



Wivenhoe Town Council

MINUTES of the Finance and Personnel Committee meeting held in the Council Chamber, 77 High Street on Monday 24 November 2025 at 7:00pm **Chair Approved**

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

FP.11.25/01 Apologies for absence: Cllr Luxford-Vaughan and Cllr Widgery, apologies received and noted.

FP.11.25/02 Declarations of interest: None.

FP.11.25/03 Minutes of the previous meeting: The approval of the minutes for the committee meeting held on 27 October 2025 were proposed by Cllr Multon and seconded by Cllr Burke, with all who attended in agreement as an accurate record of proceedings.

FP.11.25/04 Community Fund applications: RFO reported that an application has been received from a local therapy group, after reviewing the application more information is required to enable the committee to make an informed decision. The RFO to contact the group for further information and report back to the committee.

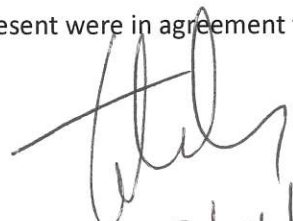
FP.11.25/05 Budget update: The RFO reported to the committee on the latest budget position for the Council. Income this year has been lower for the cemetery, minibus use, police houses and allotments. The committee discussed that the new cemetery would have to be discussed and costed, as burial arrangements appear to be changing over time. It was also mentioned that the space on the KGV that had been previously rented out, could be advertised in the new year. The 2026/27 budget is currently being planned, and it was discussed that planning and environment would like to keep their current budget. The mayor's allowance and cemetery museum would also stay the same. Elections have been overspent this year, and it was discussed to increase the budget if possible next year to £8,500 for elections. The RFO had not yet received any notification from Colchester City Council about the precept request.

FP.11.25/06 Minibus Working Group update: There has been no meeting of the minibus group, the funding officer is still making enquiries into any grants that may be available for the minibus.

FP.11.25/07 Update from the Finance & Personnel meeting held on 27 October 2025: The TC reported that a meeting had been held with Worknest and some HR policies needed to be put into place, which will be worked on with Worknest. The new NALC contract needs to be implemented to all staff, the advice from Worknest was one months' notice would be sufficient. They suggested a meeting with all staff members and the issue of a staff handbook. The sickness and sick pay policy was presented to the committee, Cllr Guy proposed that this policy is adopted, this was seconded by Cllr Burke with all in favour.

FP.11.25/08 Date of Next Meeting: The next meeting will be held on Tuesday 13 January 2026.

FP.11.25/09 Exclusion of Press and Public: All Councillors present were in agreement to close the meeting and move to Part B.


13/01/26

The meeting was closed at 19:35

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