

To all members of the Finance and Policy Committee

You are hereby summoned to attend the next meeting of the Committee on the date shown below, to discuss the item set out on the agenda.

Steve Kerry

Town Clerk

HEREFORD CITY COUNCIL

MEETING OF THE FINANCE AND POLICY COMMITTEE

**The Council Chamber, Town Hall, Hereford
Tuesday 16th July 2013 at 6.00 pm.**

AGENDA

- 1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN**
To elect a Chairman and Vice Chairman of the Committee for the year 2013-14.
- 2. APOLOGIES FOR ABSENCE**
To receive apologies for absence
- 3. APPOINTMENTS OF SUBSTITUTES**
To note the appointment of substitute members
- 4. DECLARATIONS OF INTEREST**
To receive declarations of interest under the City Council's adopted Code of Conduct pursuant to the Localism Act 2011
- 5. MINUTES** **APPENDIX 1**
To approve and confirm the minutes of the meeting of the Finance and Policy Committee held on 11^h June 2013
- 6. MATERNITY POLICY** **APPENDIX 2**
To agree a policy for the payment of staff and related matters during periods of maternity leave.

- 7. INTERNAL AUDIT REPORT 2012-13 (FINAL) APPENDIX 3**
To receive and consider the final report for 2012/13 from the Council's Internal Auditor.
- 8. REVENUE BUDGET MONITORING REPORT - QUARTER ENDED 30 JUNE 2013 APPENDIX 4**
To receive and consider the Finance Officer's monitoring report for the first quarter of 2013/14.
- 9. FINANCIAL REGULATIONS APPENDIX 5**
To receive the Council's Financial Regulations and to consider whether any amendments need to be made.
- 10. ACCOUNTS PAID APPENDIX 6**
To receive from the Finance Officer the current completed payment schedule and to consider approval
- 11. HISTORIC TOWNS FORUM APPENDIX 7**
To receive a report from the Town Clerk about the Historic Towns Forum meeting in Hereford on 31st July and 1st August 2013.
- 12. LOANS POLICY APPENDIX 8**
To receive a report from the Town Clerk and determine the Council's policy
- 13. ITEMS FOR FUTURE MEETINGS**
To identify item for discussion at future meetings of the Council
- 14. DATE OF NEXT MEETING**
Tuesday 3rd September at 6.00 pm
- 15. EXCLUSION OF THE PRESS AND PUBLIC**
To resolve under the Public Bodies (Admission to Meetings) Act 1960 Section 1(2) to exclude the press and public as the matter to be discussed is confidential.
- 16. DONATION APPENDIX 9**
To consider the confidential report of the Town Clerk.