



WIVENHOE TOWN COUNCIL

Town Mayor: Cllr Denise Burke ~ Town Clerk- Jo Beighton-Emms
77 High Street, Wivenhoe, Essex CO7 9AB

T: 01206 822864: www.wivenhoe.gov.uk e-mail: enquiries@wivenhoe.gov.uk

22 October 2024

Sir/Madam,

A Finance and Personnel Committee meeting will be held in the Council Chamber, Council Offices at **7:00pm** on Monday **28 October 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 30 September 2024.
- 4. Publication policy:** To discuss and approve the publication policy for the council.
- 5. Three-year future plan for the Council and project:** To discuss the future plan and policies required. To discuss a project form for future usage by the committees.
- 6. Reserves Policy:** To discuss the reserves policy.
- 7. Outstanding debts:** To report to the committee any outstanding debts.
- 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 30 September:** 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 & calendar of dates).

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

13. Skatepark Project: To discuss the skatepark project and contract.