



Wivenhoe Town Council

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

Present: Cllr Guy (Chair), Cllr Burke, Cllr Hailes- Morley, Cllr Boughton, Cllr Widgery, J Beighton-Emms (Town Clerk) & E Buckley (RFO)

05.07/01 Apologies for absence: Cllr Andrew and Cllr Luxford-Vaughan, apologies received and accepted.

05.07/02 Declarations of Interest: None.

05.07/03 Minutes of the previous meeting: The approval of the minutes for the committee meeting held on 31 March 2025 were proposed by Cllr Widgery and seconded by Cllr Burke, with all who attended in agreement as an accurate record of proceedings.

05.07/04 Insurance Update: RFO reported to the committee that the Insurance review had taken place. Key cover for staff has been included for the TC, RFO, Property Manager and Estates Manager. RFO to ensure that legal cover is included with the new policy. The new insurer will be Ecclesiastical, as Clear Councils are not renewing with Aviva. They are experienced with local government insurance policies. We was informed from Clear Councils that claims are increasing against councillors, against items on social media. Once a new councillor has been elected, the TC will arrange some further training for all.

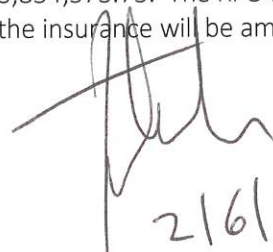
05.07/05 To report on the 2024/2025 budget year end: The RFO reported that the year-end has now been closed on the system for the 2024/25 year. The figures changed from the report presented at FTC, due to further income being received from Charge My Street, hall hire and the expected car park income from NEPP. This changed the year end surplus to £35,855. The £5,313 extra surplus has been transferred to the general reserve, which is now at £191,373.20 and within the limit of the reserves policy.

05.07/06 Community Fund: No community fund applications have been received.

05.07/07 Transparency Code: The RFO discussed the requirements of the Transparency code and discussed that grants are not required to be published as these are under £500, but the committee would like these to be published yearly. The land and property list were discussed and changes made, the RFO to check with AH to ensure the list is an accurate record. The committee approved the transparency documents and will recommend to FTC for approval.

05.07/08 Risk Assessment: The committee discussed the risk assessment for the year. The RFO and Clerk, had worked through the risk report and updated as required. Work is required on updating the risk assessment, to the current recommendations and layouts. Clear Councils has informed the Council that they have risk assessment adviser that can be contacted, which the RFO will access during the 2025/26 year. The risk assessment was approved by the committee, to be recommended to FTC for approval.

05.07/09 Asset Register: The VAS signs and Skatepark values have been added to the asset register this year, increasing the value by £26,900. The total value is now £3,854,573.75. The RFO reported that reinstatement surveys are due on the properties this year and the insurance will be amended accordingly


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during 2025/26. The asset register was approved by the committee, to be recommended to FTC for approval.

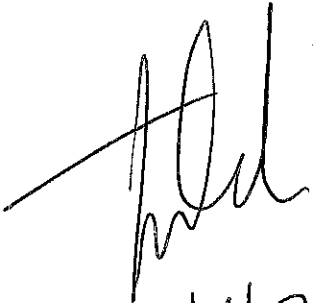
05.07/10 Financial Regulations: The committee discussed the new financial regulations issued by NALC in 2024. The main update is that the three-year plan and an investment policy are required for the council. The RFO will work on the investment policy, further work can be completed on the three-year plan during the 2025/26 year. The approval amounts on the financial regulations were discussed and some of the figures had been changed to agree with the figures previously agreed in last year's financial regulations. The committee agreed to accept the new financial regulations and will recommend to FTC that they are adopted.

05.07/11 Update from the Personnel & Finance meeting held on 31 March 2025: No update.

05.07/12 Date of Next Meeting: The next meeting will be held on Monday 2 June 2025 at 7pm.

05.07/13 Exclusion of Press and Public: Cllr Burke proposed that the press and public should be excluded from the meeting in accordance with legislation as set out in agenda item F&P05.25.13. This was seconded by Cllr Widgery, with all in agreement.

The meeting was closed at 20:10


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