



WIVENHOE TOWN COUNCIL

Town Mayor: Cllr Tim Multon ~ Town Clerk- Jo Beighton-Emms
77 High Street, Wivenhoe, Essex CO7 9AB

T: 01206 822864: www.wivenhoe.gov.uk e-mail: enquiries@wivenhoe.gov.uk

8 November 2023

Sir/Madam,

A Personnel and Finance Committee meeting will be held in the Council Chamber, Council Offices, 77 High Street, Wivenhoe **7.30pm** on **Wednesday 15 November 2023** for consideration of the business set out below.

Yours faithfully,

Jo Beighton-Emms
Town Clerk

Agenda

PART A

- 1. Apologies for absence:** To receive apologies for absence.
- 2. Minutes of the last meeting:** To approve the minutes of the Finance meeting held on 11 October 2023.
- 3. Declarations of interest:** To receive any pecuniary and non-pecuniary interests relating to items on the agenda.
- 4. Terms of reference:** To agree terms of reference for the committee.
- 5. Update on office and yard project:** To discuss.
- 6. Community fund:** To discuss the community fund policy and review any community fund applications received.
- 7. Date of next meeting:** To be agreed.
- 8. Exclusion of press and public:** In accordance with Paragraph1 (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

9. **Payroll budget:** To review and approve payroll budget for 23/24 and 24/25. To confirm approved pay increases for staff members.
10. **To report on pay agreement for 23/24:**
11. **To discuss new employment positions and update on current contracts:**
12. **To discuss equipment required by staff:** Quotes have been received for requested items.
13. **To discuss the Christmas benefit for staff members:**
14. **VAT registration for the Council:**