



Wivenhoe Town Council

MINUTES of the Finance and Personnel Committee meeting held in the Council Chamber, 77 High Street on Monday 28 October 2024 at 7:00pm **Chair Approved**

Present: Cllr Guy (Chair), Cllr Burke, Cllr Evans, Cllr Hailes- Morley, J Beighton-Emms (TC) & E Buckley (RFO)

10.28/01 Apologies for absence: Cllr Widgery, Cllr Hutchings and Cllr Andrews. Apologies received and accepted.

10.28/02 Declarations of Interest: None

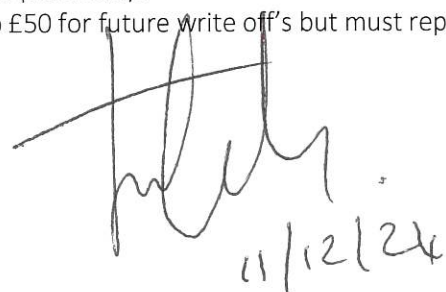
10.28/03 Minutes of the last meeting: The approval of the minutes for the Finance and Personnel Committee meeting held on 30 September 2024 were proposed by Cllr Burke and seconded by Cllr Hailes-Morley with all in agreement.

10.28/04 Publication Policy: TC presented to the committee a publication policy that needed a review for the financial responsibilities. Discussions were had about what needs to be published and the RFO will review the transparency code to ensure that we are compliant with the regulations.

10.28/05 Three-year future plan for the Council and projects: Cllr Guy discussed a project form that he would like approved at FTC and completed for all future council projects. The project form would need to be completed for all projects that the council would like to initiate. This would work alongside the three-year plan for the council and takes into consideration the initial cost of the project, funding opportunities, future maintenance costs, staff time required for the project and timescales. Cllr Burke suggested a flow chart to go alongside the form to make it user-friendly. Cllr Evans proposed the project form, seconded by Cllr Hailes-Morley with all in agreement to seek approval at FTC.

10.28/06 Reserves Policy: The reserves policy was referred back to the finance committee as a member was hesitant on the reserves level currently held. A discussion was had about the current level and the committee decided that this was realistic amount for the general reserve considering the current liabilities. The RFO will make changes to the policy wording, to ensure it is clear on the levels that WTC holds in reserves. It was proposed by Cllr Guy and seconded by Cllr Burke with all in agreement to hold a general reserve between five to six months, this will be taken to FTC to gain full approval.

10.28/07 Outstanding debts: The RFO updated the committee about Muffle Ltd. The administration agents had been in touch and reported it unlikely that WTC would be refunded for the order placed in Feb 2024 for the total of £1,360.76. The committee accepted this as a write-off. There were discussions about in future using local suppliers and being cautious before paying up front. A mention of using a credit card to gain extra protection for future purchases, which the RFO will investigate to see if it is an option for the council. A report on overdue receipts from sales was also presented to the committee and all agreed that they can be written off. The total amount of £133.92 from Tranquility Care who are in administration and £10.30 for an unpaid hall hire in 2022, which has been chased previously. The committee all agreed that the RFO could authorise up to £50 for future write off's but must report them to the committee.


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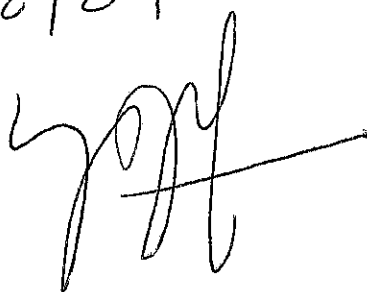
10.28/08 Community Fund Policy: The RFO reported that before any staff wages had been taken into consideration the community day raised £68. The committee discussed the community day and the benefit to the local groups and the social return on the event for the community. The committee would like to recommend at FTC that £2,500 from the community fund budget is transferred over to the events budget. Leaving 10 community funds at £250.

10.28/09 Update from the Personnel and Finance meeting held on 30 September: EB is in discussions with Cllr Aldis about additions to the internal controls policy. The NALC pay scales for the 2024/25 year have been published and will be paid to employees at the end of November.

10.28/10 Date of next meeting: The next meeting will be held on Monday 25 November 2024 at 7pm.

10.28/11 Exclusion of Press and Public: In accordance with Paragraph 1 (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 items(s) owing to the confidential nature of the business.

Part A of the meeting was closed at 20:07


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