



# WIVENHOE TOWN COUNCIL

Town Mayor: Cllr Denise Burke ~ Town Clerk- Jo Beighton-Emms  
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16 July 2024

Sir/Madam,

A Finance and Personnel Committee meeting will be held in the Council Chamber, Council Offices at **7:00pm** on Monday **22 July 2024** 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. Declarations of interest:** To receive any pecuniary and non-pecuniary interests relating to items on the agenda.
- 3. Minutes of the last meeting:** To approve the minutes of the Finance meeting held on 22 May 2024.
- 4. To adopt a training policy:** To discuss and adopt the policy- previously circulated.
- 5. Budget reports for presenting:** To discuss budget report changes for reporting at Full Council meetings.
- 6. Mede Way project and funding:** To update the committee on the project and confirm funds available.
- 7. William Loveless Hall and VAT:** To discuss the registration for VAT at the William Loveless Hall due to the energy saving project.
- 8. Energy contracts:** To discuss the renewal contracts.
- 9. Internal Auditor:** To discuss the internal auditor for 2024-25.

10. **Bank signatories:** To report recommended changes to the Co-op mandate.
11. **Update from the Personnel & Finance meeting held on 22 May 2024:** To report on items to be updated throughout the year (Financial regulations, financial plan, asset register, payroll budget, new employment contract, cyber cover & risk assessment).
12. **Office & Yard:** To discuss the retention payments and completion certificate due on 7<sup>th</sup> September 2024.
13. **Date of Next Meeting:** To be agreed.
14. **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
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15. **Personnel Update:** To report on staff appraisals and probation.