



WIVENHOE TOWN COUNCIL

Town Mayor: Cllr. Tim Multon ~ Town Clerk- Jo Beighton-Emms
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1 January 2024

Sir/Madam,

A Personnel and Finance Committee meeting will be held in the Council Chamber, Council Offices at 7.30pm on Wednesday 10 January 2024 for consideration of the business set out below.

Yours faithfully,

Jo Beighton-Emms
Town Clerk

AGENDA

A reminder to the Chair to notify attendees of the location of the nearest 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.
2. **Minutes of the last meeting:** To approve the minutes of the meeting held on 15 November 2023.
3. **Declarations of interest:** To receive any pecuniary and non-pecuniary interests relating to items on the agenda.
4. **Personnel Update:** Advertisement for new member of staff and Trailer quote for ground staff.
5. **Current 2023/24 Budget Update:** To update the committee on the current financial position.
6. **To discuss the Councils 2024/2025 annual budget presented by the Finance Committee and set the precept for 2024/2025 for approval from FTC:** For discussion.

7. **Community Fund Applications:** To review applications received.
8. **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

9. **VAT Update:**
10. **Office First Floor Space:** To discuss the potential lease.