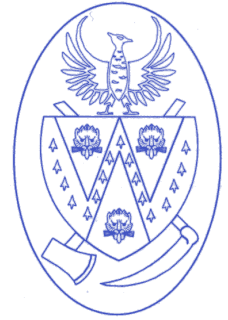


# Wem Town Council

*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 12<sup>th</sup> January 2021 at 14.00 on the Zoom Virtual Meeting Platform**

## Join Zoom Meeting

<https://us02web.zoom.us/j/87137762189>

**Meeting ID: 871 3776 2189**

To access by telephone dial 0203 051 2874, 0203 481 5237, 0203 481 5240 and enter the Meeting ID: 871 3776 2189

Yours sincerely

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

Town Clerk  
5.1.21

## 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 6<sup>th</sup> October 2020 (copy enclosed).

**4 Progress Report** – to note (copy enclosed).

**5 Finance Reports**

**a) 3rd quarter budget report and balance sheet** - for consideration (copy enclosed).

**b) Internal Audit** - to consider the following items (copies enclosed).

i) Statement of Internal Controls.

ii) Effectiveness of the System of Internal Audit.

**c) Audit Plan** - to approve the Audit Plan (copy enclosed).

**6 2021-22 Budget** – to consider Administration Budget and Cllr Expenses Budget for 2021-22 (draft enclosed).

**7 Staffing**

a) Job Description and Advert – to review application pack (copy enclosed).

b) Appraisals – to receive a report on.

c) Staffing arrangements during lockdown period – for update.

**8 Website Accessibility** – to receive an update.

**9 Date and time of next meeting** – to note.

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

b) Staffing Budget for 2021-22 – to consider confidential report and make recommendations for 2021-22 staffing budget (copy enclosed).

c) Staff sick leave – for update.