**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 and Policy Committee are the Right Worshipful the Mayor and Councillors Boulter, Dykes, Edwards, Hey, Lloyd-Hayes, Rone, Stevens Tawn and Wilcox.

**HEREFORD CITY COUNCIL**

**MEETING OF THE FINANCE AND POLICY COMMITTEE**

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

**Tuesday 20th February 2018 at 6.00 pm**

**AGENDA**

1. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

1. **APPPOINTMENT OF SUBSTITUTES**

To note the appointment of any substitute members.

1. **DECLARATIONS OF INTEREST**

To receive declarations of interest under the City Council’s code of conduct pursuant to the Localism Act 2011.

1. **MINUTES Appendix One**

To approve and confirm the minutes of the meeting of the Finance and Policy Committee held on 16th January 2017.

1. **SCHEDULE OF PAYMENTS (to follow) Appendix Two**

To receive the schedules of payments made since the last meeting.

1. **BANK RECONCILIATION (to follow) Appendix Three**

To receive reconciliations of the Council’s bank accounts up to 31/01/18.

1. **INTERNAL AUDIT REPORT 2017/18 - INTERIM Appendix Four**

To receive the interim report of the Internal Auditor (six monthly review) and note any recommendations.

1. **KEY PROJECTS UPDATE** **Appendix Five**

To receive the report of the Town Clerk, including recommendations to appoint a surveyor to progress the transfer of the Town Hall to the City Council and a proposal for installation for a TV screen for the ground floor exhibition room.

1. **IT UPGRADES Appendix Six**

To receive the advice of the Council’s IT consultant as reported by the Town Clerk.

1. **ALLOTMENTS LONG LEASE Appendix Seven**

To receive the report of the Town Clerk and determine future actions.

1. **WARD BUDGETS Appendix Eight**

To consider the report of the Town Clerk and consider recommendation for clarifying rules regarding the use of these budgets.

1. **ITEMS FOR FUTURE MEETINGS**

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

1. **DATE OF NEXT MEETING**

To confirm the date of the next meeting of the Committee – Tuesday 17th April 2018 at 6 pm