



WIVENHOE TOWN COUNCIL

Town Mayor: Cllr Jon Guy ~ Town Clerk- Jo Beighton-Emms
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17 February 2026

Sir/Madam,

A Finance and Personnel Committee meeting will be held in the Council Chamber, Council Offices, at **7:00pm** on **Monday 23 February 2026** for consideration of the business set out below.

If you are a member of the public who would like to attend the meeting, please contact the Town Clerk.

Yours faithfully,

Jo Beighton-Emms
Town Clerk

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.

Public questions: are invited prior to the start of the meeting for a maximum of 10 minutes and limited to 3 minutes per person at the discretion of the Chair.

Agenda

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 13 January 2026.

4. **To review and approve the Internal Control and Annual Review of Effectiveness of Internal Control Policy and to review the internal controls during the year 2025/26:**
5. **To review and approve the risk assessment for 2025/26:**
6. **To review and approve the asset register for 2025/26:**
7. **To review existing and agree new policies for the Council, to include:**
 - **Complaints policy**
 - **Reserves Policy**
 - **Training Policy**
 - **IT Policy**
 - **Data Protection Policy**
 - **GDPR Policy**
 - **Whistleblowing Policy**
 - **Transparency Code** – Update that grant information has now been published on the website
8. **Worknest update and Health and Safety Training request:**
9. **Budget update:** To update the committee on the current budget position.
10. **Minibus Working Group update:** To update the Committee on the working group.
11. **Update from the Finance & Personnel meeting held on 13 January 2026:** 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).
12. **Date of next meeting:** To be agreed.
13. **Exclusion of press and public:** In accordance with Paragraph 1 (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

14. **Town Clerk staff update**