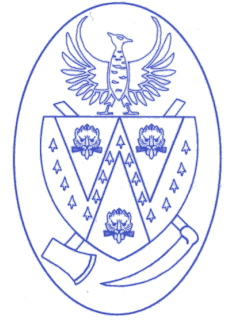


# Wem Town Council

*Wem-Birthplace of the Modern Sweet Pea*

Town Clerk and Treasurer:  
Mrs. P. E. O'Hagan

Wem Town Council Offices  
Edinburgh House  
New Street  
Wem, Shropshire  
SY4 5DB



Tel & Fax: (01939) 232733  
Email: [info@wem.gov.uk](mailto:info@wem.gov.uk)  
Assistant Clerk Email:  
[assistant.clerk@wem.gov.uk](mailto:assistant.clerk@wem.gov.uk)  
Website: [www.wem.gov.uk](http://www.wem.gov.uk)

---

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 16<sup>th</sup> April 2019 at 14.00 in the Roden Suite, Edinburgh House, Wem.**

Yours sincerely

A handwritten signature in black ink that reads "P. O'Hagan" with a horizontal line extending to the right.

Town Clerk  
9.4.19

## 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 15<sup>th</sup> January 2019 (copy enclosed).
- 4 **Progress Report** – to note (copy enclosed).
- 5
  - a) **2018-19 year end accounts** - for review (copies enclosed).
  - b) **2018-19 Annual Governance Statement of the Annual Governance and Accountability Return (AGAR)** – to review in advance of the May meeting of the Town Council (to be presented at meeting).
  - c) **Earmarking Reserves** – to consider reserves for earmarking (copy enclosed).
  - d) **Insurance** - to review the Town Council's insurance levels and consider quotes received (to be presented at meeting).

- e) **Internal Audit report** – for consideration (to be presented at meeting).
  
- 6 **Policy Review** – to review the following policies
  - a) **Investment Policy** (copy enclosed).
  - b) **Business Continuity Plan** (copy enclosed).
  - c) **Data Retention Policy** (copy enclosed).
  - d) **Data Protection Policy** (copy enclosed).
  - e) **Earmarking Reserves** – to review Reserves Strategy
  
- 7 **Finance Assistant** – to consider draft job description.
  
- 8 **Councillor Training** - to consider arranging Financial Training
  
- 9 **Delegated Powers and composition of committee** – to review
  
- 10 **Date and time of next meeting** – to note.