subscription	652.99
b.	National Ass of Local Councils (NALC) Direct Information Service	466.08
c.	Colchester Association of Local Councils	35.00
d.	Fields in Trust (formerly NPFA)	65.00
e.	Institute of Cemetery and Crematorium Management (ICCM)	100.00

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	TBC
l.	Museums Essex	55.00
m.	The National Allotment Society	55.00
n.	Essex Heritage Trust	TBC

11. Review and adopt the following:

- a) Standing Orders
- b) Code of Conduct
- c) Financial Regulations

12. Reports from Members of the County and Borough Councils:

- a) Essex County Councillor; Cllr Cory
- b) Colchester City Councillors; Cllr Cory, Cllr Luxford-Vaughan and Cllr Kelly
- c) Public Transport Representative; Mr P Kay

13. Committees:

- a. Planning- An update from the Chair on the meeting held on 7 May 2024.
- b. Finance & Personnel- An update from the Chair.
- c. Environment An update from the Chair on the meeting held on 1 May 2024.
- d. Estates- An update from the Chair on the meeting held on 13 May 2024.

14. RFO's Update:

- a. RFO Report
- b. Approval of Bank Reconciliation.
- c. Approve list of payments previously circulated.
- d. Budget Control Report

15. Working Group Reports:

- a) Health & Wellbeing
- b) Community Engagement
- c) Travel & Transport
- d) Carparks & Market
- e) Children & Young People
- f) Sporting Trust
- g) Funding
- h) Wivenhoe Community Charity
- i) Mayoral Activities – Update from Cllr Multon

16. Town Clerk's Report

17. Schedule of Full Town Council meetings in 2024/25:

Meetings will be held at 7.00pm on the third Monday of each month.
The meetings for 2024/25 will be held on the following dates:

- 17 June 2024
- 15 July 2024
- 19 August 2024
- 16 September 2024
- 21 October 2024
- 18 November 2024
- 16 December 2024
- 20 January 2025
- 17 February 2025
- 17 March 2025
- 21 April 2025
- 19 May 2025

18. 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

19. None.