Madam Mayor and Members of the Governance and Procedures Committee; Cllrs Boulter, Chappell, Hey, Lloyd-Hayes, Nicholls, Stevens, Tawn and Wilcox.

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

Steve Kerry

Town Clerk

**HEREFORD CITY COUNCIL**

**GOVERNANCE AND PROCEDURES COMMITTEE**

**The Hereford City Council Committee Room, Town Hall, Hereford**

**TUESDAY 26th SEPTEMBER 2017 at 6pm**

**AGENDA**

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

1. **SUBSTITUTIONS**

To note the appointment of substitute members

1. **DECLARATIONS OF INTEREST**

To receive declarations of interest under the Herefordshire Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda.

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

To receive and confirm the minutes of the meeting of the Governance and Procedures Committee held on the 4th July 2017.

1. **JUNIOR MAYOR Appendix Two**

To receive a presentation from two Hereford City Youth Councillors and a report from the Deputy Town Clerk.

1. **REMEMBRANCE DAY SERVICE AND PARADE 2018 Appendix Three**

To consider the report of the Deputy Town Clerk.

1. **MEMBERS ACCESS – OFFICE 365 Appendix Four**

To receive the report of the Deputy Town Clerk in consideration of members access to electronic agendas, minutes and reports.

1. **SOCIETY OF LOCAL COUNCIL CLERKS Appendix Five**

To consider the report and recommendation of the Town Clerk.

1. **TWINNING ARRANGEMENTS Appendix Six**

To consider the report and recommendations of the Town Clerk.

1. **EXCLUSION OF PRESS AND PUBLIC**

To consider under the Public Bodies (Access to Meetings) Act 1960 s1 (2) excluding the press and public to enable a confidential matter to be discussed.

1. **CONFIDENTIAL ITEM Appendix Seven**

To receive the report of the Town Clerk and consider the recommendations.

1. **READMISSION OF THE PRESS AND PUBLIC**

To readmit the press and public on the conclusion of the confidential item listed above.

1. **ITEMS FOR FUTURE MEETINGS**

To identify those matters members wish to discuss at future meetings of the Committee.

* Civic training for Mayors and Deputy Mayors
* Research of organisations before Mayors attend events or receive guests
* Mayoral visits to Dillenburg and Vierzon
* Councillor training

**Date of next meeting**

6th February 2018

**DECLARATIONS OF INTEREST**

Hereford City Council has adopted the Code of Conduct of Herefordshire Council pursuant to the Localism Act 2011. In terms of declarations of interest the following principles now apply.

1. The former distinction between prejudicial and personal interests has been replaced, and these terms should no longer be used. They will not be used in minutes.
2. Where a member has registered a financial or “pecuniary” interest in the register of interests held by the Monitoring Officer of Herefordshire Council, they must repeat this declaration when any item in which they have such an interest is on the agenda at any meeting they attend. Having made that declaration, they must fill in the register brought to each Committee and Council meeting and may not make any comment whatsoever while the item is under discussion. They may, if they wish, remain in the meeting to observe the debate.
3. Where a member has an interest which is sufficient to give rise to a reasonable expectation that they will not be able to consider a matter impartially, for example where they have a close personal relationship with a party involved, where they have made a public and unequivocal statement of their views etc, this is a disclosable, but non-pecuniary, interest. They should declare this interest at the start of the meeting and may remain in the room and speak (provided members of the public would also be allowed to speak on this item). Members who have declared an interest of this type may not, however, vote on the item to which their interest applies.
4. Where a member becomes aware of an interest during discussion they must declare it immediately and act accordingly.
5. Members of the Planning Committee should continue to resolve at the start of each meeting that their views are preliminary and that those who are members of Herefordshire Council reserve their final position until all representations and facts have been considered.

Steve Kerry

Town Clerk

**All enquiries concerning this agenda should be addressed to the Town Clerk, Hereford City Council,**

**Town Clerk’s Office, Town Hall, St. Owen Street, Hereford HR1 2PJ. Tel: 01432 260429**