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| **Wem Town Council*****Wem-Birthplace of the Modern Sweet Pea***Town Clerk and Treasurer:Mrs. P. E. O’HaganWem Town Council OfficesEdinburgh HouseNew StreetWem, ShropshireSY4 5DB | logo.gifTel & Fax: (01939) 232733Email: info@wem.gov.ukAssistant Clerk Email: assistant.clerk@wem.gov.ukWebsite: www.wem.gov.uk |

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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 14th January 2020 at 14.00 in the Tower Clock Suite, Edinburgh House, Wem.**

Yours sincerely



Town Clerk

8.1.20

**AGENDA**

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| **1** | **Apologies** - to receive any apologies and reasons for absence |
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| **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.  |

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| **3** | **Committee Minutes** - to approve as a correct record the minutes of a meeting of the Finance & Corporate Governance Committee held on 17th October 2019 (copy enclosed). |
| **4** | **Progress Report –** to note(copy enclosed). |
| **5** | **2019-20 Accounts****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) Internal auditor and Internal Audit Plan** - to approve Audit Plan and appoint internal auditor for 2020. |
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| **6** | **2020-21 Budget** – to consider Administration Budget and Cllr Expenses Budget for 2020-21 (draft enclosed). |
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| **7** | **Staffing –** to consider the reconvening of the Staffing Review Working Party to consider the creation of new administration post. |
| **8** | **Website Accessibility –** to receive a report from training attended by Assistant Clerk. |
| **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) Changes to Groundsman’s Hours – to discuss.b) Staffing Budget for 2020-21 – to consider confidential report and make recommendations for 2020-21 staffing budget (copy enclosed). |