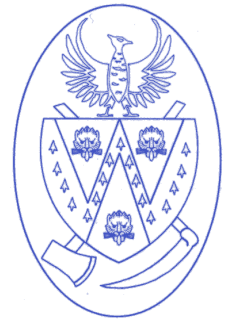


# Wem Town Council

*Wem-Birthplace of the Modern Sweet Pea*

Town Clerk and Treasurer:  
Mrs. P. E. O'Hagan

Wem Town Council Offices  
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To Members of the Finance & Corporate Governance Committee

Dear Councillor

I write to inform you a meeting of this Committee has been arranged to take place on **Tuesday 24<sup>th</sup> April 2018 at 14.00 in the Eckford Suite, Edinburgh House, Wem.**

Yours sincerely

A handwritten signature in black ink that reads "P. O'Hagan".

Town Clerk  
18.4.18

## AGENDA

- 1 **Apologies** - to receive any apologies and reasons for absence.
- 2 **Disclosable Pecuniary Interests**
  - a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.
  - b) To consider any applications for dispensation.
- 3 **Committee Minutes** - to approve as a correct record the minutes of a meeting of the Finance & Corporate Governance Committee held on 4<sup>th</sup> January 2018 (copy enclosed).
- 4 **Accounts**
  - a) **2017-18 year end accounts** - for review (copies enclosed).
  - b) **2017-18 Annual Governance Statement of the Annual Governance and Accountability Return (AGAR)** – to review in advance of the May meeting of the Town Council (copies enclosed).
  - c) **Earmarking Reserves** – to review Reserves Strategy and consider reserves for earmarking (copy enclosed).
  - d) **Insurance** - to review the Town Council's insurance levels and consider quotes received (to be presented at meeting).

- e) **Internal Audit report** – for consideration (copy to follow)
- 5 **Health and Safety** – for update on any outstanding issues.
- 6 **Policy Review** – to review the following policies
  - a) **Investment Policy** (copy enclosed).
  - b) **Business Continuity Plan** (copy enclosed).
  - c) **Data Retention Policy** (copy enclosed).
  - d) **Mayoral Policy** – to consider drafting of.
  - e) **Standing Orders** - to consider NALC briefing on changes to model standing orders.
- 7 **General Data Protection Regulations**
  - a) **Officer report** – for consideration (copy enclosed).
  - b) **Data audit** – for consideration (copy enclosed).
  - c) **Draft Policies** – for consideration (copies enclosed).
- 8 **Mayor's allowance** – to consider policy for payment of (copy enclosed).
- 9 **Training**
  - a) **Cemetery Training** – to receive a report of training course held.
  - b) **Staff training** – to consider request for Clerk to attend Leadership in Action Conference.
  - c) **Councillor Training** To review progress on councillor training plan.
- 10 **Staffing**
  - a) **Clerks leave request** – for consideration.
- 11 **Date and time of next meeting** – to note.