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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 |

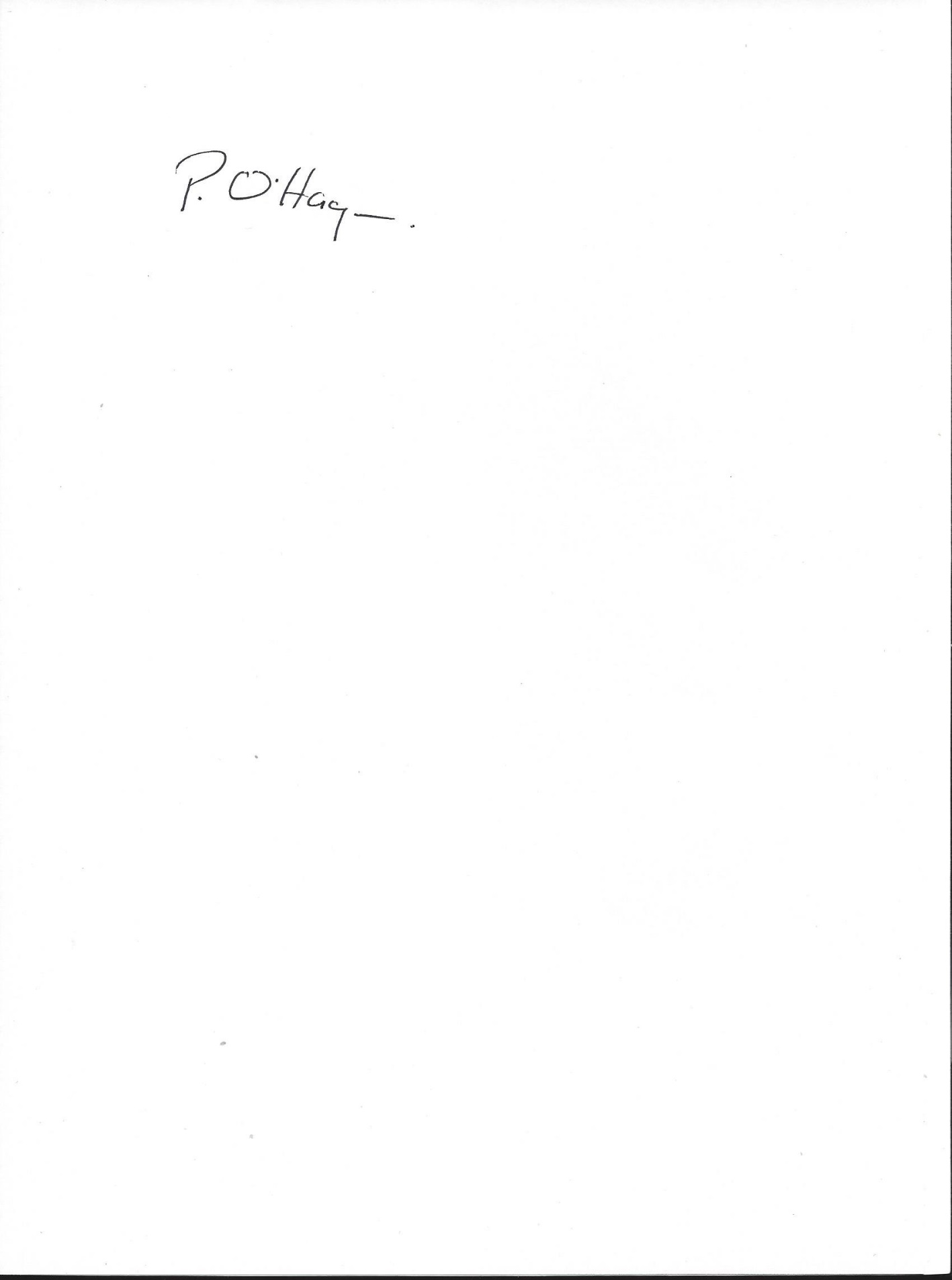
Dear Councillor

I write to inform you a meeting of this Committee has been arranged to take place on **Tuesday 7th July 2020 at 14.00 on the Zoom Virtual Meeting Platform**

<https://us02web.zoom.us/j/88126176940>

Meeting ID: 881 2617 6940

Yours sincerely



Town Clerk

1.7.20

**AGENDA**

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| **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 14th January 2020 (copy enclosed). |
| **4** | **Progress Report –** to note(copy enclosed). |
| **5** | **Finance 2020-21 1st Quarter budget Report** – for consideration |
| **6** | **Reserves Management** – to consider reserves for earmarking |
| **7** | **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**) **Staff Handbook and Staffing Policies**. (circulated via email)  **f) Social Media Policy** (copy enclosed)  **g) Press Policy** – for consideration |
| **8** | **Staffing**  **a) Covid 19 Risk assessments –** to review |
|  | **b) Office mobile phone** – to consider  **c) Town Clerks Overtime** – to review |
| **9** | **Website Accessibility –** to receive an update. |
| **10** | **Date and time of next meeting** – to note. |
| **11** | **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.  **Staffing –** to consider notes from Staffing Review Working Party meeting held 17.2.20 and receive report from meeting held with Shropshire Council  **Litterpicker Sick Leave –** to approve cover arrangements |