



WIVENHOE TOWN COUNCIL

Town Mayor: Cllr Jon Guy ~ Town Clerk- Jo Beighton-Emms
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23 September 2025

Sir/Madam,

A Finance and Personnel Committee meeting will be held in the Council Chamber, Council Offices at **7:00pm on Monday 29 September 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 the previous meeting:** To approve the minutes of the meeting held on 12 August 2025.
4. **Conclusion of the 2024/25 Audit and AGAR –** To update the committee and discuss the 2025/26 audit requirements.
5. **To review quotes and proposals for HR and Health & Safety support for the Council:** To report to the Council on the companies contacted and quotes received.
6. **Council vehicles:** To update the committee on the Council vehicles and discuss the purchase of a new vehicle.
7. **Community Fund applications:** To review and approve Community Fund applications that have been received.

8. **Budget update:** To update the committee on the budget position.
9. **Minibus Working Group update:** To update the Committee on the working group.
10. **Update from the Personnel & Finance meeting held on 12 August 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).
11. **Date of Next Meeting:** To be agreed.
12. **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.

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| PART B |
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13. **Personnel update on staff appraisals:** Town Clerk to update the committee.