Mr Mayor and Members of the Governance and Procedures Committee,

You are herby summoned to attend the next meeting of the Committee as set out below and at which the matters for discussion are on this agenda.

Steve Kerry

Town Clerk

Members of the Committee are The Right Worshipful the Mayor (ex-officio) and Councillors Chappell, Hall, Kenyon, Mansell, Tawn, and Wilcox (2 vacancies)

**HEREFORD CITY COUNCIL**

**GOVERNANCE AND PROCEDURES COMMITTEE 16th June 2015**

**AGENDA**

1. **ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

To elect a member of the Committee to serve as Chairman, one to serve as Vice Chairman for the municipal year.

1. **APOLGIES FOR ABSENCE**

To receive and note any apologies for absence

1. **SUBSTITUTIONS**

To note any substitutions.

1. **DECLARATIONS OF INTEREST**

To note and declarations necessary under the Localism Act 2011

1. **MINUTES OF LAST MEETING Appendix One**

To receive and approve the minutes of the meeting of 31st March 2015.

1. **RISK ASSESSMENT AND MANAGEMENT**

To receive and consider the report of the Town Clerk **Appendix Two**

1. **ITEMS FOR FUTURE MEETINGS**

To identify those items to be discussed at future meetings of the Committee

1. **DATE OF NEXT SCHEDULED MEETING**

15th September 2015

1. **EXCLUSION OF PRESS AND PUBLIC**

To consider excluding the press and public under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that the item includes disclosure of personal information about a member of staff.

1. **ADDITIONAL HOURS**

To consider the attached confidential report.