

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
Assistant Clerk Email:
assistant.clerk@wem.gov.uk
Website: 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 22nd June 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
15.6.21

AGENDA

- 1 **To elect a committee chairman**
- 2 **Apologies** - to receive any apologies and reasons for absence
- 3 **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.
- 4 **Committee Minutes** - to approve as a correct record the minutes of a meeting of the Finance & Corporate Governance Committee held on 12.1.21 (copy enclosed).
- 5 **Progress Report** – to note (copy enclosed).
- 6 **2020-21 Accounts**
 - a) **2020-21 year end accounts** - for review (copies enclosed).
 - b) **Internal Audit report** – for consideration

c) 2020-21 Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) – to review in advance of the June meeting of the Town Council (copy enclosed).

c) Earmarking Reserves – to consider reserves for earmarking

7 Policy review – to review the following policies/ procedures and registers (delegated by Town Council on 20.5.21)

a) Standing Orders and Financial Regulations

b) Complaints Procedure

c) Freedom of Information Act 2000

d) Asset Register

e) Staff Policies including staff handbook – to consider quote from Shropshire Council to review the policies and procedures

8 Training Statement of intent - to review previous council term and updated statement.

9 Staffing

a) Contract review – to consider draft contracts

b) Project and Finance Officer Vacancy – for update and to agree revised timeline and procedures

c) Office move – to discuss

10 Cyber Security – to consider Clerk's audit report and draft policy.

11 Date and time of next meeting – to note.