



WIVENHOE TOWN COUNCIL

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

Tel: 01206 822864: www.wivenhoe.gov.uk: enquiries@wivenhoe.gov.uk

10 August 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 17 August 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 meeting held on 20 July 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. Adoption of an updated policy 'WTC policy for dealing with habitual or vexatious complainants'- Previously circulated.
6. Committees:
 - a. Planning: An update from the Chair, including an update from:
 - New allotments, Cemetery and Sports Pitches WG
 - b. Finance & Personnel: An update from the Chair on the meeting held on 27 July, 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 10 August 2026, including an update from:
 - Wet dock WG
 - Mede Way/Community Hub WG
 - Allotments Representative
7. RFO Update:
 - a. RFO Report
 - b. Approve list of payments and receipts previously circulated.
 - c. Approve the Bank Reconciliation.
 - d. Budget
8. Working Groups & Representatives:
 - Wiv Works
 - Devolution
 - Health & Wellbeing
 - Community Engagement & Events
 - Car Parks
 - Sports Trust

9. Wivenhoe Community Charity- Update
10. Mayor's Report
11. Town Clerk's Report
12. Date and time of the next meeting: To be agreed that the next meeting will be held on Monday 21 September 2026 at 7.00pm.
13. 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.

Deputy Mayor Cllr Fiona Harmon update for FTC

WivWorks – Council Update

WivWorks is continuing to build momentum, with 25 local businesses attending our first breakfast meeting. We've had some very positive and proactive discussions since then, with businesses regularly joining the WhatsApp group

Leaflet:

Printed and now being distributed, with Community Day coming up and local businesses being used to raise awareness.

The domain wivworks.co.uk has been purchased and secured for three years using funding received.

Initial website design is underway.

Communication: Email and a central point of contact are in place, alongside the growing WhatsApp group and Facebook page.

Funding:

We are receiving financial support from a number of local businesses, with further contributions expected.

University Innovation Funding: An initial meeting has taken place and was productive, attended by members of the steering group, myself and the Town Clerk. The application process will begin shortly.

Essex Community Funding:

Application submitted and we are awaiting the outcome.

Governance: docs have been drafted and code of conduct docs are being drafted.

Pride in Wivenhoe

I am keen to see Pride in Wivenhoe next year. I will of course need the Council's support, including some financial support, to make this happen. I am currently in discussions with Mark and Andrea, and we are working to arrange a meeting with the Pride Colchester organisers for some guidance to explore how we can take this forward. I will have a better idea of costs after the first meeting

I'm also exploring funding options realistically it will aim to be a massive deal. With bands comics performance poetry and fun. It will be inclusive and a beautiful thing to achieve for Wivenhoe town. All the other neighbouring towns have them so why not us. I need to set up a committee working group any offers?

	Supplier	Invoice No.	Details of supply	NET	VAT	TOTAL	
Payroll Payment Summary Paid Via BACS							
	Staff		Std Hrs in July 2026 + O/T June 2026	£12,960.60		£12,960.60	
	HMRC		Deductions for July 2026	£4,565.66		£4,565.66	
	Essex Pensions		Deductions for July 2026	£4,701.70		£4,701.70	
				£22,227.96	£0.00	£22,227.96	
Payment by Direct Debit - Upto 31.07.2026							
01.07.2026	SYS3	SYS44901	Monthly service IT Wifi & Office phones & WLH Wifi	£475.64	£95.13	£570.77	
02.07.2026	Wave	16708336/16707374	Water F/Man Store & WLH June 2026	£111.29	£0.00	£111.29	
08.07.2026	O2	44504884	Staff mobile phones line rental	£89.11	£17.82	£106.93	
06.07.2026	Octopus Energy	Various	Electricity & Ga June 26	£348.34	£61.05	£409.39	
28.06.2026	Fuelcard	INV18905432	Works vehicles fuel	£82.06	£16.41	£98.47	
06.07.2026	Castle Water	Inv10010608219	Water cemetery June 26	£10.09	£0.00	£10.19	
24.07.2026	CF Corporate Finance	VI/0801418	July Installment of Copier Finance Lease	£174.72	£34.94	£209.66	
27.07.2026	CCC	Rates	Various Properties	£1,918.00	£0.00	£1,918.00	Do not remove rates/paid monthly/che
				£3,209.25	£225.35	£3,434.60	
Payment by Card - Upto 31.07.2026							
30.06.2026	Amazon	GB6702W4CAEUD	Window Supplies Office	£28.32	£5.67	£33.99	
30.06.2026	Amazon	Various	Office monitor, keyboard and mouse	£109.87	£21.98	£131.85	
30.06.2026	All Finishes	108690	Skatepark Paint	£203.28	£40.66	£243.94	
01.07.2026	Amazon	GB650S5OUAEUI	Computer Mouse	£8.32	£1.66	£9.98	
01.07.2026	Amazon	Various	WLH Floor Cleaner and Graffiti Removal	£46.44	£9.29	£55.73	
01.07.2026	AI Chat	Refund	Refund for AI Sub	-£74.99	£0.00	-£74.99	credit
07.07.2026	Amazon	GB65VTAQAEUI	Mede Way Event Supplies	£6.00	£1.20	£7.20	
06.07.2026	Amazon	GB679G4JQAEUD	Mede Way Event Supplies	£24.88	£4.98	£29.86	
06.07.2026	Stickermuel	SM-EX-018700/2026	Stickers	£88.00	£0.00	£88.00	
07.07.2026	Amazon	GB60GLEZ5YSEXI	Cleaning Supplies	£16.66	£3.33	£19.99	
07.07.2026	Canva UK Operations Ltd	04935-25539542-1	Canva subs software services	£30.00	£6.00	£36.00	
09.07.2026	Tesco	Tesco	Tesco Supplies F Ball Event	£55.15	£0.00	£55.15	
09.07.2026	Bookers	351652	F Ball Event Supplies	£582.31	£67.72	£650.03	
16.07.2026	Cinders			£1,249.00	£0.00	£1,249.00	a/w invoice
17.07.2026	Amazon	GB600AFUND3F1I	Public Toilets Supplies	£42.47	£8.50	£50.97	
16.07.2026	Amazon	GB67PWVXSAEUD	Mede Way Event Supplies	£72.17	£7.77	£79.94	
21.07.2026	Wallgate	42658	Toilets Cleaning Supplies	£84.00	£16.80	£100.80	
20.07.2026	Amazon	GB67V92MBAEUD	Stationery Office	£21.64	£4.34	£25.98	
23.07.2026	SGI Composites	SG24976	Trail Bridge Repairs	£157.74	£31.55	£189.29	
22.07.2026	Amazon	GB67Y9019AEUD	Ptoilet Supplies	£15.82	£3.17	£18.99	
27.07.2026	Zoom	INV363755198	Zoom Subscription	£129.90	£25.98	£155.88	
29.07.2026	Amazon	GB60KFL9J94W51	Course Books	£18.73	£0.00	£18.73	
29.07.2026	Coderubik	146478	FB surveys	£180.00	£0.00	£180.00	
29.07.2026	SLCC	MEM259937-1	SLCC Membership	£379.00	£0.00	£379.00	
				£3,474.71	£260.60	£3,735.31	
Payments by Bank Transfer - To Be Made							
01.04.2026	ICCM	4362/2026/27	Cemetery Membership Subscription	£110.00	£0.00	£110.00	
10.08.2026	Funding Officer	Inv17&34	Funding advice July & August	£696.08	£0.00	£696.08	
10.08.2026	Kings Electrical Plumbing & Heating	212803	Maintenance works to various properties August	£2,470.00	£0.00	£2,470.00	
31.07.2026	The Business Supplies Group	sinv01910865/SORD01945227	Office supplies	£125.84	£21.38	£147.22	
22.07.2026	Keoghs LLP	40950056	Community Bus Incident 5.2.26	£0.00	£12.00	£12.00	vat only
19.07.2026	2 Hearts Leisure	Inv12852	Community day cooler hire 5.9.26	£115.00	£0.00	£115.00	
15.07.2026	Jewson	Inv0726/00155735	Yard supplies	£25.15	£5.03	£30.18	
16.06.2026	Heelis & Lodge	HL9752	Local Council Audit Services	£397.50	£0.00	£397.50	
27.07.2026	Perfect Shine Window Cleaning	INV260727	Window cleaning July Office & WLHall	£100.00	£0.00	£100.00	
16.07.2026	Local Toilet Hire	75479	Community day toilet hire 5.9.26	£440.00	£88.00	£528.00	
31.07.2026	Sibbons	July statement	Yard supplies	£406.29	£81.26	£487.55	
06.08.2026	SYS3 Ltd	sys45067	Support charges for July	£212.50	£42.50	£255.00	
22.07.2026	E&J Fire Security Ltd	Invoice SI-30055	Fire Extinguisher call out & recharge	£84.90	£16.98	£101.88	recharged to Nursery Inv 9624
28.06.2026	WivWorks		Domain purchase	£31.19	£0.00	£31.19	reimbursement
04.08.2026	WivWorks		Flyers & leaflets	£37.49	£7.50	£44.99	reimbursement
				£5,251.94	£274.65	£5,526.59	
Refund of Deposits/Community Fund/Locality Budget							
30.07.2026	Ahbabu Alrahman Ltd	INV 9537 CN262	WLH Damage Deposit	£325.00	£0.00	£325.00	Paid bacs 30.07.2026
				£325.00	£0.00	£325.00	
	Total Payments for Approval			£34,488.86	£760.60	£35,249.46	
Internal Transfers - made from Main (Current A/C)							
06.07.2026	To Regular Payments		Cashflow top up	£5,000.00			
07.07.2026	To Payroll		July payroll	£23,000.00			
22.07.2026	To Regular Payments		July BACS	£12,805.26			
22.07.2026	To Regular Payments		July Card	£1,462.63			
22.07.2026	To Regular Payments		HAGS 1 of 4	£21,000.00			
22.07.2026	To Regular Payments		HAGS 2 of 4	£25,000.00			
22.07.2026	To Regular Payments		HAGS 3 of 4	£25,000.00			
22.07.2026	To Regular Payments		HAGS 4 of 4	£25,000.00			
22.07.2026	From Instant account	to Main (Current A/C)	cashflow top up	£25,000.00			
06.07.2026	Post Office	Football Community Day	cash float	£230.00			
22.07.2026	From Instant account	to Main (Current A/C)	cashflow top up	£25,000.00			
				£188,497.89			