

**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 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 5 March 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 5 MARCH 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 23 January 2024.
- 5. SCHEDULE OF PAYMENTS** **APPENDIX TWO**  
To receive the schedules of payments made in January 2024.  
**Please send any questions to the Town Clerk prior to the meeting.**

- 6. BANK RECONCILIATION** **APPENDIX THREE**  
To receive reconciliations of the Council's bank accounts for January 2024.
- 7. RE-ADOPTION OF INVESTMENT STRATEGY 2024-25** **APPENDIX FOUR**  
To re-approve the Council's Investment Strategy for the coming financial year and recommend to Council.
- 8. INTERIM ARRANGEMENTS FOR THE RETIREMENT OF THE TOWN CLERK** **APPENDIX FIVE**  
To receive and consider a report from the Town Clerk on the arrangements during the interim period of the new Town Clerk taking up position.
- 9. POLICY TO BE REVIEWED** **APPENDIX SIX**  
To receive and approve the Family Leave Policy (combining Birth & Adoption Support (Paternity) Leave, Maternity & Adoption Leave, Parental or Other Child or Dependent Care, plus to include Shared Parental Leave and Carers Leave). Policy also includes model letters and forms, these have not been included in the appendix, but can be requested if required.
- 10. APPLEFEST 2023/24 AND 2024/25 BUDGET** **APPENDIX SEVEN**  
To receive and consider a report from the Administration and Events Manager on carrying over some AppleFest budget.
- 11. BID RELATIONSHIP AND GIFT CARD MACHINE** **APPENDIX EIGHT**  
To receive and consider a report from the Town Clerk on Hereford City Council's relationship with the BID, funding and the Hereford Gift Card Machine operated via the BID.
- 12. MAYORAL COMMENDATIONS PROCESS (TO FOLLOW)** **APPENDIX NINE**  
To receive and consider a report from the Town Clerk on discussions held with Councillors about a process for making Mayoral awards.
- 13. ATTENDANCE AND RECORDING OF MEETINGS** **APPENDIX TEN**  
To receive and consider a report from the Town Clerk on the attendance of an officer at meetings and the digital recording of meetings.
- 14. HEREFORD CITY COUNCIL WEBSITE** **APPENDIX ELEVEN**  
To receive notes from a task and finish group and additional notes from the Town Clerk, to review certain aspects of the website, its operation and technical support and the resources needed to make full use of its potential.
- 15. HALG ANNUAL FUNDING** **APPENDIX TWELVE**  
To receive and approve the annual funding reward request from HALG.
- 16. ITEMS FOR FUTURE MEETINGS**  
To identify items for consideration at the next meeting of the Policy and Resources Committee.
- 17. DATE OF NEXT MEETING**  
To confirm the date of the next meeting on 4 June 2024 at 6pm.