



WIVENHOE TOWN COUNCIL

Town Mayor: Cllr Jon Guy ~ Town Clerk- Jo Beighton-Emms
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27 May 2025

Sir/Madam,

A Finance and Personnel Committee meeting will be held in the Council Chamber, Council Offices at **7:00pm on Monday 2nd June 2025** for consideration of the business set out below.

Yours faithfully,

Jo Beighton-Emms
Town Clerk

Agenda

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.

PART A

1. **Election of Chair and Deputy:**
2. **Apologies for absence:** To receive apologies for absence.
3. **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.
4. **Minutes of the previous meeting:** To approve the minutes of the meeting held on 7 May 2025.
5. **Appraisal Form:** To review and discuss the appraisal form and process for staff.
6. **Internal Audit Report:** To update the Committee on the internal audit report.
7. **Approval of proposed External Audit Submission for 2024/25 for Recommendation to Full Town Council:**
 - a) Financial Regulations:
 - b) 2024/25 Internal Audit Report Audit Requirements:
 - i. Approval of attached Asset Register

- ii. Approval of Risk Assessment
- iii. Approval of Insurance proposals
- iv. Approval of the attached 2024/25 Annual Governance Statement

c) Audit Requirements – 2024/25 Accounting Statement

- i. Approval of bank reconciliation as at 31 March 2025
- ii. Approval of year on year comparisons and explanations
- iii. Approval of explanation of differences between comparisons
- iv. Approve Accounting statement 2024/25 (attached)

- 8. **Internal Audit 2025/26:** To appoint an internal auditor for 2025/26.
- 9. **Investment Policy:** To review and approve the Investment policy.
- 10. **Reserves Policy:** To review and approve the Reserves Policy.
- 11. **Council Vehicles:** To update the Committee on the Council's vehicles and review the requirements and future renewals.
- 12. **Minibus:** To discuss the Minibus grant application and set up a Minibus working group.
- 13. **Update from the Personnel & Finance meeting held on 7 May 2025:** 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).
- 14. **Date of Next Meeting:** To be agreed.
- 15. **Exclusion of press and public:** In accordance with Paragraph1 (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

- 16. **Employee Contracts:** To discuss and review the incremental pay increases which are included in the new NALC employee contract.