



# WIVENHOE TOWN COUNCIL

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

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11 November 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 17 November 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 Full Town Council meeting held on 20 October 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 Burke: That a working group is formed to work on a response to the CCC draft local plan reg 18 consultation. Also, that the council confirm that the position of the site allocation north of the fire station is opposed. However, given the care facility has not been developed as part of the current planning application south of this site, then WTC need to confirm if this has been put forward for residential development, and if so agree to support this.
6. Committees:
  - a. Planning: An update from the Chair on the meeting held on 4 November 2025.
  - b. Finance & Personnel: An update from the Chair on the meeting held on 27 October 2025, to include on the recommendation of the committee:
    - Approval for £50 voucher for staff in December
    - Approval for Community Fund application
  - c. Environment: An update from the Chair on the meeting held on 3 November 2025.
  - d. Estates: An update from the Chair on the meeting held on 10 November 2025, to include on the recommendation of the committee:

To instruct Fresh Air Fitness to supply and install outdoor gym equipment on the KGV (quotation previously circulated).
7. RFO Update:
  - a. RFO Report
  - b. Approve list of payments previously circulated.
  - c. Approve the Bank Reconciliation.
  - d. Budget
8. 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) Mayoral Activities- A report from Cllr Guy

9. Town Clerk's Report

10. Date and time of the next meeting: To be agreed that the next meeting will be held on Monday 15 December 2025 at 7.00pm.

11. 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

12. To approve the payroll budget for 2026/7- RFO

13. Update on the High Street Car Park- Cllr Guy