



Wivenhoe Town Council

MINUTES of the Finance and Personnel Committee meeting held in the Council Chamber, 77 High Street on Tuesday 27 April 2026 at 7:00pm **Chair Approved**

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

FP.04.26/01 Apologies for absence: None. Cllr Guy Welcomed the new Councillors S Burke and D Smith to the Council as he was not present at the previous FTC meeting.

FP.04.26/02 Declarations of interest: None.

FP.04.26/03 Minutes of the previous meeting: The approval of the minutes for the committee meeting held on 23 March 2026 were proposed by Cllr Burke and seconded by Cllr Hailes-Morley, with all present in agreement as an accurate record of proceedings.

FP.04.26/04 To review and approve the risk assessment: The committee considered the previously circulated risk assessment. The RFO reported that some small changes had been included, as discussed with the chair prior to the meeting. Cllr S Burke made suggestions for the format, to make the risk assessment more user friendly and to highlight the top risks for the council. It was agreed by the committee that improvements should be made and this will be worked on during the year.

It was proposed by Cllr Guy and seconded by Cllr Widgery, with all in agreement to approve the risk assessment.

FP.04.26/05 To review and approve the asset register: The committee considered the previously circulated asset register for the year, with a value of £3,867,425.75. This was proposed by Cllr Boughton seconded by Cllr Hailes-Morley with all in agreement.

It was discussed to look at the format for the report and ensure that the current value figures agree. The allotment land from Cala Homes is now owned by the council and needs to be used within 2 years. Cllr Boughton agreed to check the land and see if the water pipes had been installed.

FP.04.26/06 To review and approve the year end for 2025/26: The RFO reported on the year end figures as per the draft year-end report (appendix A) and budget report (27.04.2026 @ 11:23). The year end surplus is £50,339. Included in this figure is the £20,720 budgeted surplus.

The excess surplus of £29,619 is mainly due to excess income received, which was £25,499 over budget.

It was reported to the committee that the current general reserves of £191,373.20, would be under the four months minimum amount by £5,934.80 for the 2026/27 year.

It was recommended to the committee that the surplus of £29,619 be allocated as follows:

- £5,564 WLH Surplus – EMR for WLH maintenance and renewals
- £5,700 Income Surplus – EME R&R for laptops and outdoor machinery
- £2,425 Planning underspend – EMR cemetery wall repairs

11/6/26

- £1,567 Climate underspend – EMR cemetery wall repairs
- £14,362 Admin underspend - £8,000 towards a tree maintenance plan and £6,362 added to the general reserves

The planned surplus of £20,720 would be added to the EMR for the town redevelopment.

It was proposed to make the above transfers and close the year end accounts for 2025/26 by Cllr Guy, seconded by Cllr Hailes-Morley, with all in agreement, except for Cllr S Burke who abstained from voting.

The committee discussed the local plan and potential legal costs this year, the current budget has been increased and there are EMR available for planning. The community hub and potential expenditure was mentioned and grant searches for the cemetery walls. It was noted that £2k had already been included in the budget for a tree management plan, a quote has been received which was substantially over this figure. The community fund was discussed alongside the community day and council events.

FP.04.26/07 Financial regulations and standing orders: There are slight differences between the figures on the regulations and orders. TC to report back to the committee.

FP.04.26/08 Community Fund applications: An application has been received from Wivenhoe Music Trial Team for £250 towards the event costs for a music trial in the town. The committee would like to support the event but have requested that the group needs to set up a group bank account, which will also enable them to obtain the insurance required. RFO to contact them with the suggestions raised by the committee.

Cllr Widgery received a request from the Regatta for the hire of bins from CCC, this request was denied as it does not fall under the funds policy criteria, it is an expense for running costs.

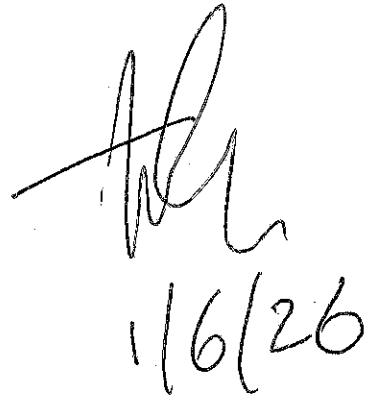
FP.04.26/09 Update from the Finance & Personnel meeting held on 23 March 2026: Cllr Guy updated the committee that discussions had been held for the new minibus and policy. Funds raised from the use will be earmarked against maintenance and future funding for a new vehicle if required in 8-10 years. A meeting will be held to discuss the policy criteria and exceptions from charges, the working group will report back to the committee.

FP.04.26/10 Date of Next Meeting: The next meeting will be held on Monday 1 June 2026.

FP.04.26/11 Exclusion of Press and Public: Cllr Guy proposed to close the meeting and move to Part B, this was seconded by Cllr Boughton, with all Councillors present in agreement.

Part A of the meeting was closed at 19:55

The Clerk holds a note of the Part B meeting



A handwritten signature in black ink, followed by the date '1/6/26' written in a similar style.