



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

5th December 2024

Sir/Madam,

A Finance and Personnel Committee meeting will be held in the Council Chamber, Council Offices at **7:00pm** on **Wednesday 11 December 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 28 October 2024.
- 4. Training, complaints and FOI policy:** To discuss and approve the policies for the council.
- 5. Server security:** To report on the advice received from SYS3.
- 6. To discuss and recommend for FTC approval the 2025/26 annual budget and set the precept for 2025/26:**
- 7. Update from the Personnel & Finance meeting held on 28 October:** 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, transparency code & calendar of dates).
- 8. Date of Next Meeting:** To be agreed.
- 9. 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