

**Right Worshipful the Mayor of Hereford and all Members of the Policy and Resources Committee: Cllrs Andrews, Boulter, Dykes, Hobbs, Hornsey, Potts, Stevens, Tillett and Toynbee**

You are hereby summoned to a meeting of the Policy and Resources Committee to be held in the HCC Committee Room, Town Hall on Tuesday 6 June 2023 at 6pm at which the business set out below is proposed to be transacted.

Steve Kerry  
Town Clerk



# **HEREFORD CITY COUNCIL**

## **MEETING OF THE POLICY AND RESOURCES COMMITTEE**

**HCC Committee Room, Town Hall  
TUESDAY 6 JUNE at 6pm**

### **A G E N D A**

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

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

To elect and chair and vice-chair for the year.

**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**

To approve and confirm the minutes and confidential minutes of the meeting of the 21 March 2023.

**APPENDIX ONE and ONE (A)**

- 6. SCHEDULE OF PAYMENTS** **APPENDIX TWO (A & B)**  
To receive the schedules of payments made in March and April 2023.  
**Please send any questions to the Town Clerk prior to the meeting.**
- 7. BANK RECONCILIATION** **APPENDIX THREE (A & B)**  
To receive reconciliations of the Council's bank accounts up to 30 April 2023.
- 8. 2022/23 FINAL INTERNAL AUDIT REPORT** **APPENDIX FOUR**  
To receive and consider the Final Internal Audit Report produced by Adrian Shepherd-Roberts of Auditing Solutions Ltd.
- APPENDIX FIVE (A, B & C)**
- 2022/23 REPORT ON VARIANCES, CLOSURE OF ACCOUNTS & COMPLETION OF AGAR**  
To receive a report on the variances from the Town Clerk, the accounts for 2022/23, and the draft Annual Governance and Accountability Return for recommendation to Council.
- 9. TEMPORARY STAFFING ARRANGEMENTS** **APPENDIX SIX**  
To receive and consider the report regarding current temporary staffing arrangements.
- 10. CIVIC APPAREL** **APPENDIX SEVEN**  
To consider a report on renewing the civic robes.
- 11. DECISION ON DEFIBRILLATOR LEASE** **APPENDIX EIGHT**  
To consider a report on options for future provision.
- 12. ITEMS FOR FUTURE MEETINGS**  
To identify items for consideration at the next meeting of the Policy & Resources Committee.
- 13. DATE OF NEXT MEETING**  
To confirm the date of the next meeting on Tuesday 4 July 2023.