



WIVENHOE TOWN COUNCIL

Town Mayor: Cllr Denise Burke ~ Town Clerk- Jo Beighton-Emms
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15 August 2024

Sir/Madam,

A Finance and Personnel Committee meeting will be held in the Council Chamber, Council Offices at **7:00pm** on Wednesday **21 August 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 previous meeting:** To approve the minutes of the meeting held on 22 July 2024.
- 4. Three year future plan for the Council:** To discuss the future plan.
- 5. Bank account interest:** To discuss the options for interest to be earned on the Councils funds.
- 6. VAT:** To discuss a request from HMRC for information, due to the recent VAT claim.
- 7. Energy contracts:** To discuss the renewal contracts.
- 8. 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, internal control & risk assessment).
- 9. Community Fund Policy:** To discuss the policy and potential amendments to the policy and review applications received.

10. Date of Next Meeting: To be agreed.

11. 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

12. Personnel Update: To discuss the payroll budget and issuing new contract from NALC. To discuss the finance role costings.