



Wivenhoe Town Council

MINUTES of the Full Town Council meeting held in the Council Chamber on Monday 15 June 2026 at 7.00pm **Chair Approved**

Present: Cllr Hailes-Morley (Chair), Cllr Aldis, Cllr Harmon, Cllr Boughton, Cllr Evans, Cllr Garland, Cllr Luxford-Vaughan, Cllr Andrew, Funding Officer, ECC Cllr Cory, Peter Kay (Public Transport Representative), Jo Beighton-Emms, Town Clerk and Emma Buckley, RFO. One member of the public.

Public Questions: None

PART A

FC/06.26/01 Apologies for absence: Cllrs Guy, D Burke, S Burke and Smith. Their apologies were accepted.

FC/06.26/02 Declarations of interest: None.

FC/06.26/03 Minutes of the previous meetings:

The minutes of the annual council meeting held on 18 May 2026 were proposed by Cllr Harmon, seconded by Cllr Garland and approved as an accurate record of proceedings.

FC/06.26/04 Reports from Members of County and City Councillors & Public Transport Representative:

- a) Cllr Cory reported on changes at ECC including a pothole investment fund which can also be used for pavement repairs. He now has a grant of £10,000 for allocation.

For CCC he is no longer a cabinet member. He has allocated monies to WivWorks and is working with the biodiversity working group on a street tree planting project. He has requested a surgery with the appropriate cabinet member regarding the works that are needed on the railway bridge. He is applying for more posts to be installed for the SIDs.

- b) Cllr Kelly had not provided a report.

Cllr Luxford-Vaughan reported that she is still a cabinet member.

The responses to the consultation on the TCBGC are being reviewed. She is working with Cllr Harmon on Wivenhoe pride 2027 and the consultation for the new Community Hub.

A previously circulated report from Peter Kay (Public Transport Representative) is attached as **Appendix A**. This was considered.

FC/06.26/05 Report from the Funding Officer- A previously circulated report was considered and is attached as **Appendix B**.

(Cllr Andrew arrived)

The Chair thanked the Funding Officer on behalf of everyone at WTC.

FC/06.26/06 Proposal by Cllr Hailes-Morley:

Approval of Annual Governance and Accountability Return 2025/26, External Audit Submission following the Recommendations of the Finance & Personnel Committee Meeting held on the 1 June 2026.

Cllr Hailes-Morley reported to the council that the internal audit was to be undertaken on 16th June 2026, the RFO will report back to the committee on the internal audit report before final submission of the AGAR.

The financial regulations have been approved at a previous meeting.

An insurance review had been undertaken with Clear Councils, all relevant information and values has been updated for the new policy. Hire in plant insurance has been removed, the council is now able to include this insurance with the hire of equipment from Sibbons, which is estimated to save the council £500 per annum.

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

Items I and II, had been previously agreed at the May 2026 meeting. III and IV were proposed by Cllr Evans, seconded by Cllr Boughton with all in favour.

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

The year-on-year comparisons had been completed, but no explanations were required for the submission.

Items V, VI, VII and VIII were proposed by Cllr Evans, seconded by Cllr Aldis with all in favour.

The internal audit is taking place on 16 June. A report will be provided, and the AGAR will be submitted.

FC/06.26/07 Committees:

- a. Planning: No update.
- b. Finance & Personnel: Cllr Hailes-Morley reported that a new policy is being drafted for use of the minibus. The group are considering installing a camera to aid drivers and record damage.
- c. Environment: Cllr Evans reported that the Biodiversity Group are working with Taylor Wimpey on a transfer of land at the Broadfields development for a nature reserve.

The group are also working on the street trees project and a new board for the wildlife garden. The Broome Grove Scholl project is progressing and there is a new project with the Youth Hub on creative writing and nature recovery.

The Transport & Travel sub committee will be moving to this committee.

- d. Estates: Cllr Harmon reported that new goal posts are being purchased for the KGV. One more quote is needed for the tree management plan. The streetlight in the High Street car park has now been repaired. On the Wet Dock- a meeting needs to be held with the EA. The group are looking at funding.

Any issues/matters of interest from the Chapel Museum group should be provided to the Town Clerk to report at Estates meetings if necessary.

FC/06.26/08 RFO Report:

- a. RFO Report: No report provided. The RFO reported that the old minibus has been sold.
- b. Approve list of payments previously circulated: The councillors considered the previously circulated list of payments which is attached as **Appendix C**. The list was proposed for payment by Cllr Harmon. This was seconded by Cllr Hailes-Morley, with all in favour. Carried.
- c. Approve the Bank Reconciliation: Not available.
- d. The Budget: Considered.

Cllr Evans agreed to carry out the checks for July.

FC/06.26/09 Working Groups:

- a) Wiv Works: Cllr Harmon reported that she has arranged a meeting with local business owners on 14 July. Cllr Aldis said that he would like to join.
(Cllr Cory left the meeting)
- b) Devolution: No update
- c) Health & Wellbeing: No update.
- d) Community Engagement & Events: Cllr Hailes-Morley reminded everyone that there will be a WTC stand at the regatta on 4 July. The Hub consultation survey will be made available. Volunteers are also needed for the Family Football event on 11 July.
- e) Car Parks: No further update.
- f) Sporting Trust: No further update.

FC/06.26/10 Wivenhoe Community Charity- Cllr Hailes-Morley reported that Cllr S Burke is now the Chair. More grants for local groups are being obtained.

FC/06.26/11 Mayor's Report- A report from Cllr Hailes-Morley is attached as **Appendix D**.

FC/06.26/12 Town Clerk's Report: The report is attached as **Appendix E**.

FC/06.26/13 Date and time of the next meeting: It was agreed that the next meeting will be held on Monday 20 July 2026 at 7pm.

FC/06.26/14 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

None

The chair closed the meeting at 20.24.

Appendix A

Public Transport Representative Report

I will be attending the summer meeting of ECC Public Transport Reps in Chelmsford.

Network Rail are about the rebuild the failed section of the concrete retaining wall alongside the footpath between the station footbridge and the steps, that has been forced outwards by the pressure of the land in the garden above. (The work was supposed to have been done this week but has been postponed, because of the rain?). Whilst this is just necessary maintenance in itself, it does confirm that NR accept responsibility for this path, which could be of relevance to any possible future provision of improved access.

Appendix 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.

Appendix C- See attached

Appendix D

Mayor's Report

I have had a busy, but very enjoyable, first month as Mayor of Wivenhoe.

On a sunny Bank Holiday Monday May 25th, at the request of the Committee of Wivenhoe Housing Trust, I attended the Ground-Breaking ceremony of the 6 new almshouses to be built in Watsham Place. I was asked to declare the site open by cutting the ribbon and was given a spade to "break the soil". Cllr Shaun Boughton kindly escorted me. The land in that area is expected to be formally handed over to the Housing Trust by Cala Homes before the end of June.

On Wednesday 27th of May, I was present at the traditional Mayor Making Ceremony of the new Mayor of Colchester in the impressive surroundings of Moot Hall. After the installation of the new Mayor, Andrew Ellis, Cllr Fiona Harmon, who accompanied me as my escort and I both enjoyed meeting the other guests at the reception.

Cllr Harmon kindly opened St Mary's Church Market on Saturday 6th June on my behalf, and enjoyed going around the many wares on offer, and invested £5 in buying a tile for the soon-to-be renovated Church roof.

I had the pleasure of representing Wivenhoe when I joined dignatories from the Cinque Ports and many other guests at the ceremony of The Blessing of the Waters at Brightlingsea on Sunday 14th June. After gathering in the centre of Brightlingsea, attendees processed to The Hard for a service of blessing and thanksgiving. The entire assembly then disembarked on fishing smacks to take part in the Blessing of the Bounds and the Blessing with prayers and holy water. This was followed by a buffet lunch at Sailing Club.

Appendix E

Town Clerk's Report- FTC 15 June 2026

1. Staffing- Staffing levels to be discussed by the Personnel Committee
2. Events-

- WTC stand at the Regatta on 4 July- please come along and chat to the public if you can. It's a great opportunity for positive engagement
 - Saturday 11 July Family Football Day on the KGV from 11am to 3pm. Please volunteer to help on the day as a number of staff are on leave.
 - Saturday 5 September – this years' Community Day. Poster to go out soon
3. Mede Way/ Community Hub- the playpark redevelopment is underway. I'll share an update on the completion date when this is confirmed. The consultation for the Hub is underway- cllrs will be going door to door from 20 June and details and a survey will then be available at the WTC regatta stand.
4. Please submit articles for the newsletter by 30 June.