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| **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 | logo.gif 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 |

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| To Members of the Finance & Corporate Governance Committee |

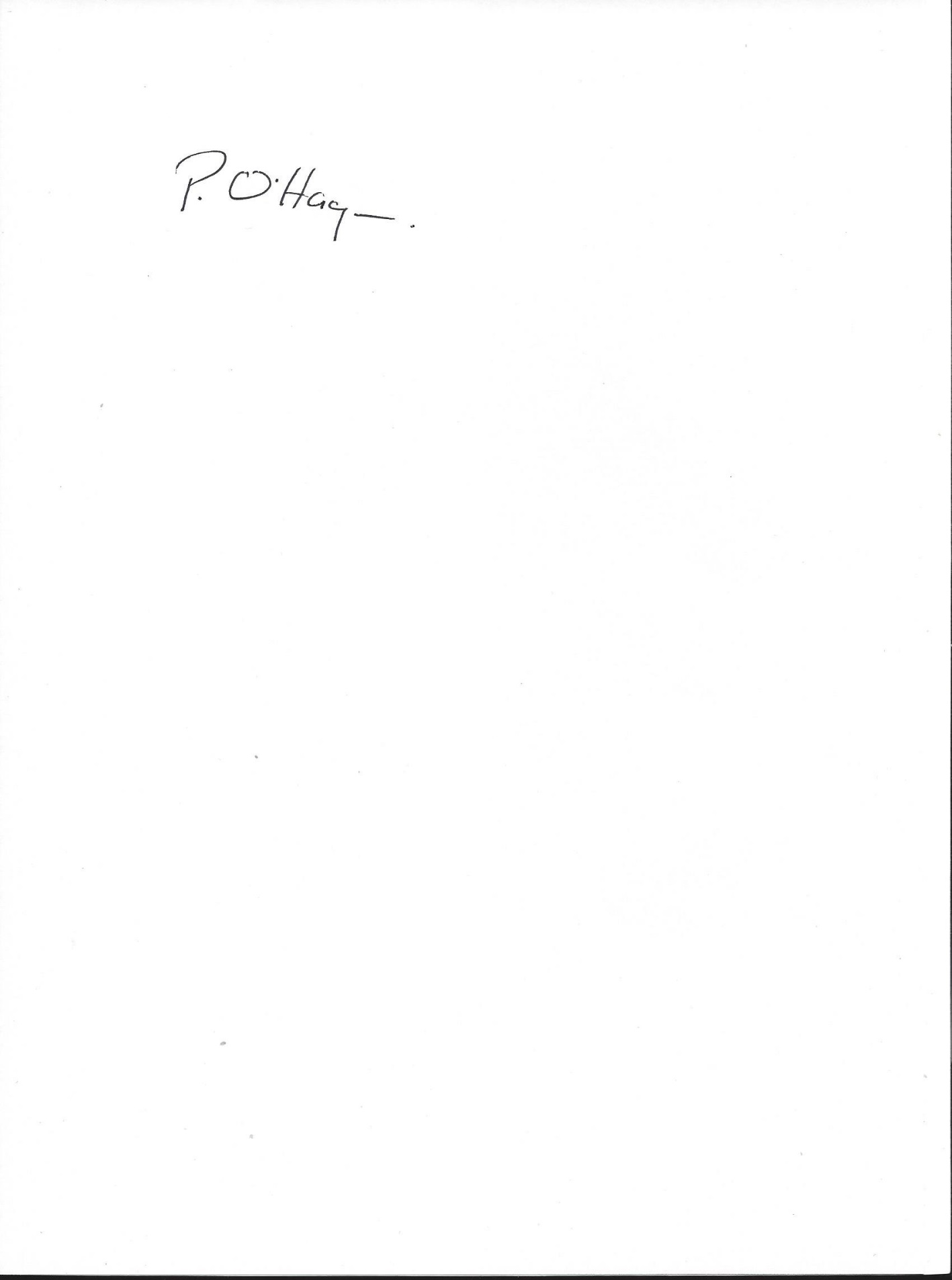
Dear Councillor

I write to inform you a meeting of this Committee has been arranged to take place on **Tuesday 6th October 2020 at 14.00 on the Zoom Virtual Meeting Platform**

<https://us02web.zoom.us/j/87338840776?pwd=ZzIrdjNTcm1BT2IwakFoOWNnZlZQQT09>

Meeting ID: 873 3884 0776   
Passcode: 096047

Yours sincerely



Town Clerk

29.9.20

**AGENDA**

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| **1** | **Election of Chairman –** to elect 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 7th July 2020 (copy enclosed). |
| **5** | **Progress Report –** to note(copy enclosed). |
| **6** | **Finance Reports**  a) 2nd Quarter budget Report– for consideration (copy to follow)  b)2021-22 Budget – to consider process for identifying 2021-22 budget requirements  c) Internal Auditor – to appoint for 2020-21 (copy enclosed) |
| **7** | **Reserves Management** – to consider reserves policy (copy enclosed) |
| **8** | **Risk management**  a) Financial, Asset and Employee Management Risk Assessment -for review(copy enclosed). |
| **9** | **Staffing**  a) Covid 19 staffing risk assessment and operations –to review(copy enclosed). |
|  | b)Appraisals – to agree date and format for staff appraisals  c) Kickstart Scheme– for consideration (copy enclosed).  d) Staff training – to discuss Groundsman training (copy enclosed). |
| **10** | **Website Accessibility –** to receive an update. |
| **11** | **IT support –** to consider quote received. |
| **12** | **Date and time of next meeting** – to note. |
| **13** | **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.  **Litterpicker Sick Leave –** to approve cover arrangements. |