



## Wivenhoe Town Council

MINUTES of the Finance and Personnel Committee meeting held in the Council Chamber, 77 High Street on Monday 29 September 2025 at 7:00pm **Chair Approved**

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

**FP.09.25/01 Apologies for absence:** Cllr Widgey and Cllr Boughton, apologies received and noted.

**FP.09.25/02 Declarations of interest:** None.

**FP.09.25/03 Minutes of the previous meeting:** The approval of the minutes for the committee meeting held on 12 August 2025 were proposed by Cllr Hailes-Morley and seconded by Cllr Burke, with all who attended in agreement as an accurate record of proceedings.

**FP.09.25/04 Conclusion of the 2024/25 Audit and AGAR:** The RFO reported the conclusion of the AGAR had now been published and completed. The auditor has listed the requirements for the 2025/26 audit, which included some new requirements as per the updated financial regulations issued last year. The RFO will discuss this with Cllr Aldis to ensure the Council is adhering to the updated rules for GDPR and seek further advice if required.

Cllr Guy noted his thanks to the staff for the work completed to achieve a successful AGAR for the Council.

**FP.09.25/05 To review quotes and proposals for HR and Health and Safety support for the Council:** The TC reported that she and the RFO had met with some other companies for HR and Health and Safety support for the Council. These included Chesnut, Peninsula and a standalone HR advisor. Worknest was the only company who was local government specific. The quotes received all exceeded the original quote received from Worknest.

The benefit of Worknest is that they would be the named competent person for Health and Safety for Wivenhoe Town Council, which the committee felt was beneficial. The committee discussed the need for HR support and the TC discussed the new contract to be issued and the potential for future HR advice being required in the near future.

The committee looked at the options for using an independent HR advisor, and the cost of this support would be equivalent to the two-year cost of Worknest. The other benefit of Worknest, was the training modules which were included for the first year. There is a five-year contract, with a three-year break clause, the committee asked the TC to ask for further details and restrictions for this clause.

Cllr Multon proposed that the Council signs up with Worknest on a 60-month contract for both Health and Safety and HR, this was seconded by Cllr Hailes-Morley, with all in agreement. The TC to speak with Worknest and have further information available for this proposal at Full Town Council.

**FP.09.25/06 Council vehicles:** Following up on previous discussions about the work van, the RFO had received quotes for a lease of a new electric vehicle. The lowest option was £390 per month for 60 months, with an initial deposit of £10,000 and a final payment. The committee discussed this option and agreed that at this time this is not the best option for the Council, due to financial commitment. There were also discussions about different types of leasing that may be available for the Council. The committee discussed the requirement for an electric vehicle, but again the available funds the Council has currently

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would not be sufficient to purchase a newer model and there were concerns that an older electric vehicle could be costly to maintain. There were discussions about devolution and that the vehicle requirements could be different in a few years time. The current vehicle has many mechanical faults that need repairing and there are cosmetic issues with the van and the doors need repairs to ensure they close correctly, the committee discussed the duty of care to staff to ensure they are using the correct vehicle and also their safety. The RFO reported that there is currently £10,000 in reserves for vehicle replacement and that there were some suitable vehicles around the £10,000 to £14,000 price range.

Cllr Guy proposed that a £12,000 budget be agreed for the purchase of a new vehicle and that the old vehicle is sold, this was seconded by Cllr Hailes-Morley with all in agreement.

**FP.09.25/07 Community Fund applications:** None received.

**FP.09.25/08 Budget update:** The RFO reported that there are no current concerns with the budget and that the second half of the precept had been received. The purchase of new doors for the Pavilion has been agreed at Estates and the order has been placed. There are funds available in reserves for this and the committee can decide at year end if the reserve funds are to be used for the purchase. The payroll budget would need to be agreed within the next couple of months and the RFO will prepare work for the next committee meeting.

**FP.09.25/09 Minibus Working Group update:** Cllr Hailes-Morley reported that a grant application the group had been pursuing is no longer available and they will be meeting to discuss other options and potential crowd funding. Two drivers have informed the Council they are no longer available to volunteer, this is due to age and the requirement to apply for an updated D1 licence, the committee agreed a gift for their time and dedication to the groups would be purchased as a thank-you. The minibus group will advertise for more volunteers and report back to the committee.

**FP.09.25/10 Update from the Personnel & Finance meeting held on 12 August 2025:** None.

**FP.09.25/11 Date of Next Meeting:** The next meeting will be held on Monday 27 October 2025.

**FP.09.25/12 Exclusion of Press and Public:** Cllr Burke proposed to exclude the press and public for Part B, this was seconded by Cllr Multon with all in agreement.

The meeting was closed at 19:45

*HLH*  
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