



Wivenhoe Town Council

MINUTES of the Annual Council meeting held in the Council Chamber on Monday 18 May 2026 at 7pm **Chair Approved**

Present: Cllr Guy (Chair), Cllr Hailes-Morley, Cllr D Burke, Cllr S Burke, Cllr Harmon, Cllr Andrew, Cllr Garland, Cllr Widgery, Cllr Luxford-Vaughan (arrived during the course of the meeting) Cllr Aldis, Cllr Smith, Peter Kay (Transport Representative), Emma Buckley (RFO), Jo Beighton-Emms (Town Clerk) and four members of the public.

Public questions: None

PART A

ACM/05.26/01 Election of Town Mayor for 2026/27 and signing of Declaration of Acceptance of Office as Mayor:

Cllr Widgery indicated that he would like to be elected as Mayor.

Cllr Hailes-Morley indicated that she would like to be elected as Mayor.

Both councillors spoke and explained why they would like to be Mayor and what they hope to achieve in the role.

Cllr Harmon proposed Cllr Widgery as Mayor, this was seconded by Cllr Garland.

Cllr S Burke proposed Cllr Hailes-Morley as Mayor, this was seconded by Cllr Smith.

A vote was taken and Cllr Hailes-Morley was voted by majority as Mayor for 2026/7. Carried.

Cllr Hailes-Morley thanked her fellow councillors, particularly Cllr Guy for his service as Mayor for 2025/6. She presented flowers to the outgoing Mayoress.

Cllr Hailes-Morley signed the Acceptance of Office.

ACM/05.26/02 Election of Deputy Mayor for 2026/7:

Cllr Harmon indicated that she would like to be elected as Deputy Mayor.

She spoke and explained why she would like to be elected.

Cllr D Burke proposed Cllr Harmon as Deputy Mayor for 2026/27. This was seconded by Cllr Andrew with all in favour. Carried.

ACM/05.26/03 Mayor's Opening Remarks: Cllr Hailes-Morley thanked her fellow councillors for their vote and said that it will be a privilege to serve as Mayor for the coming year.

ACM/05.26/04 Apologies for absence: Cllrs Evans and Boughton. Their apologies were accepted.

ACM/05.26/05 Declarations of interest: None.

ACM/05.26/06 Minutes of the last meeting: The minutes of the Full Council meeting held on 20 April 2026 were proposed by Cllr Widgery, seconded by Cllr Harmon and approved by all as an accurate record of proceedings.

ACM/05.26/07 Reports from Members of the County, City Councils & Public Transport Representative:

- i. Essex County Councillor: Cllr Cory congratulated Cllr Hailes-Morley and thanked Cllr Guy and his family,
He expressed condolences to everyone at WTC for the sad loss of Jim Young. He thanked the Town Clerk for her support during his break from council work.
Cllr Cory said that the ECC cabinet had just been announced following the recent election. ECC is now a Reform majority, which he is concerned may lack experience. LGR is now being taken to a JR by Reform and he will share updates as he has them. The CCC Mayor making will be on 27 May.
Cllr Cory is proposing a raised platform on the bridge and is looking at the poor parking which has followed the safer streets work at the primary schools.
He will be applying for additional poles for the SIDs.
Further information will be available soon on the introduction of wheelie bins in Wivenhoe.
The Community Hub project has his full support, and he would like to work with WTC on the consultation.
- ii. Colchester City Councillors: M. Cory, S Kelly and A. Luxford-Vaughan. No reports were available
- iii. Peter Kay- Public Transport Representative- No report was available.

ACM/05.26/08 Committee Structure and Appointment of Members: To conduct a review of Committee membership and appoint members of the following committees:

Membership was agreed as follows:

- i. Planning- Cllrs Guy, Widgery, Garland, Andrew and D Burke (Cllr Luxford-Vaughan had indicated that she would like to join this committee)

Sub Committee Travel & Transport- Cllr Andrew said that he will be proposing that this sub-committee reports to the Environment Committee.

- i. Finance & Personnel- Cllrs Guy, Widgery, S Burke, Aldis, D Burke, Smith and Hailes-Morley (Cllrs Luxford-Vaughan and Boughton had indicated that they would like to join this committee)
- ii. Estates -Cllrs Harmon, D Burke, Hailes-Morley and Smith. (Cllrs Evans and Boughton had indicated that they would like to join this committee).

Chapel Museum Sub Committee- Cllrs Aldis and Garland.

- iii. Environment – Cllrs Garland, S Burke, Aldis, Harmon and Andrew. (Cllr Evans had indicated that he would like to join this committee)

ACM/05.26/09 Working Groups: To conduct a review of working group membership and appoint members to the following:

Membership was agreed as follows:

- i. Mede Way/Community Hub- Cllrs Guy, S Burke, Aldis, D Burke, Luxford-Vaughan, Smith and Hailes-Morley

- ii. Devolution-Cllrs Andrew, Aldis and Garland,
- iii. Wet Dock-Cllrs Boughton, Garland and Harmon.
- iv. Health & Wellbeing- Cllrs Hailes-Morley and Evans. Cllr Hailes-Morley requested agreement to spend £300 to support a women's self-defense course. Agreed.
- v. Community Engagement- Cllr Hailes-Morley proposed that this working group was merged with Events. Agreed. Cllrs Luxford-Vaughan, S Burke, Evans, Harmon, D Burke and Hailes-Morley.
- vi. Biodiversity-Cllr Evans
- vii. Wivenhoe Neighbourhood Plan- Cllrs D Burke, Andrew and Luxford-Vaughan
- viii. New Allotments- It was proposed that this working group would be merged with New Cemetery and Sport Pitches and report to the Planning Committee- agreed.
Membership-Cllrs D Burke, Guy and Smith
- ix. New Cemetery- see above
- x. Car Parks -Cllrs D Burke and Hailes-Morley.
- xi. Sporting Trust- Cllr Guy was agreed as Representative (not a WG)
- xii. Events- See above
- xiii. Sports Pitches-See above
- xiv. WivWorks- Cllrs Harmon, Aldis and Smith
- xv. Minibus- Cllrs Guy, Smith and Hailes-Morley.
- xvi. New working Group agreed- Legal Matters. Cllrs D Burke, Guy, Hailes-Morley and Luxford-Vaughan.

ACM/05.26/10Representatives on other bodies: To agree on representatives for the following

Agreed as follows:

- i. Colchester Association of Local Councils- Town Clerk
- ii. Public Transport Representative -Peter Kay
- iii. Wivenhoe Society-Cllr Andrew
- iv. Wivenhoe Housing Trust-Cllr Boughton
- v. Wivenhoe in Bloom- Alderwoman Fran Richards
- vi. Allotments- Cllr Evans

ACM/05.26/11 Subscriptions: Were agreed as follows:

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

Cllr Luxford-Vaughan arrived.

ACM/05.26/12 Review and adopt the following (Previously circulated):

- I. Standing Orders – Adoption of the Standing Orders was proposed by Cllr Widgery and seconded by Cllr Smith, with all in favour.
- II. Code of Conduct- Adoption of the Code of Conduct was proposed by Cllr Hailes-Morley and seconded by Cllr Harmon with all in favour.
- III. Financial Regulations- Adoption of the Financial Regulations was proposed by Cllr Guy, Seconded by Cllr Hailes-Morley with all in favour.

ACM/05.26/13 Committees:

- I. Planning: Cllr Burke reported that the WTC response to the TCBGC has been submitted and she thanked Cllr Garland for his work on this. Cllr Cory reported that the planning application for the development on Elmstead Road will be heard at CCC on 28 May. Cllrs D Burke and Luxford-Vaughan will attend.
- II. Finance & Personnel: Cllr Guy reported that the Asset Register (£3.86 Mill) and Risk Assessment were agreed. The Year End shows a surplus of £52k. The AGAR will be agreed at the next FTC meeting. An insurance review will be held on 20 May.
- III. Environment: No update- last meeting was not quorate.
- IV. Estates: The Town Clerk reported that a tenant had been agreed for 81a High Street. It had been agreed that Moving image could move the screen at the WLH. Further quotes are being obtained for a tree survey.
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.
The proposal was discussed. Cllr Luxford-Vaughan said that she could create the necessary drawings for a consultation. This was agreed. Cllr Cory asked to be invited to the next meeting.

Cllr D Burke left the meeting.

ACM/05.26/14 RFO Update:

- I. RFO Report- The councillors considered a previously circulated report which is attached as **Appendix A.**
- II. Approve list of payments previously circulated were considered and are attached as **Appendix B.** The list was proposed for payment by Cllr Guy, Seconded by Cllr Harmon. Agreed by all.

- III. Approve the Bank Reconciliation. Attached as **Appendix C**. The Bank Reconciliation was proposed by Cllr Guy, seconded by Cllr Harmon and approved by all.
- IV. Budget- considered.

Cllr Hailes-Morley agreed to check the invoices and payments in June.

ACM/05.26/15 Working Group Reports:

- i. WivWorks- Cllr Harmon reported that she is arranging a business breakfast.
- ii. Mede Way/Community Hub- Meeting to be arranged
- iii. Devolution- No update
- iv. Health & Wellbeing- Cllr Hailes-Morley reported that the men's event on 28 April was a success. A meeting to be arranged.
- v. Community Engagement - meeting to be arranged. The Community Day will be held on 5 September. Any funds from the event on the KGV on 9 May will be donated to St Helena Hospice.
- vi. Car Parks- No update
- vii. Sporting Trust- Cllr Guy reported that the Trust has a new chair.
- viii. Events- now merged with Community Engagement.
- ix. Local Plan- Cllr Luxford-Vaughan reported that she had met, with Cllr D Burke, with CCC officers on the Local Plan. A quote is being obtained from a consultant for a review of the WNP.

ACM/05.26/16 Town Clerk Report: The Town Clerk reported that staffing levels will be considered.

ACM/05.26/17 Schedule of Town Council meetings in 2026/27: It was agreed that meetings will be held 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

Cllr Hailes-Morley paid tribute to Jim Young

ACM/05.26/18 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

None

The chair closed the meeting at 20.42.

Appendix A

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.

Appendix B- See attached

Appendix C- See attached