



# WIVENHOE TOWN COUNCIL

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

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25 March 2025

Sir/Madam,

A Finance and Personnel Committee meeting will be held in the Council Chamber, Council Offices at **7:00pm on Monday 31 March 2025** for consideration of the business set out below.

Yours faithfully,

Jo Beighton-Emms  
Town Clerk

## Agenda

**A reminder to the Chair to notify attendees of the location of the fire exit and the assembly point by the WTC noticeboard located at the front of the Council Offices.**

### 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 24 February 2025.
4. **Personnel update:** To update on new contracts of employment.
5. **To report on the 2024/2025 budget year end:** To update the committee on the current budget situation and projected year end figures and recommendations for EMR transfers.
6. **Community Days and Community Fund:** To discuss the Community Fund applications received and the William Loveless Hall Community Days policy.
7. **Minibus:** To discuss the Minibus repairs, weekend use and grants.
8. **Update on the spending on the High Street car park dispute:** To report the expenditure to date.
9. **Update from the Personnel & Finance meeting held on 24 February 2025:** 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).

**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