



WIVENHOE TOWN COUNCIL

Town Mayor: Cllr Denise Burke ~ Town Clerk- Jo Beighton-Emms
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18 February 2025

Sir/Madam,

A Finance and Personnel Committee meeting will be held in the Council Chamber, Council Offices at **7:00pm** on **Monday 24 February 2025** 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 11 December 2024.
- 4. Personnel Update:** To update on staff workloads.
- 5. To report on the 2024/2025 budget:** To update the committee on the current budget situation and projected year end figures.
- 6. To discuss the 2026/2027 budget and future plans:** To discuss the councils future plans and costings.
- 7. Community Days and Community Fund:** To discuss the community budget and Community Fund applications.
- 8. Server security:** To report on the advice received from SYS3.
- 9. Outstanding Sales Invoices:** To report on any overdue invoices.

10. **Update from the Personnel & Finance meeting held on 11 December 2024:** 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).
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