



Wivenhoe Town Council

MINUTES of the Finance and Personnel Committee meeting held in the Council Chamber, 77 High Street on Tuesday 12 August 2025 at 7:00pm **Chair Approved**

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

08.12/01 Apologies for absence: Cllr Widgery and Cllr Multon, apologies received and noted.

08.12/02 Declarations of interest: Cllr Burke declared a non-pecuniary interest in Tendring Families First, who have submitted a community fund application.

08.12/03 Minutes of the previous meeting: The approval of the minutes for the committee meeting held on 30 June 2025 were proposed by Cllr Guy and seconded by Cllr Burke, with all who attended in agreement as an accurate record of proceedings.

08.12/04 To update and review various policies: TC discussed the need for the Council to regularly review and update, if required, their policies. The committee reviewed the following policies:

- Civility and Respect Pledge – No update
- Communications – The committee agreed to approve this policy for now, but suggested that the Communications working group should review at the next meeting
- Health and Safety – No update
- Casual vacancy and co-option – No update
- Safeguarding - No update
- Equality and Diversity – No Update
- Lone working – No update
- Privacy notice – No update
- Community Fund – The committee discussed the need to change the maximum award to £250, of which there will be 10 available per year. As previously agreed at Full Town Council in March 2025, due to the budget being reduced to £2,500 for the year. The committee also agreed to amend the policy, to include not approving an award if the funds are to be used for running expenditure.

The Finance and Personnel committee will recommend these policies are approved at the next Full Town Council meeting.

08.12/05 SLCC Local Government pay claim 2025/26: RFO reported that the pay award for 2025/26 has been approved for 2025/26, this is a 3.2% increase on all pay scales. This is due to all staff from April 2025 and will be backdated and paid in the August payroll. The budget for 2025/26 was calculated on a 5% increase, so the payroll budget is likely to be underspent. The RFO recommended keeping this for now, due to potential need for HR services in the future and will review as part of the year end process.

08.12/06 Community Fund applications: The following Community Fund Applications were received:

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- **Wivenhoe, Fingeringhoe & Rowhedge Ferry Community Interest Company Ltd** – An application for £500 was received towards the cost of a purchase of a new ferry for the company. The committee decided to award £250, as it values the activity within the town.
- **The Wiv Hub** – An application for £500 was received towards the cost of hiring experts for a creative writers and naturalists workshops for the group. Included in this was £100, towards the cost for materials and a contingency budget. The committee discussed how they may be able to contact local groups who work closely with the Town Council and offer their services free of charge for the group, the committee wanted to support the workshops and so decided to award £100 for the materials and contingency and will contact the group to see if they would be interested in using the local groups instead of their chosen experts.
- **Wivenhoe Woodcraft Folk** – An application was received for £350. This is to go towards subsidising the cost of custom screen printed hoodies for their members. The committee value the benefits of the group within the town and wanted to award the group £250.
- **Tendring Families First** – An application was received for £300, towards the cost of supporting local children at a Wivenhoe School for counselling. The committee wanted to support this group and valued the services and are aware that these groups are lacking funding elsewhere, the committee would like to award £250. The RFO to contact the group to offer a stall at the Community Day, where they would have the opportunity to make the local community aware of the work they undertake.
- **WivenCoders** – An application was received for £350, towards purchasing kit, registration costs for a competition, room hire and branded t-shirts. The group is not yet established and would only benefit up to 10 children within the local community. The committee decided against awarding the group the fund, as the policy criteria had not been met fully. The committee would like to support by offering four free of charge hires for the chamber and will also offer them a stall at the Community Day to raise awareness and funds for the project.
- **Moving Image** – An application was received for £250 towards the cost of running an event, to raise funds for the Wivenhoe Ferry. The committee has already awarded the Ferry group directly and would be unable to support this application for the same group.
- **Dance Network Association** – An application was received for £350 towards the cost of continuing the Dancing with Parkinson's program, as their current lottery funding is ending. The committee discussed the benefit of this group, but due to them being a national charity are unable to approve the application. The RFO to contact the group, to offer a stall at the Community day to raise awareness for the group.

08.12/07 Budget update: The system is currently up to June 2025, and the RFO has no concerns over the budget. The TC made the committee aware that CCC have requested that the Wivenhoe Town Council is liable for the legal fees for the purchase of the land at Mede Way. The committee considered this expenditure.

08.12/08 Worknest: TC updated the committee that a meeting has been arranged for Peninsular next week and other providers are being researched for quotes. To report back when the quotes have been received.

08.12/09 Minibus Working Group update: A meeting for the working group needs to be arranged with Cllr Guy, Hailes-Morley and the funding officer. There is a potential funding offer which may be available. To report back when more information has been received.

08.12/10 Three year plan: No update.

08.12/11 Update from the Personnel & Finance meeting held on 30 June 2025: None.

08.12/13 Date of Next Meeting: The next meeting will be held on Monday 29 September 2025.

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08.12/14 Exclusion of Press and Public: None

The meeting was closed at 20:10

J. M. G.
29/9/25