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 November 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 16 November 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.

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 19 October 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 3 November, including an update from:
      - New allotments, Cemetery and Sports Pitches WG

   b. Finance & Personnel: An update from the Chair on the meeting held on 2 November, including an update from:
      - Minibus WG and
      - Proposal by Cllr Guy that 'WTC invests £100,000 from EM reserves with the CCLA'
      - Proposal by Cllr Guy 'That a £50 voucher is paid to all staff in December'

   c. Environment: An update from the Chair on the meeting held on 21 October, including an update from:
      - Biodiversity WG
      - Net Zero WG
      - Travel & Transport Sub Committee

   d. Estates: An update from the Chair on the meeting held on 9 November, including an update from:
      - Wet dock WG
      - Estates Projects 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 21 December 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.

13. Report from the Chair of Finance:

    - Recommendation by the Finance & Personnel Committee to agree the staffing budget for 2027/28
    - Update on staff pensions and pension policy
    - New member of staff

	Supplier	Invoice No.	Details of supply	NET	VAT	TOTAL		
Payroll Payment Summary Paid Via BACS								
	Staff		**Std Hrs in 2026 Oct + O/T Sept 2026**	£13,808.13	£0.00	£13,808.13		
	HMRC		**Deductions for Oct 2026**	£5,464.79	£0.00	£5,464.79		
	Essex Pensions		**Deductions for Oct 2026**	£5,424.78	£0.00	£5,424.78		
				£24,697.70	**£0.00**	**£24,697.70**		
Payment by Direct Debit - Upto 31.10.2026								
01.10.2026	SYS3	SYS45371	Monthly service IT Wifi & Office phones & WLH Wifi	£475.64	£95.13	£570.77		
18..09.2026	Wave	1707787/17077195	Water F/Man Store/WLH Sept 26	£116.10	£0.00	£116.10		
11.09.2026	O2	46133508	Staff mobile phones monthly line rental credit	-£7.68	-£1.54	-£9.22		
08.09.2026	O2	46133508	Staff mobile phones monthly line rental	£76.78	£15.36	£92.14		
06.10.2026	Octopus Energy	Various	Public toilets electricity Sept 26	£41.01	£2.05	£43.06		
06.10.2026	Octopus Energy	Various	Hall electricity & gas Sept 26	£397.13	£69.69	£466.82		
28.10.2026	Octopus Energy	KI-C9F4C222-0035	Council Offices gas October 26	£176.79	£35.36	£212.15		
27.09.2026	Fuelcard	INV19002735	Works vehicles fuel Sept 26	£106.02	£21.20	£127.22		
05.10.2026	PWLB	PW612372	Public works loan repayment	£17,052.46	£0.00	£17,052.46		
26.10.2026	PWLB	PW504594	Public works loan repayment	£6,216.78	£0.00	£6,216.78		
26.10.2026	Corporate Finance	VI/0801418	Sharp Office Photocopier Lease rental Fee Oct	£269.66	£0.00	£269.66		
01.10.2026	Fields in Trust	No.1288652	Fields in Trust	£65.00	£0.00	£65.00		Requested invoice
20.10.2026	Octopus Energy	A-CPF4C222-002		£2,927.30		£2,927.30		Query with Octopus
21.10.2026	Castle Water	508940/508672	Water Cemetery & Allotments	£217.47		£217.47		
26.10.2026	CCC	Rates	Various properties Oct	£1,918.00	£0.00	£1,918.00		**Do not remove rates/paid monthly/chec**
				£30,048.46	**£237.25**	**£30,285.71**		
Payment by Card - Upto 31.10.2026								
21.10.2026	Home Bargains	3411600788	Community Xmas event gifts	£129.69	£0.00	£129.69		
27.10.2026	TLC Southern Ltd	20943765	Xmas lights supplies	£522.74	£104.55	£627.29		
20.10.2026	Seton	9304024558	Defibrillations pads & batteries	£469.93	£93.99	£563.92		
20.10.2026	Majestic Wine	16599170899	Civic Service glasses hire return	-£408.00	£0.00	-£408.00		
16.10.2026	Tesco	2UBP139H705FN72R	Civic Service refreshments	£71.44	£0.00	£71.44		
07.10.2026	Canva UK Operations Ltd	05027-31073846-1	Canva monthly subs software services	£30.00	£6.00	£36.00		
26.10.2027	Amazon	Various	Office stationary supplies	£35.87	£4.67	£40.54		
29.10.2026	Amazon	GB6CG6X5KAEUD	Office laptop mouse	£7.87	£1.58	£9.45		
01.10.2026	Amazon	GB603IXC31VTI	Community day supplies	£17.46	£3.19	£20.95		
01.10.2026	Amazon	Various	Yard cleaning supplies	£37.65	£7.53	£45.18		
06.10.2026	Amazon	Various	WLH cleaner supplies	£59.43	£11.88	£71.31		
12.10.2026	Amazon	Prime	Annual fee	£95.00	£0.00	£95.00		
15.10.2026	Amazon	Various	Office refreshments/cleaning supplies	£7.83	-£4.32	£3.51		
20.10.2026	Amazon	GB60DZ6NRLZEFI	Graffiti wipes	£12.77	£2.55	£15.32		
22.10.2026	Amazon	Various	Office paper supply	£18.73	£3.75	£22.48		
23.10.2026	Amazon	GB6C2DM08AEUD	WLH floor cleaner accessories	£30.73	£6.14	£36.87		
13.10.2026	F H Brundle	11829022	Yard supplies	£23.50	£4.70	£28.20		
				£1,162.64	**£246.21**	**£1,408.85**		
Payments by Bank Transfer - To Be Made								
27.10.2026	RJ Osborn	210185	Remembrance booklets	£285.00	£0.00	£285.00		
30.10.2026	Sharprint Solutions Ltd	sps261062	Office printer service toner, parts & labour 28.8.26-30.10.26	£183.97	£36.79	£220.76		
23.10.2026	Tracey Clarke Tree Consultancy Ltd	INV-4215	Trees survey	£1,840.00	£368.00	£2,208.00		
30.10.2026	Creative Flowers	October statement	Civic service & community dog park events	£120.00	£0.00	£120.00		
21.10.2026	Perfect Shine Window Cleaning	INV261021	Window cleaning Oct Office & WLHall & Civic	£200.00	£0.00	£200.00		
04.11.2026	SYS3 Ltd	SYS45534	Support charges for Oct	£106.25	£21.25	£127.50		
31.10.2026	Sibbons	October statement	various	£80.33	£16.07	£96.40		
22.10.2026	Jewsons	0726/00159042	Sawn battern	£11.38	£2.28	£13.66		
20.10.2026	RBL Poppy Appeal	EDF18	Remembrance wreaths	£54.00	£0.00	£54.00		
06.11.206	MG Surveys	MGS000765	Mede Way Hub work survey	£525.00	£105.00	£630.00		
05.11.2026	Trade UK	Oct Statement	Supplies	£179.15	£35.83	£214.98		
06.11.2026	Erwin Lammens	Xmas Event	Donation for St Nicholas	£83.00	£0.00	£83.00		
08.11.2026	Funding Officer	Funding Advice	13/10-2026 - 08/11/2026	£727.72	£0.00	£727.72		
				£4,395.80	**£585.22**	**£4,981.02**		
Refund of Deposits/Commununity Fund/Locality Budget								
				£0.00	**£0.00**	**£0.00**		
	Total Payments for Approval			**£60,304.60**	**£1,068.68**	**£61,373.28**		
Internal Transfers - made from Main (Current A/C)								
14.10.2026	From Main Current Account	To Payroll Account	Oct Payroll	£25,000.00				
21.10.2026	From Instant Business Account	To Regular Payments Account	Oct BACS	£1,417.79				
21.10.2026	From Instant Business Account	To Regular Payments Account	Oct Card	£5,496.69				
21.10.2026	From Instant Business Account	To Regular Payments Account	Oct BACS	£25,000.00				
21.10.2026	From Instant Business Account	To Main Account	Cashflow top up	£25,000.00				
13.10.2026	From Regular Payments	To Petty Cash	Petty Cash top up	£100.00				
				£82,014.48				