



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

13 October 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 19 October 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 21 September 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 on the meeting held on 6 October, including an update from:
 - New allotments, Cemetery and Sports Pitches WG
 - b. Finance & Personnel: An update from the Chair, 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 12 October, 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:

- Pride Event
- Wiv Works
- 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 16 November 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

None

	Supplier	Invoice No.	Details of supply	NET	VAT	TOTAL	
Payroll Payment Summary Paid Via BACS							
	Staff		Std Hrs in 2026 Sept + O/T Aug 2026	£13,877.59	£0.00	£13,877.59	
	HMRC		Deductions for Sept 2026	£5,518.52	£0.00	£5,518.52	
	Essex Pensions		Deductions for Sept 2026	£5,459.11	£0.00	£5,459.11	
				£24,855.22	£0.00	£24,855.22	
Payment by Direct Debit - Upto 30.09.2026							
01.09.2026	SYS3	SYS45213	Monthly service IT Wifi & Office phones & WLH Wifi	£475.64	£95.13	£570.77	
18.08.2026	Wave	16950943/16956182	Water F/Man Store/WLH Aug 26	£149.71	£0.00	£149.71	
08.08.2026	O2	45053218	Staff mobile phones monthly line rental	£89.51	£17.90	£107.41	
07.09.2026	Octopus Energy	Various	Public toilets electricity Aug 26	£36.72	£1.84	£38.56	
07.09.2026	Octopus Energy	Various	Hall electricity & gas Aug 26	£355.22	£64.05	£419.27	
30.08.2026	Fuelcard	INV18972691	Minibus vehicles fuel Aug 26	£364.60	£72.92	£437.52	
08.09.2026	Castle Water	Inv10011289273	Water cemetery Aug 26	£10.46	£0.00	£10.46	
25.09.2026	CCC	Rates	Various properties	£1,918.00	£0.00	£1,918.00	Do not remove rates/paid monthly/che
				£3,399.86	£251.84	£3,651.70	
Payment by Card - Upto 30.09.2026							
30.09.2026	Attwells Solicitors	3411600788	partial refund	-£39.46	£0.00	-£39.46	awaiting statement
22.09.2026	DVLA	1276-2534-7222-1993	Works transit vehicle tax	£360.00	£0.00	£360.00	
21.09.2026	Majestic	165/99170899	Civic supplies	£675.00	£132.00	£807.00	
09.09.2026	Wave	16921529	Water Office May to Aug 2026	£107.63	£0.00	£107.63	
01.09.2026	Amazon	GB69QZ6NUAEUD	Yard supplies	£21.07	£4.21	£25.28	
24.09.2026	Gear4music	W13864817	WLHall speakers	£364.56	£72.92	£437.48	
22.09.2026	Ford	20387455	Works transit vehicle MOT parts & labour	£1,135.05	£216.04	£1,351.09	
01.09.2026	Gov.uk	ref1000010623206/1000010775514	Land and property registry searches	£28.00	£0.00	£28.00	
07.09.2026	Canva UK Operations Ltd	04966-29383374-1	Canva monthly subs software services	£30.00	£6.00	£36.00	
02.09.2026	Amazon	Various	Community day supplies	£7.17	£1.43	£8.60	
07.09.2026	Amazon	GB67UKM7HAEUI	Office stationery	£16.66	£3.33	£19.99	
10.09.2026	Trainline	ref303401394075	Travel expenses	£57.00	£2.57	£59.57	
02.09.2026	Amazon	Various	Civic supplies	£84.98	£17.00	£101.98	
16.09.2026	Amazon	GB603ATWWFRO71	Study book	£5.18	£0.00	£5.18	
22.09.2026	Amazon	Various	Yard supplies	£23.48	£4.70	£28.18	
22.09.2026	Amazon	GB68C806PAEUI	WLH cleaning supplies	£12.41	£2.48	£14.89	
23.09.2026	Amazon	GB68D9Y8BAEUI	WLH soap	£7.50	£1.50	£9.00	
23.09.2026	Amazon	GB68DKX1OAEUI	Office soap	£5.00	£1.00	£6.00	
26.09.2026	Amazon	GB68GG1NAEUI	Public toilet cleaning supplies	£9.84	£1.97	£11.81	
26.09.2026	F H Brundle	11808501	Cemetery fencing posts & winders	£105.80	£21.16	£126.96	
01.09.2026	Lindsey Teak	T251784	Memorial bench & plaque	£370.83	£74.17	£445.00	
02.09.2026	North Essex Pest Control	XBXOKR3FJ	Allotments	£120.00	£0.00	£120.00	a/w invoice
02.09.2026	Tesco		Community day supplies	£170.15	£0.00	£170.15	
04.09.2026	Swiss Farm		Community day supplies	£139.80	£0.00	£139.80	
02.09.2026	Booker	0471088/0356652	Community day supplies	£949.08	£128.02	£1,077.10	
				£4,806.19	£690.50	£5,496.69	
Payments by Bank Transfer - To Be Made							
09.10.2026	GDH Windows	04/1026	WLH refurbishment	£2,000.00	£0.00	£2,000.00	
11.10.2026	Funding Officer	September statement	Yard supplies	£680.26	£0.00	£680.26	
28.08.2026	Sharprint Solutions Ltd	sps260870	Office printer service toner, parts & labour 30.6.26-28.8.26	£150.45	£30.09	£180.54	
02.10.2026	Colchester City Council	20228377	Trade waste charges Oct 26- Mar 27	£2,118.00	£0.00	£2,118.00	
01.10.2026	Worknest	SIN108536	Combined HR Yr2&Elearning Oct 26-Oct 27	£3,868.65	£773.73	£4,642.38	
30.09.2026	Vaughtons	INV69664	Civic badges	£1,510.00	£302.00	£1,812.00	
28.09.2026	digitalprinting.co.uk	1830111	Rewilding group supplies	£41.94	£8.39	£50.33	reimbursment 02.10.2026
25.09.2026	Perfect Shine Window Cleaning	INV260925	Window cleaning Aug Office & WLHall	£100.00	£0.00	£100.00	
21.08.2026	Boots	1.28243E+14	Memories Exhibition supplies	£43.70	£8.74	£52.44	reimbursment 02.10.2026
24.08.2026	Artway Limited	20-15057-84781	Memories Exhibition stationery	£52.99	£4.99	£57.98	reimbursment 02.10.2026
01.10.2026	SYS3 Ltd	SYS45231	Support charges for Sept	£106.25	£21.25	£127.50	
24.09.2026	Rockback Media	INV2011	WivWorksWebsite	£300.00	£0.00	£300.00	
09.09.2026	Dulux Decorator Centre	SI37064695/37108791	Hall maintenance supplies	£195.18	£39.04	£234.22	
24.09.2026	Attwells	ABO/156988	Provision of Legal services 81aHS	£129.40	£0.00	£129.40	
24.09.2026	Ellisons	INV192841	Provision of Legal services Fishermans Store	£2,028.00	£405.60	£2,433.60	
15.09.2026	Ling Training & Accounting	INV-5273	Professional Services June, July, Aug, Sept	£480.00	£96.00	£576.00	
30.09.2026	Sibbons	September statement	various	£615.05	£98.74	£713.79	
25.09.2026	Trade UK	A28246185967	Pavillion maintenance	£43.80	£8.76	£52.56	
13.10.2026	Serendipity		Civic catering	£750.00	£0.00	£750.00	paid BACS 14.10.2026
29.09.2026	Direct Lift Company	INV22174	Minibus hoist service	£48.00	£9.60	£57.60	
30.09.2026	The Business Supplies Group	InvSIN01932097/SORD01991300	WLH/Public Toilets toilet rolls	£76.70	£15.34	£92.04	
				£15,338.37	£1,822.27	£17,160.64	
Refund of Deposits/Communnunity Fund/Locality Budget							
09.10.2026	Shannon Smith	Hall hire 30.08.2026 Inv9623 CN275	Damage deposit refund	£50.00	£0.00	£50.00	paid BACS 09.10.2026
02.10.2026	Emma Stanley	Hall hire 18.07.2026 Inv9538 CN260	Damage deposit refund	£50.00	£0.00	£50.00	paid BACS 02.10.2026
				£100.00	£0.00	£100.00	
Total Payments for Approval				£48,499.64	£2,764.61	£51,264.25	
Internal Transfers - made from Main (Current A/C)							
22.09.2026	To Regular Payments		Mayors Raffle Tsf	£692.00			
15.09.2026	To Payroll		Sept payroll	£25,000.00			
03.09.2026	To Regular Payments		Aug BACS	£6,620.82			
22.09.2026	To Regular Payments		Sept BACS	£8,808.36			
22.09.2026	To Regular Payments		Sept CARD	£2,218.93			
03.09.2026	To Instant		Cashflow	£250,000.00			
03.09.2026	Post Office		Community Day float	£260.00			
29.09.2026	Post Office		Petty Cash	£100.00			
				£292,908.11			