



Wivenhoe Town Council

MINUTES of the Finance and Personnel Committee meeting held in the Council Chamber, 77 High Street on Monday 30 June 2025 at 7:00pm **Chair Approved**

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

06.30/01 Apologies for absence: Cllr Maltby, apologies received and noted.

06.30/02 Declarations of interest: None.

06.30/03 Minutes of the previous meeting: The approval of the minutes for the committee meeting held on 2 June 2025 were proposed by Cllr Hailes-Morley and seconded by Cllr Multon, with all who attended in agreement as an accurate record of proceedings.

06.30/04 Habitual or Vexatious Complaints Policy: TC discussed the need for the Council to have the policy, which had been previously distributed. Discussions about other Councils policies where had and the TC will contact Colchester City Council to seek advice about their policy. It was proposed by Cllr Luxford-Vaughan to adopt this policy and if any recommendations are made from Colchester City Council it can be adapted at Full Town Council, this was seconded by Cllr Widgery, with all in agreement.

06.30/05 Health & Safety, Employment Advice: TC reported that at a recent conference she had spoken to Worknest. After many recommendations from other Town Clerks, the TC has arranged for a meeting on 1 July, to find out more information about the contracts they offer to be able to give the council help and advice for health and safety and employment. The current HR company has not been quick to respond to requests for advice, which is a concern. TC to report back to Full Town Council after the meeting.


06.30/06 Policy Update: TC has been working on updating and adding policies for the council award. A grievance policy is required. The committee reviewed the previously circulated policy and discussed the benefits of having it in place. The committee would like the name changed to Employee Grievance policy. It was proposed by Cllr Luxford-Vaughan, and seconded by Cllr Multon to adopt the policy at Full Town Council in July.

06.30/07 Council Vehicles: The property manager has completed a report of the rationale behind having two vehicles for the council. The committee discussed the report and agreed that it is beneficial to have two vehicles, which eases the workload and enables the property and estates manager to work independently on jobs. The committee has requested the RFO and property manager to report back on the costings of the new vehicle at the next meeting.

06.30/08 Minibus Working Group Update: The working group will arrange for a meeting and update the committee after it has taken place.

06.30/09 Budget Update: The RFO reported that the computer system is still not up to date, due to the year end and AGAR work. Budget update to follow once the system is fully up-to date.

06.30/10 Three year plan: Cllr Guy to set up a meeting with Cllr Aldis and update after the meeting.


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06.30/11 Update from the Personnel & Finance meeting held on 2 June 2025: None.

06.30/13 Date of Next Meeting: The next meeting will be held on Tuesday 12th August 2025.

06.30/14 Exclusion of Press and Public: None

The meeting was closed at 19:30

 12/8/25