



Wivenhoe Town Council

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

Present: Cllr Guy (Chair), Cllr Smith, Cllr Hailes-Morley, Cllr Luxford-Vaughan, Cllr Aldis, J Beighton-Emms (Town Clerk), E Buckley (RFO) & one member of the public.

FP.07.26/01 Apologies for absence: Apologies received from Cllr Boughton, D Burke & S Burke.

FP.07.26/02 Declarations of interest: None.

FP.07.26/03 Minutes of the previous meeting: The approval of the minutes for the committee meeting held on 1 June 2026 were proposed by Cllr Smith and seconded by Cllr Aldis, with all present in agreement as an accurate record of proceedings.

A member of the public attended to answer questions about their community fund application, so the chair moved item 14 to be discussed first:

FP.07.26/14 Community Fund Applications: An application had been received from the Wivenhoe Music Trail, this is a new event, which will take place on one day, with the hope of it becoming an annual event. A group member attended the meeting and answered any questions which arose as the committee discussed the application. The committee raised concerns about insurance and liability. The committee gave ideas on how funds could be raised and how other businesses within the town could help. The committee discussed that this was a great event and something that they would like to support. It was proposed by Cllr Aldis to recommend to FTC that £250 would be awarded to the group, this was seconded by Cllr Smith, with all in agreement. Cllr Guy thanked the group member for attending.

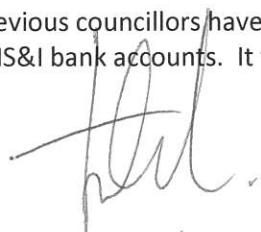
The member of the public left the meeting.

An application from WAGA was received, the funds requested were for use towards the hire costs of the WLH for their annual event. The committee discussed that it is against the policy, as the hire would be a running cost. This application was rejected, Cllr Hailes Morley suggested that they could contact the WCC.

FP.07.26/04 Internal Audit report 2025/26: The committee considered the previously circulated year end internal report which had been received from Heelis and Lodge. There were no recommendations to action.

FP.07.26/05 Mayors Allowance: The Committee discussed that allowances are tax deductible and that Councillors/Mayors needed to be made aware of this. The Council will discuss with the Mayor each year how they would like the allowance to be provided and update on any new requirements.

FP.07.26/06 Bank signatories: The RFO reported that as two previous councillors have resigned, there is now only one councillor on the signatory list for the Unity and NS&I bank accounts. It was agreed to


07/09/26

recommend to full town council that Cllr Hailes Morley and Cllr Smith be added to the signatory mandate for these accounts.

FP.07.26/07 Damage deposits: It was discussed that not all deposits have been claimed back from hall hirers, and that some hirers do not understand that they were paying a refundable deposit. A different system will be introduced that will make the deposits easier to follow and for the accounts staff to track which deposits need to be refunded.

FP.07.26/08 CCLA Investments: At a recent training event that TC organised, CCLA attended and presented it to the group about potential investment schemes for local councils. Some information had been previously distributed to the committee, but it was suggested to see if the CCLA representative could attend the next finance meeting to discuss the opportunities in more depth. TC to arrange for CCLA to attend the next committee meeting.

FP.07.26/09 Energy contracts: The RFO reported to the committee that three quotes had been received for the energy contracts that are due for renewal in August. A comparison had been previously circulated. The difference between the quotes was minimal, discussions about the green credentials of the companies were had. Cllr Guy proposed to recommend to FTC to renew with Octopus for another two years, this was seconded by Cllr Hailes Morley, with all in agreement.

FP.07.26/10 Air Con for the Council Offices- Town Clerk: It was discussed that over the recent heatwave, the office temperature had been unbearable at times. TC suggested looking at air conditioning units, the cost of installing and will report back.

FP.07.26/11 Plan for the Skate Park – Town Clerk: The maintenance on the skate park has been discussed within the estates committee. A plan will be needed, so that going forward the council can budget for the maintenance and future repairs/upgrades of the skatepark. It was suggested that the funding officer could look at potential grants available.

FP.07.26/12 Equipment for the yard: Defer for the next meeting.

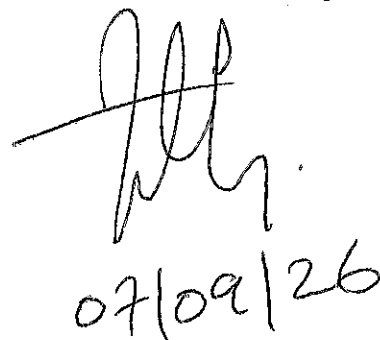
FP.07.26/13 Minibus working group update: The committee discussed the previously circulated minibus policy. Cllr Guy proposed to accept the policy, this was seconded by Cllr Smith, with all present in agreement. It was noted that the camera will be purchased and installed on the minibus when a time is suitable for the estates manager.

FP.07.26/15 Update from the Finance & Personnel meeting held on 1 June 2026: None.

FP.07.26/16 Date of Next Meeting: The next meeting will be held on Monday 7 September 2026.

FP.07.26/17 Exclusion of Press and Public: Cllr Guy proposed to enter Part B of the meeting, this was agreed by all.

Part A of the meeting was closed at 19:56



Handwritten signature and date: 07/09/26