



# WIVENHOE TOWN COUNCIL

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

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12 May 2026

Dear Councillor,

You are hereby summoned to the **Annual Council Meeting** of Wivenhoe Town Council to be held in the Council Chamber, Council Offices, 77 High Street, Wivenhoe at **7.00pm** on **Monday 18 May 2026** for consideration of the business set out below.

Yours faithfully,

*J Beighton-Emms*

Jo Beighton-Emms  
Town Clerk

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

## 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 Mayor for 2026/27 and signing of Declaration of Acceptance of Office as Mayor
2. Election of Deputy Mayor for 2026/7
3. Mayor's Opening Remarks: To receive a report from the new Mayor.
4. Apologies for absence: To receive apologies and for councillors to accept those apologies.
5. 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.

- 6 Minutes of the last meeting: To agree the minutes of the Full Town Council meeting held on 20 April 2026
  
- 7 Reports from Members of the County, City Councils & Public Transport Representative:
  - i. Essex County Councillor: M. Cory
  - ii. Colchester City Councillors: M. Cory, S Kelly and A. Luxford-Vaughan
  - iii. Peter Kay- Public Transport Representative
  
- 8 Committee Structure and Appointment of Members: To conduct a review of committee membership and appoint members of the following committees:
  - i. Planning and Sub Committee Travel & Transport
  - ii. Finance & Personnel
  - iii. Estates and Chapel Museum
  - iv. Environment
  
- 9 Working Groups: To conduct a review of working group membership and appoint members to the following:
  - i. Mede Way/Community Hub
  - ii. Devolution
  - iii. Wet Dock
  - iv. Health & Wellbeing
  - v. Community Engagement
  - vi. Biodiversity
  - vii. Wivenhoe Neighbourhood Plan
  - viii. New Allotments
  - ix. New Cemetery
  - x. Car Parks
  - xi. Sporting Trust
  - xii. Events
  - xiii. Sports Pitches
  
- 10 Representatives on other bodies: To agree on representatives for the following
  - i. Colchester Association of Local Councils
  - ii. Public Transport Representative
  - iii. Wivenhoe Society
  - iv. Wivenhoe Housing Trust
  - v. Wivenhoe in Bloom
  - vi. Allotments

- 11 Subscriptions: To approve continuing membership of the following organisations and authorise payment of appropriate subscriptions:

Organisation	Annual Subscription (£)
Essex Association of Local Councils	£696.15
National Association of Local Councils (NALC) Direct Information Service	£504.99
Colchester Association of Local Councils	£35.00
Fields in Trust (formerly NPFA)	£65.00
Institute of Cemetery and Crematorium Management (ICCM)	£105.00
Society of Local Council Clerks (SLCC)	£360.00
Information Commissioner's Office	£52.00
Community Transport Association	£400.00
Council for Protection of Rural England	£36.00
Rural Community Council of Essex (RCCE)	£87.00
Friends of Historic Essex	£12.00
Museums Essex	£55.00
The National Allotment Society	£84.00
Essex Heritage Trust	£25.00
The Purple Guide Events	£29.16
Zoom Online Subscription	£129.90
Facebook Survey	£180.00
Grants Online	£125.00

- 12 Review and adopt the following:

- i. Standing Orders
- ii. Code of Conduct
- iii. Financial Regulations

- 13 Committees:

- i. Planning- An update from the Chair on the meeting held on 5 May 2026.
- ii. Finance & Personnel- An update from the Chair on the meeting held on 27 April 2026
- iii. Environment- An update from the Chair
- iv. Estates- An update from the Chair on the meeting held on 11 May 2026 and
  - Proposal by Cllr Guy to instruct DCB Architects to commence stages 0 to 2, as per the fee proposal dated 7 May 2026, for the Community Hub project on the recommendation of the Estates Committee.

- 14 RFO Update:

- i. RFO Report

- ii. Approve list of payments previously circulated
- iii. Approve the Bank Reconciliation
- iv. Budget

15 Working Group Reports:

- i. Wiv Works
- ii. Mede Way/Community Hub
- iii. Devolution
- iv. Health & Wellbeing
- v. Community Engagement
- vi. Car Parks
- vii. Sporting Trust
- viii. Events
- ix. Local Plan

16 Town Clerk's Report

17 Schedule of Full Town Council meetings in 2026/27:

The meetings for 2026/27 will be held at 7pm on the following dates:

- 15 June 2026
- 20 July 2026
- 17 August 2026
- 21 September 2026
- 19 October 2026
- 16 November 2026
- 21 December 2026
- 18 January 2027
- 15 February 2027
- 15 March 2027
- 19 April 2027
- 17 May 2027

- 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.

