Dear Mr Mayor and Members of the Committee,

You are hereby summoned to a Meeting of the Governance and Procedures Committee to be held in the Council Chamber as detailed below at which the business set out below is proposed to be transacted.

Steve Kerry

Town Clerk

**HEREFORD CITY COUNCIL**

**GOVERNANCE AND PROCEDURES COMMITTEE Tuesday 4th June 2013 at 6 pm**

**AGENDA**

1. **Apologies for Absence**

To accept any apologies for absence

1. **Appointment of Substitutes**

To note the appointment of any substitutes

1. **Declarations of Interest**

To receive any 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 Previous Meeting**

To approve and sign the minutes of the Meeting of the Governance and Procedures Committee held on 9th April 2013 and the Special Meeting held on 7th May 2013 **APPENDIX ONE**

1. **Parking at the Town Hall**

To receive the updated position statement for the Town Clerk and confirm the Council’s response. **APPENDIX TWO**

1. **Civic Events – Attendance by Councillors**

To consider the attendance at recent civic events by members of the Council and to recommend a resolution to Council.

1. **Exclusion of the Press and Public**

To consider passing a resolution pursuant to the Public Bodies (Admission to Meetings) Act 1960 s 1(2) to exclude the press and public from the meeting on account of the confidential nature of the business proposed to be transacted.

1. **Sickness of a Member of Staff and Interim Arrangements to Provide Continuity of Service**

To consider the confidential report of the Town Clerk. **APPENDIX THREE**

1. **Re-admission of the press and public**
2. **Items for Future Meetings**

To consider and identify items for future meetings including :

 Freedom ceremony for Dr Anthony Weston

 Annual Review of Standing Orders (next meeting

1. **Date of next Scheduled Meeting**