



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
 - xiv. Wiv Works

- 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.

RFO Finance Report Update for May 2026 FTC

The first half of the precept and parish grant have been received from Colchester City Council. The year end has been completed on the accounting system. There are a few changes to report at the next finance committee meeting, but a full report will be given at the next Full Town Council meeting alongside the AGAR for approval.

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

Receipts – To approve the receipts reports for Cashbook one –

01/02 – 28/02/2026	£50,883.98
01/03 – 31/03/2026	£48,749.96
01/04 – 30/04/2026	£262,146.55

c) Bank Reconciliations –

28/02/2026	Confirmed bank balances	£512,635
31/03/2026	Confirmed bank balances	£494,754
30/04/2026	Confirmed bank balances	£631,665

d) Budgetary Control Reports at 30.04.2026

The budget report is up to 30.04.2026.

	Supplier	Invoice No.	Details of supply	NET	VAT	TOTAL	
Payroll Payment Summary Paid Via BACS							
	Staff		Std Hrs in Apr 2026 + O/T Mar 2026	14,255.26		14,255.26	
	HMRC		Deductions for Mar 2026	4,979.50		4,979.50	
	Essex Pensions		Deductions for Mar 2026	5,319.28		5,319.28	
				£ 24,554.04	£ -	£ 24,554.04	
Payment by Direct Debit - Upto 30.04.2026							
01.04.2026	SYS3	sys44427	Monthly Service IT Wifi & Office Phones & WLH Wifi	550.00	0.00	550.00	
01.04.2026	Wave	16342502/16342089	water fman store/hall 18.2.26-17.3.26	32.58	0.00	32.58	
09.04.2026	O2	42927801	Staff mobile phones line rental	100.79	0.00	100.79	
15.04.2026	Octopus Energy		electricity march/april	742.30	0.00	742.30	
23.04.2026	Castle Water	10009694640/10009595744	allotments/cemetery 1.3.26-31.3.26	209.87	0.00	209.87	
26.04.2026	Fuelcard	inv18810767	Works vehicle fuel	405.16	81.03	486.19	
24.04.2026	Corporate Finance		April lease rental	209.66	0.00	209.66	also due 24.7 & 24.10
07.04.2026	Public works loan			17,052.46	0.00	17,052.46	
24.04.2026	Public works loan			6,216.78	0.00	6,216.78	
27.04.2026	CCC	Rates	Various Properties	2,122.55	0.00	2,122.55	Do not remove the rates -
				27,642.15	81.03	27,723.18	
Payment by Card - Upto 30.04.2026							
30.04.2026	Amazon DWA Group	GB6002S7BOYAZI	2 A4 A board pavement signs office	65.00	13.00	78.00	
28.04.2026	Amazon EU	GB64BSUTQAEUD/GB63JZNOZAEUI	Reception bell/Sanitiser wipes	17.20	3.45	20.65	
13.04.2026	Amazon Revival Books Ltd	GB605LIVPZBXI	Book-Training	3.99	-	3.99	
13.04.2026	Amazon Belbim Ltd	XX6000B36QYFJT	Book-Training	8.07	-	8.07	
17.04.2026	Amazon Greener Books Ltd	GB602MQPVNEKRI	Book-Training	6.36	-	6.36	
27.04.2026	Amazon A2 batt Inc	GB647MEF6AEUD	10 AA 3.6V Lithium batteries yard	19.33	3.87	23.20	
24.04.2026	CJ Taxi	HD101	JBE study days Swindon 23.4.26 to 24.6.26	16.00	-	16.00	
15.04.2026	Amazon EU	GB63SP8BQAEUD	Yard wire crimping tool	24.99	5.00	29.99	
21.04.2026	Amazon EU	GB640TAVTAEUD	WLHall headphone accessories	22.91	4.58	27.49	
23.04.2026	Amazon EU	GB727255821/GB60011IDWX8DI	Office keyboard & mouse MS	14.10	2.82	16.92	
08.04.2026	Perplexity	AI service	community engagement poster design	30.00	-	30.00	JBE email for invoice
13.04.2026	All Finishes	inv103015	20 litres skatepark paint	215.11	43.02	258.13	
14.04.2026	Trainline	545354968229	JBE study days Swindon 23.4.26 to 24.6.26	77.50	2.79	80.29	
22.04.2026	CCTV Kits	#67602	CCTV WLHall	123.92	24.78	148.70	
				644.48	103.31	747.79	
Payments by Bank Transfer - To Be Made							
23.04.2026	Ernest Doe	25027	yard supplies	38.31	7.66	45.97	
13.04.2026	Enovert	1829	WLHall 10% element of grant unclaimed	-274.74	0	-274.74	credit received 21.4.26
08.05.2026	Atlantic Office	25731	Chiro office chair MS	471.94	94.39	566.33	
21.02.2026	Becky Walsh Ltd	1045	Training Event	1094	0	1094	deposit only paid 12.5.26
03.03.2026	FreshairFitness	26080-1	kgv outdoor gym completion balance 1.5.26	5476	1095.2	6571.2	
27.04.2026	Playquip	9636	kgv playpark safety surface repairs	3223.8	644.76	3868.56	
22.04.2026	Landscape Services	3202/3203	Mede Way willow repollard & old cemetery dead wood removal	900	180	1080	
21.04.2026	Bee 4 Limited	8540	cllr s burke name badge	26	5.2	31.2	
23.03.2026	Initial	inv35786786	WTC/Hall washroom hygiene service 12.4.26 to 11.04.2026	200.32	40.06	240.38	
29.04.2026	Enviro-Therm Insulation	inv-6362	81 & 83 HG cavity wall insulation	2289.4	0	2289.4	
27.04.2026	Perfect Shine Window Cleaning	inv 260427	Window cleaning Offices & Hall	100	0	100	
29.04.2026	Dunmow Skips	inv 190425191587	12 yard skip Office & Yard	776.3	155.26	931.56	
30.04.2026	Sharprint Solutions Ltd	inv sps260429	Office printer service charges 27.2.26 to 30.4.26	191.75	38.35	230.1	
30.04.2026	Colne Maintenance Dredging Ltd	inv-000279	Repairs to Pontoon	875.5	175.1	1050.6	
10.05.2026	Funding Officer	inv 31 & 14	Funding advice 13.4.26 to 1.5.26	601.16	0	601.16	
30.04.2026	Sibbons	April Statement	various supplies	841.79	168.36	1010.15	
06.05.2026	JRB Enterprise Ltd	inv29716	20000 dog poo scoop bags	313.20	62.64	375.84	
01.04.2026	SLCC	QL206275-3	Level 6 training JBE Yr6	3,400.00	-	3400.00	
31.03.2026	IT Solution Services Ltd/The DS Group	CN-44537	print and deliver A5 flyers credit note	- 832.75	- 166.55	-999.30	not WTC invoice
06.05.2026	Essex Heritage Trust	membership 466	annual subscription 26/27	25.00	-	25.00	
05.05.2026	Gardening for Nature	Gill Maloney	pots for trees	22.70	-	22.70	
23.04.2026	Gallagher Insurance	inv555478490	minibus insurance 25.4.26-24.4.27	1,356.92	-	1356.92	
05.05.2026	The Robin Cancer Trust	28.4.26	#Talking Bollocks event donation	50.00	-	50.00	
15.04.2026	Trade UK	May statement	various supplies	181.70	36.23	217.93	
27.04.2026	Clyde & Co	1100-0493100	High Street carpark legal advice 27.11.25-27.2.26 vat only	-	3,413.90	3413.90	
18.05.2026	GDH Windows	03/0526	mede way playpark bow top fencing labour	1,300.00	-	1300.00	
				22,648.30	5,950.56	28,598.86	
Refund of Deposits/Community Fund/Locality Budget							
29.04.2026	Neil Watson	refund of damage deposit	WLH hire 26.4.26	50.00	-	50.00	paid 7.5.26
				50.00	-	50.00	
Total Payments for Approval				75,538.97	6,134.90	81,673.87	
Internal Transfers - made from Main (Current A/C)							
21.04.2026	From Main Account	To Regular Payments	April BACS	13,483.67			
21.04.2026	From Main Account	To Regular Payments	April BACS	25,000.00			
21.04.2026	From Main Account	To Payroll Account	April Payroll	25,000.00			
14.04.2026	From Main Account	To Regular Payments	Minibus Purchase	35,289.00			
				98,772.67			