**To all members of the Finance and Policy Committee**

You are hereby summoned to attend the next meeting of the Finance and Policy Committee on the date shown below to discuss items set out on the agenda.

Steve Kerry

Town Clerk

Members of the Finance Committee are the Right Worshipful the Mayor and Councillors Boulter, Dykes, Edwards, Kenyon, Lloyd-Hayes, Nicholls, Rone, Stevens, Tawn, Wilcox

**HEREFORD CITY COUNCIL**

**MEETING OF THE FINANCE AND POLICY COMMITTEE**

**The Council Chamber, Town Hall, Hereford**

**Tuesday 6th June 2017 at 6.00 pm**

**AGENDA**

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

At the first meeting of the Committee in the new Municipal Year the first business is for members to elect one member of the Committee to serve as Chairman and one to serve as Vice Chairman for this year.

1. **APOLOGIES FOR ABSENCE** To receive any apologies for absence
2. **APPOINTMENT OF SUBSTITUTES** To note the appointment of any substitute members
3. **DECLARATIONS OF INTEREST** To receive declarations of interest under the City Council’s code of conduct pursuant to the Localism Act 2011.
4. **MINUTES** **Appendix One** To approve and confirm the minutes of the meeting of the Finance and Policy Committee held on 4th April 2017.
5. **SCHEDULE OF PAYMENTS Appendix Two**

To receive from the Finance Officer a schedule of items paid since the last meeting of the Committee. (If members have any queries they are asked to notify the Clerk so answers can be given immediately or details researched for presentation at the meeting.)

1. **SCHEDULE OF CURRENT INVOICES Appendix Three**

To receive from the Finance Officer a schedule of current invoices and to decide if this is information it would be helpful for the Committee to receive at future meetings.

1. **BANK RECONCILIATION Appendix Four**

To receive from the Finance Officer reconciliations for each account held by the Council for May 2017.

1. **KEY PROJECTS Appendix Five**

To receive the report of the Town Clerk updating the Committee on developments with the civic museum and the leasing/freehold of the Town Hall.

1. **ANNUAL FINANCIAL REPORT AND COMPLETION OF THE ACCOUNTS FOR 2016-17 Appendix Six**

To receive the report of the accountants submitted via the Clerk as Responsible Financial Officer for discussion and referral to full Council for ratification, which will then include the report of the internal auditor.

1. **ITEMS FOR FUTURE MEETINGS**

To identify those matters to be discussed at forthcoming meetings of the Committee.

1. **DATE OF NEXT MEETING** To confirm the date of the next meeting of the Committee – 18th July 2017 at 6 pm