



## Wivenhoe Town Council

MINUTES of the Finance and Personnel Committee meeting held in the Council Chamber, 77 High Street on Tuesday 23 February 2026 at 7:00pm **Chair Approved**

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

**FP.02.26/01 Apologies for absence:** Cllr Boughton and Widgery, apologies received and noted.

**FP.02.26/02 Declarations of interest:** None.

**FP.02.26/03 Minutes of the previous meeting:** The approval of the minutes for the committee meeting held on 13 January 2026 were proposed by Cllr Hailes-Morley and seconded by Cllr Guy, with all who attended in agreement as an accurate record of proceedings.

**FP.02.26/04 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:** The RFO discussed the previously distributed report on the internal controls and effectiveness during the year. There were no changes to be made and all controls set had been adhered to and worked effectively throughout the year. The committee noted the review and reviewed the policy. It was proposed by Cllr Guy to approve the policy review and take to FTC, this was seconded by Cllr Burke with all in agreement.

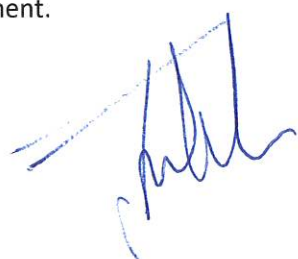
**FP.02.26/05 To review and approve the risk assessment for 2025/26:** The committee discussed the need to include the tree management plan on the risk assessment, due to the recent correspondence from DEFRA. It was agreed to hold a separate meeting for the risk assessment, the RFO and chair to arrange a suitable time.

**FP.02.26/06 To review and approve the asset register for 2025/26:** The RFO reported that the asset register was crossed checked with the Councils insurance cover. Any changes will be recommended at the next Finance meeting.

**FP.02.26/07 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**

The committee discussed the policies which had been previously distributed. The IT and Whistleblowing policies are new and the others are existing and required reviewing. The RFO and TC had discussed with Cllr Aldis the Data Protection and GDPR policy. It was proposed by Cllr Guy to review and adopt all the policies, this was seconded by Cllr Hailes-Morley with all in agreement.

  
23/3/26

**FP.02.26/08 Worknest update and Health and Safety Training request:** The TC reported that it was required that AH completed some H&S training. This will be booked for AH.

**FP.02.26/09 Budget update:** The RFO reported that the March election is estimated to be just over £10,000. This is due to the extra cost of postage for notification that there is only one polling station open. The Council considered delivering the notifications in-house, but due to the tight deadline and staff shortage it was not possible and so CCC will be charging £1,700. The RFO will speak to the insurance company about a claim for key cover, as a tree management plan and works on the playpark are required after the recent ROSPA survey, and staff are unable to cover all required works as the work load increases.

**FP.02.26/10 Minibus Working Group update:** The working group will look at the replacement vehicles within the current EMR budget and report back to either FTC or F&P committee.

**FP.02.26/11 Update from the Finance & Personnel meeting held on 13 January 2026:** None.

**FP.02.26/12 Date of Next Meeting:** The next meeting will be held on Monday 23 March 2026.

**FP.02.26/13 Exclusion of Press and Public:** Cllr Guy proposed to close the meeting and move to Part B, all Councillors present were in agreement.

**The meeting was closed at 19:38**

  
23/3/26