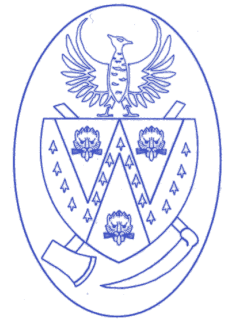


Wem Town Council

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 10th January 2023 at 14.00 in The Roden Suite, Edinburgh House, Wem**

Yours sincerely

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

Town Clerk
4.1.23

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 11.10.22 (copy enclosed).
- 4 **Progress Report** – to note (copy enclosed).
- 5 **Accounts**
 - a) To consider 3rd quarter budget report to 31.12.22 (copy enclosed).
 - b) Audit - to consider the following items (copies enclosed).
 - i) Statement of Internal Controls including process for dealing with invoices.
 - ii) Effectiveness of the System of Internal Audit.
 - iii) Audit Plan - to approve the Audit Plan (copy enclosed).

6 LGPS 3 Year Valuation Report – to consider.

7 2023-24 Budget – to consider Administration Budget and Cllr Expenses Budget for 2023-24 (draft enclosed).

8 Date and time of next meeting – to note.

9 Exclusion of Public and Press

To resolve that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

a) Staff Hours

i) Groundsman's Summer Hours – to review (copy enclosed).

ii) Project and Finance Assistant Hours – to discuss allocation an extra 1 hour a week from 1.4.23 to cover management of outdoor market.

iii) To approve the payment from earmarked reserves of an additional 5 hours per month between 1.1.23 to 31.3.23 to the PA to the Mayor and Town Clerk to undertake scanning of Cemetery records.

b) Staffing Budget

i) 2022-23 - to consider budget report to 31.12.23.

ii) 2023-24 - to consider report and make recommendations for 2023-24 staffing budget (copy enclosed).