

Madam Mayor and Members of the Governance and Procedures Committee; Cllr Chappell, Hey, Lloyd-Hayes, Michael, Stevens, Tawn and Wilcox (two vacancies).

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

Steve Kerry

Town Clerk

At the start of the meeting the Chair will remind all present of the fire evacuation procedure.

HEREFORD CITY COUNCIL

GOVERNANCE AND PROCEDURES COMMITTEE

The Hereford City Council Committee Room, Town Hall, Hereford

Tuesday 19th March 2019 at 6 pm

Meeting moved to Tuesday 26th March 2019 at 6 pm

In order to allow time for the results of a members' discussion with their HR advisor on the staffing issues listed at Item Nine to be considered, it was reported at Council on Tuesday 12th March that this meeting would now take place on the 26th March 2019.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. SUBSTITUTIONS

To note the appointment of any substitute members.

3. 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.

4. MINUTES OF PREVIOUS MEETINGS

To receive and approve the **Minutes of the meeting of 5th February 2019.**

APPENDIX ONE

5. FREEDOM OF ENTRY – ARMED FORCES DAY 2019

To receive and note an update report from the Deputy Town Clerk on this year's activities.

APPENDIX TWO

6. SOUND RECORDING

APPENDIX THREE

This item has been discussed within the last six months. If members wish to vary the Council's position they will need to resolve to suspend the Standing Orders. To consider further the retention of recordings and to approve expenditure on a fixed sound system for the Committee Room. To receive and consider a report from the Town Clerk.

7. JUNIOR MAYOR

To consider at the request of the Mayor the process for selecting the Junior Mayor.

8. VISIT TO VIERZON

APPENDIX FOUR

To consider the report of the Town Clerk regarding arrangements and funding for the forthcoming visit.

9. STAFF CONTRACTS, JOB DESCRIPTIONS AND CONDITIONS OF SERVICE

To receive an oral report from the Chair on any matter requiring the attention of the Committee.

10. MAYORAL HANDBOOK

APPENDIX FIVE

To receive an oral summary of the work of the "Task and Finish" Group of members and to consider the proposed new Mayoral Handbook

11. EXCLUSION OF PRESS AND PUBLIC

To enable the discussion of an item regarding an individual member of staff to exclude the press and public pursuant to the Public Bodies (Admission to Meetings) Act 1960 s1(2).

12. CHILD CARE VOUCHERS FOR A MEMBER OF STAFF ON MATERNITY LEAVE APPENDIX SIX

To consider the confidential report of the Town Clerk.

13. ITEMS FOR FUTURE MEETINGS

To identify matters to be discussed at future meetings.

14. DATE OF NEXT MEETING

Tuesday 30th April 2019 at 6 pm.