



## Wivenhoe Town Council

MINUTES of the Finance and Personnel Committee meeting held in the Council Chamber, 77 High Street on Monday 2 June 2025 at 7:00pm **Chair Approved**

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

Cllr Harmon did not vote during the meeting

**06.02/01 Election of Chair and Deputy:** Cllr Maltby proposed Cllr Guy to continue as Chair of the Finance and Personnel Committee, this was seconded by Cllr Burke with all in agreement. Cllr Multon proposed Cllr Hailes-Morley for Deputy, this was seconded by Cllr Guy with all in agreement.

**06.02/02 Apologies for absence:** Cllr Luxford-Vaughan, Cllr Boughton and Cllr Widgery, apologies received and noted.

**06.02/03 Declarations of interest:** None.

**06.02/04 Minutes of the previous meeting:** The approval of the minutes for the committee meeting held on 7 May 2025 were proposed by Cllr Burke and seconded by Cllr Hailes-Morley, with all who attended in agreement as an accurate record of proceedings.

**06.02/05 Appraisal Form:** TC reported to the committee that the current appraisal forms for office-based staff and outside-based staff are different. Discussions about how the appraisals should be equal for all staff and objectives set should be achievable. It was proposed by Cllr Guy to have the same appraisal form for all staff and set yearly three objectives, this was seconded by Cllr Hailes-Morley, with all in agreement. TC to update the appraisal form.

**06.02/06 Internal Audit Report:** RFO reported to the committee that the end of year internal audit had been completed, the report had been circulated to the Council previously. The report was reviewed and the committee noted that there was no recommendations on the form.

**06.02/07 Approval of proposed External Audit Submission for 2024/25 for Recommendation to Full Town Council:** The Committee reviewed the previously circulated AGAR for 2024/25 and the documents that are required by the external auditor. The Finance and Personnel committee will recommend that the AGAR to be approved by Full Town Council for submission to PKF Littlejohn.

**06.02/08 Internal Audit 2025/26:** The RFO reported that internal auditors should be reviewed every five years for compliance. Cllr Hailes-Morley recommended for Heelis and Lodge to be appointed for the internal auditor for 2025/26, this was seconded by Cllr Multon, with all in agreement.

**06.02/09 Investment Policy:** The previously circulated investment policy was discussed by the committee. The committee required the policy to be updated to include Ethical banking and clearer instructions on the credit quality references. RFO to update the policy with changes and then to be recommended to Full Town Council for approval.

  
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**06.02/10 Reserves Policy:** The reserves policy has been updated to reflect general reserves to be based on the annual expenditure budget, not the precept figure. The committee will recommend the policy to be approved by Full Town Council.

**06.02/11 Council Vehicles:** RFO reported that one of the Councils vehicles needs renewing and had costed out future repair works. There are currently funds in the EMR for replacement, hybrid vehicles were discussed by the committee. It was requested that the Estates manager prepare a plan for a new vehicle and this to be reported back to the Finance and Personnel committee for review.

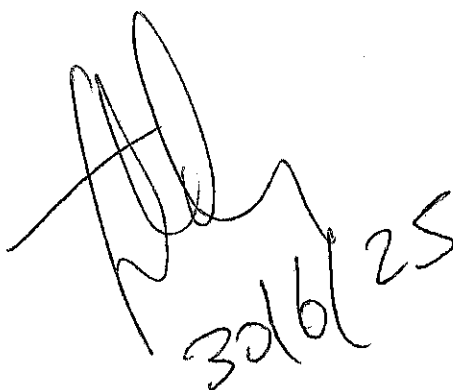
**06.02/12 Minibus:** The WCC has applied for a grant for the community minibus. A working group will be set up with Cllr Guy, Hailes-Morley and Burke to discuss the potential replacement vehicle requirements.

**06.02/13 Update from the Personnel & Finance meeting held on 7 May 2025:** A review of the Councils three-year plan is required, Cllr Guy and Aldis to review and report back.

**06.02/14 Date of Next Meeting:** The next meeting will be held on Monday 30 June 2025 at 7pm.

**06.02/15 Exclusion of Press and Public:** Cllr Guy proposed that the press and public should be excluded from the meeting in accordance with legislation as set out in agenda item F&P 06.25.16. This was seconded by Cllr Hailes-Morley, with all in agreement.

The meeting was closed at 20:32

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