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

15 September 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 21 September 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 17 August 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. 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 7 September, 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 14 September, including an update from:
      - Wet dock WG
      - Mede Way/Community Hub WG
      - Allotments Representative

6. RFO Update:
   a. RFO Report
   b. Approve list of payments and receipts previously circulated.
   c. Approve the Bank Reconciliation.
   d. Budget

7. Working Groups & Representatives:

- Proposal by Cllr Harmon to form a Pride Event Working Group.
- Wiv Works
- Devolution
- Health & Wellbeing
- Community Engagement & Events
- Car Parks
- Sports Trust

8. Wivenhoe Community Charity- Update

9. Mayor's Report

10. Town Clerk's Report

11. Date and time of the next meeting: To be agreed that the next meeting will be held on Monday 19 October 2026 at 7.00pm.

12. 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

13. Update from the Chair on:
    - Fishermen's Store
    - Injunction on the Oak Tree

Town Clerk's Report- FTC 21 September 2026

1. Staffing- We have started the recruitment process for the current staff vacancy.

2. I am very pleased to confirm that WTC has been awarded the LCAS Bronze Level Award. Many thanks to the WTC team.

3. Events-

    - Community Day- Saturday 5 September.
      Thank you to the WTC Team for their hard work on this very successful event.
    - Remembering Jim- Saturday 3 October at 11am. Please come along and remember our lovely colleague.
    - Civic Service- Sunday 18 October, St Mary's Church. Please confirm if you are attending.

4. The Autumn newsletter will go out in November so that we can advertise the Christmas events. Please let me have any articles by 19 October.

5. £50,000 CIF funding has been secured for the KGV Playpark. The Mede Way WG will be progressing the project.

	Supplier	Invoice No.	Details of supply	NET	VAT	TOTAL	
	Payroll Payment Summary Paid Via BACS						
	Staff		**Std Hrs in 2026 Aug + O/T July 2026**	£13,592.03		£13,592.03	
	HMRC		**Deductions for Aug 2026**	£4,692.89		£4,692.89	
	Essex Pensions		**Deductions for Aug 2026**	£4,706.49		£4,706.49	
				£22,991.41	**£0.00**	**£22,991.41**	
	Payment by Direct Debit - Upto 31.08.2026						
03.08.2026	SYS3	SYS45051	Monthly service IT Wifi & Office phones & WLH Wifi	£475.64	£95.13	£570.77	
03.08.2026	Wave	16829418/16828797/16836461/16887600	Water F/Man Store/HS car park/Office/WLH July 26	£385.98	£0.00	£385.98	
07.08.2026	O2	45053218	Staff mobile phones monthly line rental	£89.11	£17.82	£106.93	
05.08.2026	Octopus Energy	Various	1st Floor Council Offices electricity & gas April-June 26	£1,042.55	£52.12	£1,094.67	
06.07.2026	Octopus Energy	Various	Hall & Toilets electricity & gas July 26	£428.83	£73.49	£502.32	
06.07.2026	Octopus Energy	Various	Public Toilets electricity Jan 24 - May 26	-£17.01	£0.00	-£17.01	
20.08.2026	Fuelcard	INV18935081	Works vehicles fuel July 26	£393.09	£78.61	£471.70	
19.08.2026	Castle Water	Inv10010917125	Water cemetery July 26	£10.46	£0.00	£10.46	
25.08.2026	CCC	Rates	Various properties	£1,918.00	£0.00	£1,918.00	Do not remove rates/paid monthly/chec
				£4,726.65	**£317.17**	**£5,043.82**	
	Payment by Card - Upto 31.08.2026						
06.08.2026	Amazon	GB604C9NPXLKXI	Public toilets supplies	£178.75	£35.75	£214.50	
06.08.2026	Sloane & Sons	SI-188777	Memorial bench	£329.25	£65.85	£395.10	rechargeable item inv 9632
10.08.2026	Canva UK Operations Ltd	04966-29383374-1	Canva monthly subs software services	£30.00	£6.00	£36.00	
11.08.2026	Amazon	Various	Civic supplies	£30.81	£6.16	£36.97	
12.08.2026	Amazon	GB603TFMNMJTHI	Fball event supplies	£54.99	£11.00	£65.99	
12.08.2026	Goalinn		Fball event supplies	£63.96	£5.49	£69.45	a/w invoice
17.08.2025	Amazon	Various	Civic supplies	£24.33	£4.87	£29.20	
17.08.2026	Amazon	Various	Civic supplies	£49.96	£9.99	£59.95	
19.08.2026	Amazon	GB6965GY7AEUD	Police House maintenance	£5.82	£1.17	£6.99	
19.08.2026	Amazon	Various	Fball event supplies	£8.31	£1.67	£9.98	
19.08.2026	Attwells Solicitors	167884	Legal services Police Houses	£904.50	£180.90	£1,085.40	
21.08.2026	Screwfix		SPAR	£12.45	£0.00	£12.45	charge queried
21.08.2026	Actias	1068266180-A	Police Houses maintenance	£126.63	£25.33	£151.96	
24.08.2026	Paypal		Bolth	£119.00	£0.00	£119.00	contra error cb
19.08.2026	B&Q	1068229294	Yard supplies	£44.99	£0.00	£44.99	
				£1,983.75	**£354.18**	**£2,337.93**	
	Payments by Bank Transfer - To Be Made						
05.09.2026	Trade UK	Aug Statement	Yard supplies	£840.53	£168.15	£1,008.68	
31.08.2026	Sibbons	Aug Statement	Yard supplies	£93.20	£18.65	£111.85	
12.07.2026	Perrywood	151210385	Mayoral expenses	£32.34	£6.46	£38.80	
19.08.2026	Colchester City Council	90020946	Trade waste contract amendment	-£432.00	£0.00	-£432.00	credit
20.08.2026	Colchester City Council	20227248	Trade waste charges May - Sept 26	£412.50	£0.00	£412.50	
20.09.2026	Engraving World	EW2600521	Memorial plaque	£38.50	£7.70	£46.20	rechargeable item inv 9672
20.08.2026	IT Solution Services Ltd	INV-46037	Newsletter print & delivery	£1,716.00	£343.20	£2,059.20	
24.08.2026	EAS Medical	10103	5.9.26 community day event medical services	£349.00	£0.00	£349.00	
31.08.2026	Perfect Shine Window Cleaning	INV260831	Window cleaning Aug Office & WLHall	£100.00	£0.00	£100.00	
27.08.2026	Dunmow	212085	Allotment waste skip hire	£383.15	£76.63	£459.78	
03.09.2026	MKM B.S. Colchester Ltd	0140/30047476	Yard supplies	£24.95	£4.99	£29.94	
06.08.2026	SYS3 Ltd	SYS45231	Support charges for Aug	£42.50	£8.50	£51.00	
25.08.2026	E&J Fire Security Ltd	Various	fire extinguishers inspection Offices/Allotments/Pontoon/Museu	£686.70	£137.34	£824.04	
02.09.2026	Dulux Decorator Centre	SI37013707	Hall maintenance	£762.62	£152.52	£915.14	
02.09.2026	All Seasons Gazebos	14892	Community events	£233.74	£0.00	£233.74	paid BACS 7.9.26
05.09.2026	Colour & Shape		5.9.26 community day event music services	£75.00	£0.00	£75.00	
06.09.2026	Cactus Productions Ltd	INV-0038	5.9.26 community day event services	£500.00	£0.00	£500.00	
07.09.2026	Syncopate	#3	5.9.26 community day event band services	£250.00	£0.00	£250.00	
07.09.2026	Kings Electrical Plumbing & Heating	212808	EICR/electrics/testing/inspection public toilets/Hall/KGV/Museum	£720.00	£0.00	£720.00	
				£6,828.73	**£924.14**	**£7,752.87**	
	Refund of Deposits/Commununity Fund/Locality Budget						
24.08.2026	S C Crees	Hall hire 13.10.2024 Inv8726 CN273	Damage deposit refund	£50.00	£0.00	£50.00	paid BACS 24.8.26
24.08.2026	T D Carvallo	Wivenhoe Music Trail	Community fund grant	£250.00	£0.00	£250.00	paid BACS 24.8.26
				£300.00	**£0.00**	**£300.00**	
	Total Payments for Approval			**£36,830.54**	**£1,595.49**	**£38,426.03**	
	Internal Transfers - made from Main (Current A/C)						
17.08.2026	From Instant Account	To Main Account	Cashflow top up	£25,000.00			
17.08.2026	To Payroll		Aug payroll	£19,000.00			
18.08.2026	To Regular Payments		Aug BACS	£3,735.31			
28.08.2026	To Regular Payments		Cashflow top up	£5,000.00			
				£52,735.31			