



WIVENHOE TOWN COUNCIL

Town Mayor: Cllr Denise Burke ~ Town Clerk- Jo Beighton-Emms
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21 November 2024

Sir/Madam,

A Finance and Personnel Committee meeting will be held in the Council Chamber, Council Offices at **11:00am on Thursday 28 November 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. 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

- 4. Payroll Budget 2025-26:** To discuss and set the payroll budget for 2025-26, for recommendation of Full Town Council.
- 5. To discuss the Christmas benefit for staff members and payroll dates:**