



## Wivenhoe Town Council

MINUTES of the Personnel and Finance Committee meeting held in the Council Chamber, 77 High Street on Tuesday 12<sup>th</sup> March 2024 at 7:00pm **DRAFT**

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

**Public Questions:** The Explorers group were invited to speak for three minutes about their application for the Community Fund. They discussed the summer expedition camp and the current issues with their tents being unsuitable. During the international jamboree they will be hosting and inviting guests from Germany. They spoke about how they also volunteer for the younger groups. They will be fundraising at other events to raise the required total and a local shop will be donating supplies for some of the events. The committee discussed the application and how the tents will be used for many years in the future and it was welcomed to hear about the group and their activities.

**03.12/01 Apologies for absence:** Cllr Wenaden and Cllr Widgery.

**03.12/02 Minutes of the last meeting:** Approval of the minutes for the Personnel and Finance Committee meeting held on 13 February 2024 was proposed by Cllr Guy and seconded by Cllr Burke with all in agreement except Cllr Hutchings who was not present for the meeting.

**03.12/03 Declarations of Interest:** None

As the Explorer group were still present, the Chair went to agenda item 06.

**03.12/06 Community Fund Applications: The Explorers - £350** – The committee discussed the application which meets the policy criteria. The benefits of the group and their efforts for other fundraising. The application for a £350 fund was proposed by Cllr Hutchings and seconded by Cllr Burke with all in agreement. The committee asked the group if they would be able to share some details with the Council after the event and thanked them for attending and their presentation.

The Explorers left the meeting.

**Broomgrove School - £350** – This group had previously applied but not enough detail was given for the application. The plan they had now submitted was more detailed and cleared up any questions about what the funds would be used towards. The committee discussed other groups that may be able to help with supplying saplings and advice for the nature garden. Cllr Guy would like to arrange a meeting with the head teacher to see how the Council could assist in the future. The application for the £350 fund was proposed by Cllr Multon and seconded by Cllr Hailes-Morley with all in agreement.

The committee discussed any remaining funds from the 2023-24 Community Fund budget could be donated to the Mede Way playpark project reserves.

**03.12/04 Internal Audit Report Update:** RFO reported on the internal audit report and the requirement for a Privacy Notice. The committee discussed the notice and requested that TC be named as the GDPR officer. The committee discussed the ICO membership and advice from Cllr Aldis had confirmed the policy was sufficient. It was proposed to adopt the privacy notice by Cllr Burke and seconded by Cllr Multon with all in agreement. This can be published on the website.

The Mayors bank account needed to be closed. There are currently three accounts open in this name. The committee had discussions about transferring to a trust, the RFO had advice from the internal auditor, Heelis and Lodge and they had suggested the funds being banked in the Wivenhoe Town Councils bank to ensure control of the funds. Cllr Hutchings proposed, closing the three bank accounts in the Mayors name, transferring the funds to the main Co-op bank account and allocating the funds as a donation to the Mede Way play park project. This was seconded by Cllr Multon with all in agreement. This will be taken to the Full Town Council for full approval.

**03.12/05 To discuss and set the Council's fees and charges for 2024/2025:** The charges for the cemetery were discussed and comparing how they relate to Colchester City Councils. MS had compared to CCC and they are comparable. The discussion of charges for the new cemetery was taken into consideration and how a plan would need to be made in future. It was proposed by Cllr Burke to increase the charges by 5%, seconded by Cllr Hailes-Morley with all in agreement.

The block charges for the William Loveless Hall hire were discussed as these had not been increase over the past years. A comparison of the block charges to the daily hire cost was presented to the committee. It was proposed by Cllr Burke and seconded by Cllr Multon to increase the block charges by 7.5% to be inline with the other hire charges, with all in agreement.

There is a historic discount given to a group for the lights provided, this will be raised at Estates.

**03.12/07 Employee Contract:** A new contract of employment has been issued by SLCC & NALC. There are new policies in the contract that would need further investigation and budget factors, due to the potential annual increasing of SCP in the contract. TC will seek advice on the new contract and RFO will look at the budget implications.

**03.12/08 Investment plan:** This item was deferred as it is currently being discussed by the Estates committee.

**03.12/09 Date of next meeting:** The committee agreed on setting monthly meetings going forward. This will be on the fourth Monday of the month. The next date will be 22<sup>nd</sup> April 2024.

**03.12/10 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 20:03

