



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

9 June 2025

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 June 2025 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. Apologies for absence: To receive apologies and for councillors to accept those apologies.
2. 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.

3. Minutes of previous meetings: To approve the minutes of the Annual Council meeting held on 19 May 2025.
4. 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
5. Proposal by Cllr Guy:
Approval of External Audit Submission for 2024/25 following the Recommendations of the Finance & Administration Committee Meeting held on the 2 June 2025
 - a. Internal Audit
 - b. Financial Regulations
 - c. 2024/25 Internal Audit Report Audit Requirements
 - i. Approval of attached Asset Register
 - ii. Approval of attached Risk Assessment
 - iii. Approval of Insurance proposals
 - iv. Approval of the attached 2024/25 Annual Governance Statement
 - d. Audit Requirements – 2024/25 Accounting Statement
 - i. Approval of Bank Reconciliation as at 31st March 2025
 - ii. Approve year on year comparisons and explanations.
 - iii. Approve explanation of differences between comparisons.
 - iv. Approve Accounting Statement 2024/25
6. Proposal by Cllr Burke: For WTC to adopt and act as the administration for the Reaching Out at Christmas event.
7. Proposal by Cllr Burke: For WTC to manage and assess future KGV parking permit requests.
8. Committees:
 - a. Planning: An update from the Chair on the meeting held on 3 June 2025.
 - b. Finance & Personnel: An update from the Chair on the meeting held on 2 June 2025 and to include the approval of the following:
 - Investment Policy
 - Reserves Policy
 - Appointment of Internal Auditor for the 2025/26 year
 - c. Environment: An update from the Chair on the meeting held on 4 June 2025.
 - d. Estates: An update from the Chair on the meeting held on 9 June 2025.

9. RFO Update:
 - a. RFO Report
 - b. Approve list of payments previously circulated.
 - c. Approve the Bank Reconciliation.

10. Working Groups:

- a) Community Hub
- b) Devolution
- c) Health & Wellbeing
- d) Community Engagement
- e) Car Parks
- f) Sporting Trust
- g) Wivenhoe Community Charity
- h) Events
- i) Mayoral Activities- A report from Cllr Guy

11. Town Clerk's Report: (Previously circulated)

12. Date and time of the next meeting: To be agreed that the next meeting will be the Annual Council Meeting to be held on Monday 21 July 2025 at 7.00pm.

13. 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

14. Update from the Chair on legal advice regarding the High Street car park.

15. Cllr Guy. Employee Contracts – To discuss and approve the new NALC employee contract incremental pay increases, as recommended by the personnel committee.