

Right Worshipful the Mayor of Hereford Councillor Jacqui Carwardine and all Members of the Policy and Resources Committee: Cllrs Andrews, Boulter, Dykes, Hobbs, Hornsey, Potts (Vice), Stevens (Chair), Tillet 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 7 November 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 7 NOVEMBER 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. APOLOGIES FOR ABSENCE**
To receive any apologies for absence.
- 2. APPOINTMENT OF SUBSTITUTES**
To note the appointment of any substitute members.
- 3. DECLARATIONS OF INTEREST**
To receive declarations of interest under the City Council's Code of Conduct pursuant to the Localism Act 2011.
- 4. MINUTES** **APPENDIX ONE**
To approve and confirm the minutes of the meeting of the 12 September 2023.
- 5. SCHEDULE OF PAYMENTS** **APPENDIX TWO (A & B)**
To receive the schedules of payments made in August and September 2023.
Please send any questions to the Town Clerk prior to the meeting.

- 6. BANK RECONCILIATION** **APPENDIX THREE (A & B)**
To receive reconciliations of the Council's bank accounts for August and September 2023.
- 7. AGAR SECTION 3 EXTERNAL AUDITOR REPORT** **APPENDIX FOUR**
To note the issuing of an unqualified external audit and recommend to Council.
- 8. HALF YEARLY FINANCIAL POSITION** **APPENDIX FIVE**
To receive the report of the Finance Officer on the financial position as at 30 September and consider any variances or remedial actions necessary.
- 9. BUDGET DIRECTION AND OVERALL STRATEGY FOR 2024/25** **APPENDIX SIX**
To receive and consider a report from the Town Clerk on the budget direction for the financial year 2024-25.
- 10. REVIEW OF COMMITTEE ROLES AND REMITS** **APPENDIX SEVEN**
To receive and consider a report from the Town Clerk on the Council's Committee structure.
- 11. FOOTWAY WEEDS AND OVERHANGING VEGETATION** **APPENDIX EIGHT**
To receive a report from the Town Clerk regarding undertaking the removal of pavement and gully weeds on the highway.
- 12. TWINNING** **APPENDIX NINE**
To receive and consider a report from the Town Clerk on the future of our twinning with Dillenburg, Vierzon and the relationship with Jaworzno.
- 13. INTERNAL AUDITOR'S INTERIM REPORT 2023/24** **APPENDIX TEN**
To note the issuing of the half yearly internal audit report.
- 14. EXCLUSION OF THE PRESS AND PUBLIC**
To confirm the exclusion of the press and public under the Public Bodies (Admission to Meetings) Act 1960 s 1(2) as the remaining business of the meeting is confidential and personal to named individuals.
- 15. TOWN CLERK FUTURE ARRANGEMENTS** **APPENDIX ELEVEN**
To receive a report from the Town Clerk on his impending retirement, proposals for a limited restructuring of the staff team and the process for recruiting his successor.
This will be circulated under separate cover.
- 16. READMISSION OF THE PRESS AND PUBLIC**
To readmit the press and public at the conclusion of confidential business.
- 17. ITEMS FOR FUTURE MEETINGS**
To identify items for consideration at the next meeting of the Policy and Resources Committee.
- 18. DATE OF NEXT MEETING**
To confirm the date of the next meeting – TBC after Council Committee on 14 November.