



WIVENHOE TOWN COUNCIL

Town Mayor: Cllr. Jon Guy~ Town Clerk- Jo Beighton-Emms
77 High Street, Wivenhoe, Essex CO7 9AB

Tel: 01206 822864: www.wivenhoe.gov.uk: enquiries@wivenhoe.gov.uk

10 February 2026

Sir/Madam,

A meeting of Wivenhoe Town Council will be held at the Council Offices, 77 High Street, Wivenhoe at **7.00pm** on Monday 16 February 2026 for consideration of the business set out below.

If you are a member of the public and you would like to attend this meeting, please contact the Town Clerk.

Yours faithfully,

Jo Beighton-Emms
Town Clerk

AGENDA

A reminder to the Chair to notify attendees of the location of the fire exit and the assembly point by the WTC noticeboard located at the front of the Council Offices.

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. Election of Deputy Mayor
2. Apologies for absence: To receive apologies and for councillors to accept those apologies.
3. Declarations of interest: Councillors will be asked to say if there are any items on the agenda about which they have a disclosable pecuniary interest which would prevent them from participating in any discussion of the item or participating in any vote upon the item, or any other registerable interest or non-registerable interest.

4. Minutes of previous meetings: To approve the minutes of the Extraordinary Full Town Council meeting held on 6 January 2026 and the minutes of the Full Town Council meeting held on 19 January 2026.
5. Reports from Members of the County, City Councils & Public Transport Representative:
 - a. Essex County Councillor; M. Cory.
 - b. Colchester City Councillors: M. Cory, S Kelly and A. Luxford-Vaughan.
 - c. Peter Kay- Public Transport Representative
6. Proposal by Cllr Guy: 'That on the recommendation of the Minibus Working Group WTC commits to continue to support the community by providing a minibus and that a new minibus is purchased to replace the current one which is nearing the end of its serviceable life. The EMR for the new minibus is £28,206.'
7. Committees:
 - a. Planning: An update from the Chair on the meeting held on 3 February 2026.
 - b. Finance & Personnel: An update from the Chair.
 - c. Environment: An update from the Chair on the meeting held on 28 January 2026.
 - d. Estates: An update from the Chair on the meeting held on 9 February 2026.
8. RFO Update:
 - a. RFO Report
 - b. Approve list of payments previously circulated.
 - c. Approve the Bank Reconciliation.
 - d. Budget
9. Working Groups:
 - a) Wiv Works
 - b) Community Hub
 - c) Devolution
 - d) Health & Wellbeing
 - e) Community Engagement
 - f) Car Parks
 - g) Sporting Trust
 - h) Wivenhoe Community Charity
 - i) Events
 - j) Local Plan
 - k) Mayoral Activities- A report from Cllr Guy
10. Town Clerk's Report

11. Date and time of the next meeting: To be agreed that the next meeting will be held on Monday 16 March 2026 at 7.00pm.
12. 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

TRANSPORT REP'S REPORT FEBRUARY 2026

The first stage of the ECC government-funded 'Bus Service Improvement Plan' service improvements comes into effect on 22.2.26 and involves the Tendring and Harlow areas. The Tendring changes are largely minor, involving additional early morning and later evening journeys, and the introduction of Sunday journeys on some routes. The one major change is the introduction of an hourly Clacton-Brightlingsea service. The only improvement applicable to Wivenhoe is the increasing of the weekday evening 74b service to hourly (vice two-hourly), and later last Sunday 74 journeys. Even these are not likely to attract more than the odd extra Wivenhoe passenger, especially as they do not stop to pick up at the usual town centre stops.

A subsequent stage of the improvements will cover the Colchester area, but on the basis of the Tendring results being related largely to ECC-supported routes, it is unlikely to result in any change to Wivenhoe's other (all commercial) services.

Re ECC's enthusiasm on providing P&R facilities at the GC, and recent flannel from them on how P&R usage in Essex is prospering, it is interesting to see that in the real world from next month the Chelmer Valley service is being reduced to a Mon-Fri daytime only operation!

	Supplier	Details of supply	NET	VAT	TOTAL
Payroll Payment Summary Paid Via BACS					
	Staff	Std Hrs in Jan 2026 + O/T Dec 2025	13,852.56		13,852.56
	HMRC	Deductions for Dec 2025	4,992.39		4,992.39
	Essex Pensions	Deductions for Dec 2025	5,572.91		5,572.91
			£ 24,417.86	£ -	£ 24,417.86
Payment by Direct Debit - Upto 31.01.2026					
01.01.2026	SYS3	Monthly Service IT Wifi & Office Phones & WLH Wifi	459.09	91.82	550.91
18.12.2025	Wave	WLHall & Fishermans Store	92.45	0.00	92.45
08.12.2025	O2	Staff mobile phones line rental	82.74	16.55	99.29
06.01.2026	Octopus Energy	Elec/Gas, Fishermans/Toilets/Hall	1,026.96	115.31	1,142.27
05.01.2026	Castle Water	Allotments Water & Cemetery 1.11.25-30.11.25	212.27	0.00	212.27
28.12.2025	Fuelcard	Works vehicle fuel	58.72	11.74	70.46
05.01.2026	DVLA	EF64UOR ford transit works vehicle tax	345.00	0.00	345.00
29.09.2025	CF Corporate	Office Copier Rental	174.72	34.94	209.66
26.01.2026	CCC	Various Properties	2,208.00	0.00	2,208.00
			4,659.95	270.36	4,930.31
Payment by Card - Upto 31.01.2026					
05.01.2026	Amazon Miriah Limited	Digital Dehumidifier 81HS	66.66	13.33	79.99
05.01.2026	Assurant protect your bubble.com	Dehumidifier 81HS accidental damage insurance	4.83	0.96	5.79
06.01.2026	Amazon Safeguard Europe Ltd	Yard supplies dryzone moisture meter detector	20.82	4.17	24.99
08.01.2026	Amazon EU	Urinal blocks & wood floor cleaner WLH	35.39	7.08	42.47
13.01.2026	Amazon EU	Wood floor cleaner WLH	35.00	7.00	42.00
12.01.2026	Secure Propcert	WLH commercial EPC certificate	349.00	-	349.00
14.01.2026	Lookers	EF64UOR ford transit works vehicle service & MOT	354.63	59.96	414.59
21.01.2026	Amazon EU	Stationery office notebooks	4.87	0.98	5.85
21.01.2026	Amazon Qfonic Tech Distribution Network Ltd	Allotments comms advertising sign	4.99	1.00	5.99
22.01.2026	CSH Environmental Ltd	Yard waste disposal	300.00	-	300.00
26.01.2026	The Train Line	JBE Travel for Course	70.29	-	70.29
			1,246.48	94.48	1,340.96
Payments by Bank Transfer - To Be Made					
29.09.2025	Ellisons	Professional charges in relation to proposed cemetery site	1,100.00	220.00	1320.00
26.01.2026	Perfect Shine	hall & office window cleaning 20.01.2026	100.00	-	100.00
07.01.2026	Sibbons	Various	465.11	93.02	558.13
06.02.2026	Engraving World	Memorial plaque for dog area	28.50	5.70	34.20
05.02.2026	Shaun Davis	Cemetery plot preparation 9.1.26	480.00	-	480.00
30.01.2026	EALC	Clr G Widgery Advanced Clr training days	250.00	50.00	300.00
04.02.2026	Ellisons	Professional charges in relation to Fishermans Store lease rene	1,808.40	-	1808.40
04.02.2026	Ellisons	Professional charges in relation to Car Park tree	2,995.20	-	2995.20
07.01.2026	Screwfix	Stormguard industrial door seals	13.32	2.67	15.99
30.01.2026	The Business Supplies Group	Office stationery & Hall cleaning supplies	73.01	14.60	87.61
05.02.2026	Colchester City Council	320 rolls of food caddy liners	213.33	42.66	255.99
06.02.2026	Smith of Derby	Council Offices clock service	309.00	61.80	370.80
06.02.2026	Smith of Derby	St Mary's Church clock service & repair	399.00	79.80	478.80
11.02.2026	The Press Gang t/a Big Red Web Hosting	Domain renewal Wiv.gov	85.99	17.20	103.19
			8,320.86	587.45	8,908.31
Refund of Deposits/Community Fund/Locality Budget					
05.02.2026	Vicki Howard	Payment refund	8.00	-	8.00
05.02.2026	The Colte Partnership	Hall hire overpayment	63.00	-	63.00
26.01.2026	Greek Language/Culture Comm. Colchester	Hall Hire Deposit Refund	50.00	-	50.00
			121.00	-	121.00
Total Payments for Approval			38,766.15	952.29	39,718.44
Internal Transfers - made from Main (Current A/C)					
20.01.2026	From Main Account	Jan Card	1,660.41		
20.01.2026	From Main Account	Jan BACS	38,270.54		
14.01.2026	From Main Account	Jan Payroll	23,000.00		
			62,930.95		

RFO Finance Report Update for February 2026 FTC

The signed precept request has been submitted to CCC.

An election has been called for March, the previous election expense was £8,235. The second election this year will take the election budget to £16,470. The 2025/2026 election budget was £2,500, meaning this year we would have overspent by £13,970 on elections. At year end the council will have to decide if this needs to be taken from reserves.

The VAT return upto 31 December 2026 has been submitted and HMRC have refunded this in February.

Aviva have contributed towards the car park fencing in January and the arborist report that was undertaken. The original funding towards legal costs from Aviva has now been spent and to date the Council has now incurred £750 expenditure for the High St car park dispute on legal advice.

b) Payments – That the circulated schedule of payments be approved.

Receipts – To approve the receipts reports for Cashbook one –
01/01 – 31/01/2026 £62,324.79

c) Bank Reconciliations –

30/11/2025	Confirmed Bank Balances	£595,861
31/12/2025	Confirmed Bank Balances	£579,818
31/01/2026	Confirmed bank Balances	£528,064

d) Budgetary Control Reports at 31.01.2026

The planned income budget was £574,609, to date we have received £614,224. This is mainly due to:

£1,000 – additional bank interest received, £1,000 extra rental income, £37,000 grants and donations received.

The planned expenditure budget was £553,889, to date we have spent £498,535 from the budget and £34,000 from reserves.

Community Expenses are currently underspent, this is mainly due to underspends on website expenditure, community funds and the council newsletter.

Civic Expenses are overspent, this is due to elections and hospitality expenses.

Minibus budget is overspent, this is due to lower donations received, due to the ongoing mechanical issues. The minibus working group has been discussing the minibus replacement.

Cemetery income is expected to be £1,000 lower than the original budget.

Mede Way play area donation for £20,000 has been received and moved to reserves.

Current Bank Account Co-Op

Receipts received between 01/01/2026 and 31/01/2026

		Nominal Ledger Analysis						
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amount Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	BACS Banked: 02/01/2026	147.00						
	Sales Receipts Page 2478	147.00	147.00		100			Sales Receipts Page 2478
	BACS Banked: 02/01/2026	180.00						
	Sales Receipts Page 2499	180.00	180.00		100			Sales Receipts Page 2499
	BACS Banked: 02/01/2026	846.00						
	Sales Receipts Page 2500	846.00	846.00		100			Sales Receipts Page 2500
	BACS Banked: 05/01/2026	5,275.00						
	BACS WLH Envoert Grant	5,275.00			1100	230	5,275.00	WLH Envoert Grant
	BACS Banked: 05/01/2026	1.00						
	BACS WAGA receipt in error	1.00			4990	110	1.00	WAGA receipt in error
	S/Fords Banked: 07/01/2026	2,595.00						
	Sales Receipts Page 2505	2,595.00	2,595.00		100			Sales Receipts Page 2505
	CARD Banked: 08/01/2026	154.00						
	Sales Receipts Page 2504	154.00	154.00		100			Sales Receipts Page 2504
	CARD Banked: 08/01/2026	5.00						
	R:766 Food Caddy Bags	5.00		0.83	1115	110	4.17	Food Caddy Bags
	BACS Banked: 09/01/2026	93.00						
	Sales Receipts Page 2495	93.00	93.00		100			Sales Receipts Page 2495
	BACS Banked: 09/01/2026	154.00						
	Sales Receipts Page 2496	154.00	154.00		100			Sales Receipts Page 2496
	BACS Banked: 09/01/2026	245.00						
	Sales Receipts Page 2497	245.00	245.00		100			Sales Receipts Page 2497
	CARD Banked: 12/01/2026	84.50						
	Sales Receipts Page 2501	84.50	84.50		100			Sales Receipts Page 2501
	CARD Banked: 13/01/2026	112.00						
	Sales Receipts Page 2502	112.00	112.00		100			Sales Receipts Page 2502
	Banked: 14/01/2026	5,000.00						
Tsf	Top Up Instant Account Co-Op	5,000.00			230		5,000.00	Cashflow Top Up
	Banked: 14/01/2026	20,000.00						
Cashflow	Instant Account Co-Op	20,000.00			230		20,000.00	Cash Flow Top Up
	BACS Banked: 14/01/2026	20.00						
	Sales Receipts Page 2484	20.00	20.00		100			Sales Receipts Page 2484
	BACS Banked: 14/01/2026	28.00						
	Sales Receipts Page 2485	28.00	28.00		100			Sales Receipts Page 2485
	Banked: 14/01/2026	74.50						

Current Bank Account Co-Op
 Receipts received between 01/01/2026 and 31/01/2026

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amount Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Receipts Page 2486	74.50	74.50		100			Sales Receipts Page 2486
		35,014.00	4,733.00	0.83			30,280.17	
	BACS Banked: 14/01/2026	126.00						
	Sales Receipts Page 2487	126.00	126.00		100			Sales Receipts Page 2487
	BACS Banked: 14/01/2026	715.00						
	Sales Receipts Page 2488	715.00	715.00		100			Sales Receipts Page 2488
	BACS Banked: 14/01/2026	20.00						
	Sales Receipts Page 2488	20.00	20.00		100			Sales Receipts Page 2488
	CARD Banked: 14/01/2026	15.00						
	R:766 Dog Bags	15.00		2.50	1115	110	12.50	Dog Bags
	BACS Banked: 15/01/2026	20.00						
	Sales Receipts Page 2489	20.00	20.00		100			Sales Receipts Page 2489
	CARD Banked: 15/01/2026	2.50						
	R:766 Food Bags	2.50		0.42	1115	110	2.08	Food Bags
	BACS Banked: 16/01/2026	60.00						
	Sales Receipts Page 2490	60.00	60.00		100			Sales Receipts Page 2490
	BACS Banked: 16/01/2026	10.00						
	Sales Receipts Page 2491	10.00	10.00		100			Sales Receipts Page 2491
	CARD Banked: 16/01/2026	218.00						
	Sales Receipts Page 2503	218.00	218.00		100			Sales Receipts Page 2503
	BACS Banked: 19/01/2026	63.00						
	Sales Receipts Page 2492	63.00	63.00		100			Sales Receipts Page 2492
	BACS Banked: 19/01/2026	102.50						
	Sales Receipts Page 2494	102.50	102.50		100			Sales Receipts Page 2494
	Banked: 20/01/2026	20,000.00						
	Cashflow Instant Account Co-Op	20,000.00			230		20,000.00	Cashflow Top Up
	CARD Banked: 20/01/2026	3.75						
	R:766 Food Bags	3.75		0.62	1115	110	3.13	Food Bags
	BACS Banked: 21/01/2026	174.00						
	Sales Receipts Page 2480	174.00	174.00		100			Sales Receipts Page 2480
	BACS Banked: 21/01/2026	40.00						
	Sales Receipts Page 2481	40.00	40.00		100			Sales Receipts Page 2481
	BACS Banked: 21/01/2026	40.00						
	Sales Receipts Page 2482	40.00	40.00		100			Sales Receipts Page 2482

Current Bank Account Co-Op

Receipts received between 01/01/2026 and 31/01/2026

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amount Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
BACS Banked: 21/01/2026		30.00						
	Sales Receipts Page 2483	30.00	30.00		100			Sales Receipts Page 2483
BACS Banked: 21/01/2026		35.00						
	Sales Receipts Page 2493	35.00	35.00		100			Sales Receipts Page 2493
		56,688.75	1,653.50	4.37			50,297.88	
CARD Banked: 21/01/2026		2.50						
	R:766 Food Bags	2.50		0.42	1115	110	2.08	Food Bags
BACS Banked: 21/01/2026		232.00						
	Sales Receipts Page 2506	232.00	232.00		100			Sales Receipts Page 2506
BACS Banked: 21/01/2026		232.00						
	Sales Receipts Page 2507	232.00	232.00		100			Sales Receipts Page 2507
BACS Banked: 22/01/2026		21.00						
	Sales Receipts Page 2508	21.00	21.00		100			Sales Receipts Page 2508
BACS Banked: 23/01/2026		821.77						
	Sales Receipts Page 2509	821.77	821.77		100			Sales Receipts Page 2509
BACS Banked: 23/01/2026		93.50						
	Sales Receipts Page 2513	93.50	93.50		100			Sales Receipts Page 2513
PD IN Banked: 23/01/2026		32.33						
	A:181 TTW Allot Plot	32.33			115		32.33	TTW Allot Plot
PD IN Banked: 23/01/2026		193.00						
	Sales Receipts Page 2514	193.00	193.00		100			Sales Receipts Page 2514
PD IN Banked: 23/01/2026		68.00						
	PD IN Dog & Caddy Liners	68.00		11.33	1115	110	21.88	Dog Bags
					1115	110	34.79	Caddy Liners
BACS Banked: 26/01/2026		29.50						
	Sales Receipts Page 2510	29.50	29.50		100			Sales Receipts Page 2510
BACS Banked: 27/01/2026		42.00						
	Sales Receipts Page 2511	42.00	42.00		100			Sales Receipts Page 2511
BACS Banked: 27/01/2026		8.00						
	BACS Allot Plot 53A Kell/How	8.00			115		8.00	Allot Plot 53A Kell/How
BACS Banked: 28/01/2026		2,084.00						
	Sales Receipts Page 2512	2,084.00	2,084.00		100			Sales Receipts Page 2512
BACS Banked: 28/01/2026		1,625.00						
	BACS ALV Locality VAS Signs	1,625.00			1100	110	1,625.00	ALV Locality VAS Signs

Current Bank Account Co-Op

Receipts received between 01/01/2026 and 31/01/2026

Nominal Ledger Analysis							
<u>Receipt_Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount Transaction Detail</u>
					336		1,625.00 ALV Locality VAS Signs
					6001	110	-1,625.00 ALV Locality VAS Signs
	BACS Banked: 28/01/2026	20.44					
	BACS Allot Plot 14A Reubin	20.44			115		20.44 Allot Plot 14A Reubin
	BACS Banked: 29/01/2026	126.00					
	BACS Duplicate Receipt 9316	126.00			4990	110	126.00 Duplicate Receipt 9316
	CARD Banked: 29/01/2026	5.00					
	CARD R:773 - Food Bags	5.00		0.83	1115	110	4.17 R:773 - Food Bags
		62,324.79	3,748.77	16.95			52,172.57

Current Bank Account Co-Op

Receipts received between 01/01/2026 and 31/01/2026

Nominal Ledger Analysis							
<u>Receipt_Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount Transaction Detail</u>
	Total Receipts:	62,324.79	10,135.27	16.95			52,172.57

Wivenhoe Town Council

Bank - Cash and Investment Reconciliation as at 31 January 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2026	Current A/c	51,903.32
31/01/2026	Petty Cash	41.58
31/01/2026	Payroll A/c	12,570.00
26/01/2026	Regular Payments Account Co-op	7,237.77
31/01/2026	Instant A/c	129,644.30
31/01/2026	Nat Savings A/c	2,701.26
31/01/2026	Unity Bank Trust Current	323,966.08

528,064.31

Receipts not on Bank Statement

0.00

Closing Balance

528,064.31

All Cash & Bank Accounts

1	Current Bank A/c	51,903.32
2	Petty Cash	41.58
3	Payroll	12,570.00
4	Regular Payments A/C	7,237.77
5	Instant	129,644.30
6	Nat Savings	2,701.26
7	Unity Bank Trust Current	323,966.08
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	528,064.31

Cllr Andrea Luxford Vaughan Report

Spatial Development Strategy

Initial meetings have taken place between ECC, Southend and Thurrock. North and South Essex representatives will now be included. Gary Guiver (TDC) will represent North Essex and is coordinating further engagement across all authorities.

Garden Community

The link road is now £86m over budget. A HIF Material Amendment requesting an additional £65m has been submitted, leaving a £21m shortfall for Latimer. There has been no government response and no legal route to recover costs from Latimer. Colchester has signed a memorandum of understanding that heavily favours Latimer, potentially creating a significant gap in the £547m infrastructure budget. I have raised concerns and am working with others to call in the decision, though ECC and TDC have already signed it off.

The planning application is still awaited; Latimer appears to be delaying submission to increase pressure on government regarding the HIF amendment.

City Centre Masterplan

Work continues to identify a site for the new bus interchange. Britannia Car Park and Vineyard Street Car Park are now unlikely due to access and heritage constraints. Re-use of the former Queen Street bus station (Painters Yard) remains under consideration. The St Botolph's Circus redesign is progressing through ECC Highways towards tender.

Sustainable Transport

Progress on the EV strategy is paused pending ECC feedback on the chargepoint delivery contract, with collaboration terms still unresolved. Work continues with ECC and the Colchester Travel Plan Club to promote park and ride, including possible extended hours for events. A bus-use promotion campaign is in development.

Several s106-funded schemes are advancing, including Walk with Words, King Edward Quay, Swing Basin and improvements to the Wivenhoe Trail. Purchase of the Portal Precinct secure bike park is nearing completion, with works expected in March/April 2026. Cycling promotion, shared mobility initiatives and redevelopment of the Walk Colchester website are also underway.

Infrastructure

The Norwich to Tilbury NSIP is now at the examination stage.

Consultations

- Draft NPPF response is being prepared. Once my notes are shared with Colchester officers, I will circulate to the planning committee, as we should consider submitting our own response.

- Streamlining Statutory Consultations closed on 13 January.
- A draft response on permitted development rights for EV charging has been submitted for approval.