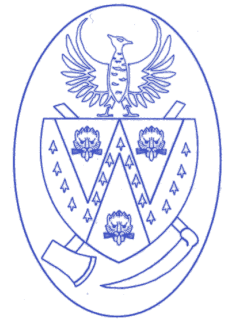


Wem Town Council

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 11th October 2022 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
4.10.22

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 19.7.22 (copy enclosed).
- 4 **Progress Report** – to note (copy enclosed).
- 5 **Accounts**
 - a) 2022-23 second quarter budget report - for review (copies enclosed).
 - b) Nayax payments – to discuss.

c) 2023-24 Budget – to consider process for identifying 2023-24 budget requirements and consider briefing note.

d) Internal Auditor – to appoint for 2023-24

6 Financial Policies – to review.

a) Investment Policy (copy enclosed).

b) Business Continuity Plan (copy enclosed).

c) Cash Handling Policy

7 Health and safety

a) To consider updated action plan

8 Staffing

a) Training Clerk's Iosh Managing Safely Qualification - to consider quote received.

b) Project Officer CILCA Training - to discuss

c) Appraisals – to agree date and format for staff appraisals

9 Risk management

Financial, Asset and Employee Management Risk Assessment - for review and to consider if financial regulation 6.18 is sufficient to cover the risk management of the corporate multipay card (copy enclosed).

10 Office Telephone Equipment – to consider quotes for both mobile and office telephone equipment changes (copies to follow)

11 Date and time of next meeting – to note