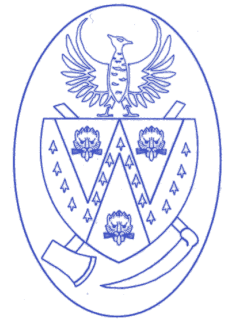


Wem Town Council

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 **Thursday 17th October 2019 at 14.00 in the Eckford Suite, Edinburgh House, Wem.**

Yours sincerely

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

Town Clerk
9.10.19

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 9th June 2019 (copy enclosed).
- 4 **Progress Report** – to note (copy enclosed).
- 5 **2019-20 Accounts**
 - a) 2nd quarter Budget report - for consideration (copy enclosed).
 - b) 2020-21 Budget – to consider process for identifying 2020-21 budget requirements
- 6 **Policy Review** – to review the following policies
 - a) Financial Regulations - to consider updated regulations.

7 Risk Management-

- a) Generic Risk Assessments - to receive a report from meeting held with Health and Safety Advisor.
- b) Financial, Asset and Employee Management Risk Assessment - for review (copy enclosed).

8 Staffing

- a) Appraisals – to agree date and format for staff appraisals
- b) Clerks computer – to consider quote for replacement

9 Training

- a) To review councilors training attendance in line with training statement (copy enclosed).
- b) Practitioners Conference - to consider Clerks attendance at.
- c) Staff training – for discussion.

10 Pension – to note late submission of data by payroll provider (Shropshire Council) and reason behind the late submission.

11 Date and time of next meeting – to note.