



WIVENHOE TOWN COUNCIL

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

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14 October 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 20 October 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 15 September 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. Committees:
 - a. Planning: An update from the Chair on the meeting held on 7 October 2025.
 - b. Finance & Personnel: An update from the Chair on the meeting held on 29 September 2025. To include:
 - Recommendation from the committee to instruct Worknest for the provision of HR and Health and Safety services. This will be a contract for a period of 60 months with a 36-month break clause.
 - Recommendation from the committee that a budget of £12000 was agreed to purchase a new work vehicle for the Properties Manager. The RFO will provide an update.
 - c. Environment: An update from the Chair.
 - d. Estates: An update from the Chair on the meeting held on 13 October 2025.
6. RFO Update:
 - a. RFO Report
 - b. Approve list of payments previously circulated.
 - c. Approve the Bank Reconciliation.
 - d. Budget
7. 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
8. Town Clerk's Report

9. Date and time of the next meeting: To be agreed that the next meeting will be held on Monday 17 November 2025 at 7.00pm.
10. 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