WIVENHOE TOWN COUNCIL
Town Mayor: Cllr Glynis Hailes-Morley ~ Town Clerk- Jo Beighton-Emms
77 High Street, Wivenhoe, Essex CO7 9AB
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26 May 2026

Dear Councillor,

You are hereby summoned to a meeting of the Finance and Personnel Committee to be held in the Council Chamber, Council Offices, at **7:00pm** on **Monday 1 June 2026** for consideration of the business set out below.

Yours faithfully,

J Beighton-Emms

Jo Beighton-Emms
Town Clerk

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

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.

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.

PART A

1. **Election of Chair and Deputy Chair of this committee:**

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 27 April 2026.

5. **To review and approve the final year-end figures for 2025/26:** To discuss the updated year-end report and confirm the final figures.

6. **Approval of proposed External Audit Submission for 2025/26 for Recommendation to Full Town Council:**

   a) 2025/26 Internal Audit Report Audit Requirements:
      i. Approval of attached Asset Register (previously approved)
      ii. Approval of Risk Assessment (previously approved)
      iii. Approval of Insurance proposals
      iv. Approval of the attached 2025/26 Annual Governance Statement

   b) Audit Requirements – 2025/26 Accounting Statement
      i. Approval of bank reconciliation as at 31 March 2026 (previously approved)
      ii. Approval of year on year comparisons and explanations
      iii. Approval of explanation of differences between comparisons
      iv. Approve Accounting statement 2025/26

7. **To review and approve general reserve transfers:** To report on the general reserve and approve recommended transfers.

8. **Internal Audit 2026/27:** To appoint an internal auditor for 2026/27.

9. **Equipment for the yard:** To discuss the potential renewal and purchase of electric tools for the yard.

10. **Minibus working group update:** To update the Committee on the recent minibus group meeting.

11. **Update from the Finance & Personnel meeting held on 27 April 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 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

None