



# WIVENHOE TOWN COUNCIL

Town Mayor: Cllr Denise Burke ~ Town Clerk- Jo Beighton-Emms  
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24 September 2024

Sir/Madam,

A Finance and Personnel Committee meeting will be held in the Council Chamber, Council Offices at **7:00pm** on Monday **30 September 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 21 August 2024.
4. **Three-year future plan for the Council:** To discuss the future plan and policies required.
5. **Minibus:** To discuss the options for the minibus.
6. **VAT:** To report on the recent claim.
7. **AGAR:** To report on the external audit.
8. **Community fund policy:** To discuss the changes to the policy and update on Full Town Councils comments regarding the allocation of £1,500 to be set aside for community events.
9. **Update from the Personnel & Finance meeting held on 21 August:** 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). Internal control policy to be approved by the committee.

10. **Office late night opening:** To discuss the continuation of the late-night opening of the office.
11. **Date of Next Meeting:** To be agreed.
12. **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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13. **Skatepark Project:** To discuss the skatepark project and contract.