

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), Tillett and Toynee

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 23 January 2024 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 23 JANUARY 2024 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 and confidential minutes of the meeting of the 7 November 2023.
- 5. SCHEDULE OF PAYMENTS** **APPENDIX TWO (A, B & C)**
To receive the schedules of payments made in October, November and December 2023.
Please send any questions to the Town Clerk prior to the meeting.

- 6. BANK RECONCILIATION** **APPENDIX THREE (A, B & C)**
To receive reconciliations of the Council's bank accounts for October, November and December 2023.
- 7. DETAILED INCOME & EXPENDITURE REPORT** **APPENDIX FOUR**
To receive and note a report from the Town Clerk and Events and Administration Manager.
- 8. RECOMMEND RISK ANALYSIS TO NEXT COUNCIL** **APPENDIX FIVE**
To receive the annual risk analysis from the Town Clerk and consider referring it to Council for approval on 30 January 2024.
- 9. RECOMMEND ANNUAL BUDGET, PRECEPT & COUNCIL TAX TO COUNCIL** **APPENDIX SIX**
To receive a draft budget for 2024/2025 and consider referring it to Council for approval on 30 January 2024 and the setting of the Council Tax and precept.
- 10. RECOMMEND FINANCIAL REGULATIONS TO NEXT COUNCIL** **APPENDIX SEVEN**
To consider the amended Financial Regulations increasing the procurement card transaction limit by £50 and consider referring it to Council for approval on 30 January 2024. Change to point 6.17 highlighted on page 9.
- 11. TOWN CLERK LEAVING GIFT** **APPENDIX EIGHT**
To receive and consider a report from the Administration and Events Manager regarding arrangements for a thank you gift and get together for the Town Clerk on retirement.
- 12. ACCESS TO OFFICES** **APPENDIX NINE**
To receive and note a report from the Town Clerk on the recently reactivated Paxton lock on the main door into the City Council offices.
- 13. HEREFORD ZIPPER UPDATE** **APPENDIX TEN**
To receive and note a report from the Town Clerk on the Hereford Zipper buses.
- 14. ITEMS FOR FUTURE MEETINGS**
To identify items for consideration at the next meeting of the Policy and Resources Committee.
- 15. DATE OF NEXT MEETING**
To confirm the date of the next meeting on 5 March 2024 at 6pm.