



WIVENHOE TOWN COUNCIL

Town Mayor: Cllr. Glynis Hailes-Morley~ Town Clerk- Jo Beighton-Emms
77 High Street, Wivenhoe, Essex CO7 9AB
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9 June 2026

Dear Councillor,

You are hereby summoned to a meeting of Wivenhoe Town Council to be held in the Council Chamber, Council Offices, 77 High Street, Wivenhoe at **7.00pm** on **Monday 15 June 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. 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 16 March 2026.

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. Report from the Funding Officer

6. Proposal by Cllr Hailes-Morley:

Approval of External Audit Submission for 2025/26 following the Recommendations of the Finance & Personnel Committee Meeting held on the 1 June 2026

2025/26 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 2025/26 Annual Governance Statement

Audit Requirements – 2025/26 Accounting Statement

- V. Approval of Bank Reconciliation as at 31st March 2026
- VI. Approve year on year comparisons and explanations.
- VII. Approve explanation of differences between comparisons.
- VIII. Approve Accounting Statement 2025/26

7. Committees:

a. Planning: An update from the Chair on the meeting held on 2 June 2026, including an update from:

- New allotments, Cemetery and Sports Pitches WG

b. Finance & Personnel: An update from the Chair on the meeting held on 1 June 2026, including an update from:

- Minibus WG

c. Environment: An update from the Chair including an update from:

- Biodiversity WG
- Travel & Transport Sub Committee

d. Estates: An update from the Chair on the meeting held on 8 June 2026, including an update from:

- Wet dock WG
- Mede Way/Community Hub WG
- Chapel Museum sub committee

- Allotments Representative

8. RFO Update:

- a. RFO Report
- b. Approve list of payments previously circulated.
- c. Approve the Bank Reconciliation.
- d. Budget

9. Working Groups & Representatives:

- Wiv Works
- Devolution
- Health & Wellbeing
- Community Engagement & Events
- Car Parks
- Sports Trust

10. Wivenhoe Community Charity- Update

11. Mayor's Report

12. Town Clerk's Report

13. Date and time of the next meeting: To be agreed that the next meeting will be held on Monday 20 July 2026 at 7.00pm.

14. 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

June 2026

Report on Funding Activities and External Grants Secured for Wivenhoe Town Council (hereafter WTC)

Report prepared and delivered by Dr Samantha Davey (funding officer)

Overview

This report summarises external funding secured and projects supported through applications and collaborations over the current period. All funding listed has been obtained from external sources at no cost to Wivenhoe Town Council's core budget.

While this report is focused on recent developments, for the benefit of new councillors, a comprehensive rundown of recent funding secured and projects now being delivered based on previous funding secured is detailed in the report.

Major Funding Secured

Community Spaces & Recreation

£50,000 – Procured for community spaces in partnership with Cllr Andrea Luxford-Vaughan (Colchester City Council)

Mede Way Park Development – Fully externally funded through multiple grant awards:

- £10,000 – Secured in partnership with Cllr Mark Cory (Essex County Council)

- £50,000 – Secured from Enovert

- £20,000 – Secured from The National Lottery

- £1,000 – Secured from One Stop

- Total for Mede Way Park: £81,000

- Note: All applications for Mede Way Park were prepared by myself with support from Jo Beighton-Emms, Emma Buckley, Cllr Jon Guy, and other council members. Project delivery is imminent.

£10,000 – Secured for the Wivenhoe Sports Gym in partnership with Cllr Mark Cory (Essex County Council)

£3,000 – Secured from Sport England for the Wivenhoe Boules Court and supported by former Cllr Tim Multon during his time in office

Sustainability & Council Assets

£50,000 – Previously obtained for solar panels for William Loveless Hall

Biodiversity Group

£1,000 secured for local nature projects including bird nesting boxes, bug hotels for local children and other worthwhile initiatives (details to be confirmed)

Community Programmes & Charities

£1,000 – Secured to support Wivenhoe Community Charity (the charity is chaired by Cllr Glynis Hailes-Morley who provided her support for these applications)

- Funded a fitness programme for residents delivered by MicroGym Joe

- Funded a nature workshop for Wivenhoe youths led by Penny Simpson, to be delivered at the WivHub in September 2026

Current Priorities and Next Steps:

Current priorities include developing the WivWorks project with Cllr Fiona Harmon and the University of Essex, with a ‘working breakfast’ and a subsequent funded focus group to explore local business needs around noticeboards and website support. Work is underway to secure funding to repair a segment of the Old Cemetery Wall and to modernise

the Chapel Museum in collaboration with Cllr Asa Aldis, John Foster, Sheila Foster and Michael Smither.

Seeking external funding for the new proposed community hub is a core priority, alongside plans to expand solar panel installations across other council assets, including the Chapel Museum, building on the notable success at William Loveless Hall.

In addition, I am actively supporting approximately half a dozen further community projects at various stages of development and application. I am happy to provide further detail on any of these projects to interested councillors.

If any councillors have projects that they would be interested in discussing further, please contact WTC clerk Jo Beighton-Emms as there is a funding form which can be completed to help identify potential external funding sources.

Supplier		Invoice No.	Details of supply	NET	VAT	TOTAL	
Payroll Payment Summary Paid Via BACS							
	Staff		Std Hrs in May 2026 + O/T Apr 2026	14,972.84		14,972.84	
	HMRC		Deductions for Apr 2026	5,339.82		5,339.82	
	Essex Pensions		Deductions for Apr 2026	4,857.91		4,857.91	
				£ 25,170.57	£ -	£ 25,170.57	
Payment by Direct Debit - Upto 31.05.2026							
01.05.2026	SYS3	SYS44563	Monthly Service IT Wifi & Office Phones & WLH Wifi	573.10	0.00	573.10	
05.05.2026	Wave	16474348/16466533/164669902	car park/hall/fmans store jan-april 26	255.12	0.00	255.12	
08.05.2026	O2	4553715	Staff mobile phones line rental	106.93	0.00	106.93	
14.05.2026	Octopus Energy	Various	electricity april	601.63	0.00	601.63	
21.05.2026	Castle Water	10009906230/10009905844	allotments/cemetery 1.4.26-30.4.26	205.46	0.00	205.46	
20.05.2026	Fuelcard	INV18837628	Works vehicle fuel	459.86	91.97	551.83	
19.05.2026	CCC	Rates	Various Properties	1,918.00	0.00	1,918.00	Do not remove the rates -
				4,120.10	91.97	4,212.07	
Payment by Card - Upto 31.05.2026							
28.05.2026	DC Handrails & Ironwork Parts Ltd	INV672286	KGV supplies	66.80	13.36	80.16	
28.05.2026	James Smith Fencing Ltd	#000010232	KGV fencing	38.33	7.66	45.99	
18.05.2026	The Workplace Depot	INV-284194	Yard supplies	435.27	87.05	522.32	
08.05.2026	Booker Limited	INV0219848	Community day event supplies	287.29	27.57	314.86	
08.05.2026	Tesco		Community day event supplies	189.41	-	189.41	
07.05.2026	Canva UK Operations Ltd	#:04874-28704881-1	Support services	30.00	6.00	36.00	
17.05.2026	Amazon EU	GB6538N09AEUD	Office supplies	8.49	1.70	10.19	
11.05.2026	Amazon EU	GB6008K893OGTI/GB6004PLYWFDDBI/GB602KZ685U651	Study books	16.12	-	16.12	
09.05.2026	Post Office		Town meeting cash float	130.00	-	130.00	
01.05.2026	SSE Energy Solutions	CN1242600	81a High Street	-	40.00	-	40.00 credit
08.05.2026	Paddle.net		Software services	74.99	-	74.99	
06.05.2026	Amazon EU	GB64NQGAYAEUD/GB63TK2XUAEUI/GB63TQV0KAEUI	Office supplies	39.08	-	39.08	
18.05.2026	G J Handy	#98092	Yard supplies	60.00	12.00	72.00	
10.05.2026	Amazon EU	GB63XTXHOAEUI/GB6074HUNIRP1I	Office supplies	13.48	2.70	16.18	
21.05.2026	Amazon EU	GB64AJEK7AEUI/GB609MMU5Y8LLI	Hall supplies	23.95	4.79	28.74	
22.05.2026	Amazon EU	GB6005P25V3YBI/XX60008QMH03HT	Civic supplies	19.28	2.50	21.78	
27.05.2026	Amazon EU	GB65HLEDGAEUD	Community sports event supplies	12.91	2.58	15.49	
28.05.2026	Amazon EU	GB65JN9AMAEUD	Community engagement supplies	24.97	4.99	29.96	
				1,430.37	172.90	1,603.27	
Payments by Bank Transfer - To Be Made							
19.05.2026	Community Transport Association	INV-34174/17852	Subscription/Membership Minibus	411	0	411	
31.05.2026	Ling Training & Accounting	INV-5199	Professional Services April/May	240	48	288.00	
27.05.2026	Atlantic Office	25760	Office furniture	295	59	354.00	
04.06.2026	Ellisons Solicitors	WIV2-19/IMS	Professional Charges	2345	469	2814	
04.06.2026	Labelsonline	LOL/303179	Yard supplies	13.99	2.8	16.79	
20.05.2026	ROSPA PlaySafety Limited	INV97769	Annual inspection KGV play areas	210	42	252	
28.05.2026	Adonis Blue Env. Consultants	INV.11508	KGV area tree management plan	1200	240	1440	
18.05.2026	Creative Flowers	18.5.26	Civic flowers	135	0	135	
21.05.2026	SYS3 Ltd	SYS44603	Support charge April	42.5	8.5	51	
26.06.2026	Tree & Lawn Company	INV-TLC4430	Car park tree pollarding	1230	246	1476	
04.06.2026	Perfect Shine Window Cleaning	INV260529	Window cleaning office/hall	100	0	100	
26.05.2026	Wivenhoe Town Mayor		Annual allowance 1/2	650	0	650	
13.05.2026	AtoZ Supplies	INV31581486	Hall & Office supplies	249.81	49.96	299.77	
29.05.2026	Colchester City Council	INV20225588	Off street car park fees	288.21	10.99	299.2	
08.06.2026	Dr Samantha Davey	inv 32 & 15	Funding advice May/June	616.98	0	616.98	
08.06.2026	Brightlingsea Blessing of the Waters	14.6.26	Mayors event	30	0	30	
15.05.2026	The City of Colchester Band	Invoice 03/26	Community event performance	350.00	-	350.00	
03.06.2026	The Press Gang	Inv5284	Website support	320.00	64.00	384.00	
31.05.2026	Sibbons	May statement	various supplies	738.53	147.71	886.24	
03.06.2026	Clear Insurance Management	Inv556843366	2026 Insurances renewal fee	16,725.61	-	16725.61	
				26,191.63	1,387.96	27,579.59	
Refund of Deposits/Community Fund/Locality Budget							
20.05.2026	Laura Urbina	refund of damage deposit	WLH hire 10.05.2026	50.00	-	50.00	paid 20.05.2026
				50.00	-	50.00	
Total Payments for Approval				56,962.67	1,652.83	58,615.50	
Internal Transfers - made from Main (Current A/C)							
19.05.2026	From Main	To Instant	Transfer	25,000.00			
19.05.2026	From Main	To Payroll	May	25,000.00			
19.05.2026	From Main	To Regular Payments	May BACS	25,000.00			
19.05.2026	From Main	To Regular Payments	May BACS	3,598.86			
				78,598.86			