

**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 take part in a meeting of the Finance and Policy Committee to be held on Tuesday 13<sup>th</sup> October 2020 at 6pm by Zoom.

Steve Kerry  
Town Clerk

**HEREFORD CITY COUNCIL**  
**MEETING OF THE FINANCE AND POLICY COMMITTEE**  
**TUESDAY 13<sup>TH</sup> OCTOBER 2020 at 6 pm**

This meeting is taking place under the provisions of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 Sections Four and Five.

- 1. TO CONFIRM THAT THE PUBLIC ARE ABLE TO VIEW AND HEAR THIS MEETING**  
It is necessary to confirm the above for the meeting to be lawful under the above regulations.
- 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> June 2020.
- 6. SCHEDULE OF PAYMENTS** **APPENDIX TWO A, B, C & D**  
To receive the schedules of payments made in June, July, August and September 2020.
- 7. BANK RECONCILIATION** **APPENDIX THREE A, B, C & D**  
To receive reconciliations of the Council's bank accounts up to 30<sup>th</sup> September 2020.

- 8. 2020/21 SIX MONTH DETAILED INCOME & EXPENDITURE REPORT**  
**(TO FOLLOW) APPENDIX FOUR**  
To receive and consider a detailed income and expenditure report from the Town Clerk and Committees, Events & Contracts Officer on the Council's position at the six month point of the financial year.
- 9. 2021/22 BUDGET STRATEGY & DIRECTION** **APPENDIX FIVE**  
To receive and consider a report from the Town Clerk regarding the planning of the budget and precept to be requested from Herefordshire Council for the financial year 2021/22.
- 10. EXTERNAL AUDIT PROCESS** **APPENDIX SIX**  
To receive and consider the report from the Town Clerk regarding the changes to the External Audit Process for 2019/20 due to the COVID-19 pandemic.
- 11. MERGER OF COMMITTEES** **APPENDIX SEVEN**  
To receive, consider and refer to full Council, a report from the Town Clerk on the proposal to merge the Governance & Procedures Committee with the Finance & Policy Committee which was approved at Governance & Procedures Committee held on 29<sup>th</sup> September 2020.
- 13. PLYNLIMON TRUST TRANSPORT SUPPORT** **APPENDIX EIGHT**  
To receive and consider a report from the Town Clerk regarding the support given to the Plynlimon Trust transport service since October 2014 and options for the future.
- 14. ROADSHOW/EXHIBITION VEHICLE** **APPENDIX NINE**  
To receive and consider a report from the Town Clerk on the costs and usage of the roadshow/exhibition vehicle and options for the future.
- 15. INTERNAL INTERIM AUDIT – PETTY CASH** **APPENDIX TEN**  
To receive and approve the petty cash expenses for the first six months of this financial year for the internal interim audit.
- 16. ITEMS FOR FUTURE MEETINGS**  
To identify items for consideration at the next meeting of the Committee.
- 17. DATE OF NEXT MEETING**  
To confirm the date of the next meeting as Tuesday 24<sup>th</sup> November 2020.

## DECLARATIONS OF INTEREST

Hereford City Council has adopted the Code of Conduct of Herefordshire Council pursuant to the Localism Act 2011. In terms of declarations of interest the following principles now apply.

1. The former distinction between prejudicial and personal interests has been replaced, and these terms should no longer be used. They will not be used in minutes.
2. Where a member has registered a financial or “pecuniary” interest in the register of interests held by the Monitoring Officer of Herefordshire Council, they must repeat this declaration when any item in which they have such an interest is on the agenda at any meeting they attend. Having made that declaration, they must fill in the register brought to each Committee and Council meeting and may not make any comment whatsoever while the item is under discussion. They may, if they wish, remain in the meeting to observe the debate.
3. Where a member has an interest which is sufficient to give rise to a reasonable expectation that they will not be able to consider a matter impartially, for example where they have a close personal relationship with a party involved, where they have made a public and unequivocal statement of their views etc, this is a disclosable, but non-pecuniary, interest. They should declare this interest at the start of the meeting and may remain in the room and speak (provided members of the public would also be allowed to speak on this item). Members who have declared an interest of this type may not, however, vote on the item to which their interest applies.
4. Where a member becomes aware of an interest during discussion they must declare it immediately and act accordingly.
5. Members of the Planning Committee should continue to resolve at the start of each meeting that their views are preliminary and that those who are members of Herefordshire Council reserve their final position until all representations and facts have been considered.

Steve Kerry

Town Clerk

All enquiries concerning this agenda should be addressed to the Town Clerk,  
Hereford City Council, Town Clerk's Office, Town Hall, St Owen Street, Hereford, HR1 2PJ

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