



# WIVENHOE TOWN COUNCIL

Town Mayor: Cllr Denise Burke ~ Town Clerk- Jo Beighton-Emms  
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29 April 2025

Sir/Madam,

A Finance and Personnel Committee meeting will be held in the Council Chamber, Council Offices at **7:00pm on Wednesday 7 May 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:** Councillors will be asked to say if there are any items on the agenda about which they have a disclosable pecuniary interest which would prevent them from participating in any discussion of the item or participating in any vote upon the item, or any other registerable interest or non-registerable interest.
- 3. Minutes of previous meeting:** To approve the minutes of the meeting held on 31 March 2025.
- 4. Insurance update:** To update on the insurance review held in April with Clear Councils.
- 5. To report on the 2024/2025:** To update the committee on the final year end figures for 2024/2025.
- 6. Community Fund:** To discuss the Community Fund applications received.
- 7. Transparency Code:** To approve the transparency code policy.
- 8. Risk Assessment:** To review and approve the risk assessment for the 2024/2025 AGAR.
- 9. Asset Register:** To review and approve the asset register for the 2024/2025 AGAR.

10. **Financial Regulations:** To review and approve the Financial Regulations for FTC approval in May.
11. **Update from the Personnel & Finance meeting held on 31 March 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).
12. **Date of Next Meeting:** To be agreed.
13. **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
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14. **Staff Update:** Update from the Town Clerk about staff and to discuss the issuing of new employment contracts.
15. **Pension:** To report on the statutory pension.