

To all members of the Finance and Policy Committee:

The Right Worshipful the Mayor Cllr Kath Hey and Councillors Boulter, 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 Monday 18th January 2021 at 11am by Zoom.

Steve Kerry
Town Clerk

HEREFORD CITY COUNCIL
MEETING OF THE FINANCE AND POLICY COMMITTEE
MONDAY 18TH JANUARY 2021 at 11 am

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 ALL MEMBERS OF THE COMMITTEE ARE ABLE TO TAKE PART IN THIS MEETING UNLESS THEY HAVE SENT THEIR APOLOGIES IN ADVANCE**
- 2. 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.
- 3. APOLOGIES FOR ABSENCE**
To receive any apologies for absence.
- 4. APPOINTMENT OF SUBSTITUTES**
To note the appointment of any substitute members.
- 5. DECLARATIONS OF INTEREST**
To receive declarations of interest under the City Council's Code of Conduct pursuant to the Localism Act 2011.
- 6. MINUTES**
To approve and confirm the Minutes of the meeting of the Finance and Policy Committee held on Tuesday 24th November 2020.

APPENDIX ONE

- 7. SCHEDULE OF PAYMENTS** **APPENDIX TWO A & B**
To receive the schedules of payments made in November and December 2020.
- 8. BANK RECONCILIATION** **APPENDIX THREE A & B**
To receive reconciliations of the Council's bank accounts up to 31st December 2020.
- 9. FINAL 2019/20 EXTERNAL AUDIT** **APPENDIX FOUR**
To receive and note the attached report. Please be advised that the issue identified refers to the fact that we announced and published the unaudited 2018/19 AGAR on the same day, when we should have announced one day earlier than published. The Council are still expected to answer 'no' despite it referring to the previous financial year to that being audited. Assertion 4 of the Annual Governance Statement has been updated to state 'no' as requested. All documents have been uploaded to the website.
- 10. QUARTERLY FINANCIAL SUMMARY** **APPENDIX FIVE**
To receive a summary of expenditure up to 31st December 2020.
- 11. ANNUAL BUDGET, PRECEPT & COUNCIL TAX** **APPENDIX SIX**
To receive a draft budget for 2021/2022 and consider referring it to Council for approval on 26th January 2021 and the setting of the Council Tax and precept.
- 12. FINANCIAL RISK ANALYSIS** **APPENDIX SEVEN**
To receive the annual financial risk analysis from the Town Clerk and consider referring it to Council for approval on 26th January 2021.
- 14. GRANTS BUDGETS – FOOD DONATIONS (to follow) APPENDIX EIGHT**
To receive an information item from the Town Clerk to write back the food donations as a result of Covid-19 to be calls on the reserves to replenish the grants budget.
- 15. ITEMS FOR FUTURE MEETINGS**
To identify items for consideration at the next meeting of the Committee including:
- HVOSS and Exhibition Vehicle
- 16. DATE OF NEXT MEETING**
To confirm the date of the next meeting as Tuesday 2nd March 2021.

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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