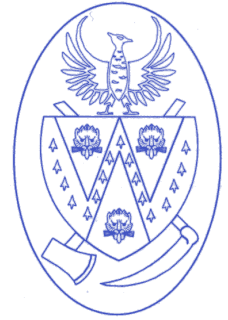


Wem Town Council

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 12th October 2021 at 10.00 in The Roden Suite, Edinburgh House, Wem**

Yours sincerely

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

Town Clerk
6.10.21

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 22.6.21 (copy enclosed).
- 4 **Progress Report** – to note (copy enclosed).
- 5 **Accounts**
 - a) to consider 2nd quarter budget report (copy enclosed).
 - b) 2022-23 Budget – to consider process for identifying 2022-23 budget requirements
 - c) Internal Auditor – to appoint for 2021-22
- 6 **Policy review** – to review the following policies/ procedures and registers

- a) Investment Policy (copy enclosed).
- b) Business Continuity Plan (copy enclosed).
- c) Data Retention Policy and list of documents for retention (copy enclosed).
- d) Data Protection Policy and Data Audit (copy enclosed).
- f) Social Media Policy (copy enclosed)
- g) Press Policy – (copy enclosed)

7 Reserves Management –

- a) to consider reserves policy (copy enclosed)

8 Risk management

- a) Financial, Asset and Employee Management Risk Assessment - for review (copy enclosed).

9 Staffing

- a) Vacancy - for update of appointment of Project and Finance Assistant
- b) Staff Handbook and Policy review – to consider draft policies (copies to follow)

10 Date and time of next meeting – to note.