



## Wivenhoe Town Council

MINUTES of the Personnel and Finance Committee meeting held in the Council Chamber, 77 High Street on Wednesday 15<sup>th</sup> November 2023 at 7.30pm **Chair Approved**

Present: Cllr Guy (Chair), Cllr Burke, Cllr Multon, Cllr Boughton, Cllr Hutchings, Cllr Hailes-Morley, Cllr Widgery, J Beighton-Emms (TC), M Howard (Accountant) & E Buckley (RFO)

**11.15/01 Apologies for absence:** Cllr Wenaden (expected late arrival & apologies received at 8pm)

**11.15/02 Minutes of the last meeting:** Approval of the minutes for the Personnel and Finance Committee meeting held on 11 October 2023 was proposed by Cllr Burke and seconded by Cllr Widgery with all in favour.

**11.15/03 Declarations of Interest:** Cllr Burke noted an interest in the Over 60's group and will not vote on the Community Fund application received from the group. Cllr Hailes-Morley noted an interest in the Monday Club and will not vote on the Community Fund application received from the group.

**11.15/Terms of reference:** The terms of reference were discussed by the committee, it was agreed on setting regular meetings every two months (2<sup>nd</sup> Wednesday of the month), with the possibility of meetings to be arranged on an as and when basis if required before the set date. The terms of reference were proposed by Cllr Hutchings and seconded by Cllr Multon, with all in favour.

**11.15/05 Update on office and yard project:** MH discussed the report (Appendix A) and the increase of £65,710.57 on the final build cost. The increase in budget expenditure has been monitored all throughout the project, any changes had approvals from the working group or FTC. As per the report the main increases were due to asbestos removal costs, upgrades to utilities and changes to futureproof the building whilst ensuring the councils pledge to become carbon neutral. The costs to improve the energy efficiency of the building will in the long run reduce the councils spend on utility bills. The upgrade to the windows was not in the original budget but FTC decided on the changes to triple glazing to improve the energy efficiency of the building. The committee discussed positive views from the community about the finished project. Cllr Guy thanked MH for the report and will ensure a report is published in the next issue of the WTC newsletter.

**11.15/06 Community Fund:** Two applications have been received this month. The Over 60's group have requested £200 for the running costs of hiring the WLH and the minibus, which is used for transport for the group. The committee discussed the application and the benefit of the group. It was proposed by Cllr Widgery and seconded by Cllr Hutchings with all in favour to recommend the application to FTC. Cllr Burke abstained from voting due to a conflict of interest.

The Monday club has requested £250 to cover the cost of the Scout Hall hire. The charges have increased this year due to energy rises. During the building works, the group has been using the WLH as the access was easier for the group members. Cllr Multon has requested that the group is asked to complete an application form if they apply again in the future. The committee discussed the application and the benefit of the group. It was proposed by Cllr Multon and seconded by Cllr Hutchings with all in favour to recommend the application to FTC. Cllr Hailes-Morley abstained from voting due to a conflict of interest. The committee discussed the policy and the potential that it is not reaching out to all the groups in the community, that may need funding. Applications this year have been lower than the previous year, it was

discussed that at present any funds left in the pot will not be carried over to the next year. The are possible changes that can be made to the policy to enable more groups to benefit and apply. RFO to send the policy to all committee members and it will be put on the agenda for the next meeting and decided if any changes could be made for the next year.

**11.15/07 Date of next meeting:** The budget will need to be approved at the next meeting to adhere to the CCC precept deadline. The committee decided on Wednesday 10 January 2024.

**11.15/08 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 items(s) owing to the confidential nature of the business.

Part A of the meeting was closed at 20:21.

Appendix A – Office and Yard Update Report