

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

The Right Worshipful the Mayor Cllr Kath Hey and Councillors Boulter, Butler, Dykes, Hornsey, Oliver, Stevens, Toynbee and Wilcox.

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

*AT THE START OF THE MEETING THE CHAIRMAN WILL REMIND ALL PRESENT OF THE FIRE EVACUATION PROCEDURE*

**HEREFORD CITY COUNCIL**  
**MEETING OF THE FINANCE AND POLICY COMMITTEE**  
**The Committee Room, City Council Offices, Town Hall Hereford**  
**TUESDAY 18<sup>TH</sup> JUNE 2019 at 6 pm**

**AGENDA**

**1. ELECTION OF CHAIR AND VICE-CHAIR**

To elect a Chair and Vice-Chair of the committee for municipal year 2019/20.

**2. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**3. APPOINTMENT OF SUBSTITUTES**

To note the appointment of any substitute members.

**4. DECLARATIONS OF INTEREST**

To receive declarations of interest under the City Council's Code of Conduct pursuant to the Localism Act 2011.

**5. MINUTES**

**APPENDIX ONE**

To approve and confirm the Minutes of the meeting of the **Finance and Policy Committee** held on Tuesday 16<sup>th</sup> April 2019.

**6. SCHEDULE OF PAYMENTS**

**APPENDIX TWO**

To receive the schedules of payments made in March and April 2019.

**7. BANK RECONCILIATION**

**APPENDIX THREE**

To receive reconciliations of the Council's bank accounts up to 30<sup>th</sup> April 2019.

**8. 2018/19 CLOSURE OF ACCOUNTS & FINANCIAL REPORT APPENDIX FOUR**

To receive the accounts for 2018/19, the Annual Report and to make recommendations for the Annual Governance Report to Council.

**9. 2018/19 INTERNAL AUDIT REPORT**

**APPENDIX FIVE**

To receive and consider the Internal Audit Report produced by Adrian Shepherd-Roberts of Auditing Solutions Ltd.

To note to comments of the Town Clerk and Responsible Financial Officer in response to the audit report.

**APPENDIX FIVEa**

**10. ITEMS FOR FUTURE MEETINGS**

To identify items for consideration at the next meeting of the Committee.

- Key projects update relating to allotments lease, city walls and town hall asset transfer
- To report revised draft financial regulations when ready.

**11. DATE OF NEXT MEETING**

To confirm the date of the next meeting as Tuesday 16<sup>th</sup> July 2019.