



WIVENHOE TOWN COUNCIL

Town Mayor: Cllr Jon Guy ~ Town Clerk- Jo Beighton-Emms
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21 October 2025

Sir/Madam,

A Finance and Personnel Committee meeting will be held in the Council Chamber, Council Offices at **7:00pm on Monday 27 October 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 29 September 2025.
4. **To update the committee on Worknest:** Town Clerk to update the committee.
5. **Community Fund applications:** To review and approve Community Fund applications that have been received.
6. **Budget update:** To update the committee on the budget position and 2026/27 budget planning.
7. **Sale of the Council Vehicle:** To discuss selling the old vehicle.
8. **Minibus Working Group update:** To update the Committee on the working group.

9. **Update from the Personnel & Finance meeting held on 29 September 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).
10. **Date of next meeting:** To be agreed.
11. **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

12. **Town Clerk staff update:** Town Clerk to update the committee.
13. **Payroll budget 2026/27:** To update the committee.