

Right Worshipful the Mayor of Hereford Councillor Kevin Tillet and all Members of the Policy and Resources Committee: Cllrs Andrews, Boulter, Dykes, Hobbs, Hornsey, Owens, Potts, Stevens 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 4 June 2024 at 6pm at which the business set out below is proposed to be transacted.

Karen Davis
Town Clerk



HEREFORD CITY COUNCIL

MEETING OF THE POLICY AND RESOURCES COMMITTEE

**HCC Committee Room, Town Hall
TUESDAY 4 JUNE 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. ELECTION OF CHAIR AND VICE-CHAIR**
To elect a Chair and Vice-Chair for the Municipal Year.
- 2. APOLOGIES FOR ABSENCE**
To receive and consider 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** **APPENDIX ONE**
To approve and confirm the minutes and confidential minutes of the meeting of the 5 March 2024.
- 6. SCHEDULE OF PAYMENTS** **APPENDIX TWO (A, B & C)**
To receive the schedules of payments made in February, March and April 2024.
Please send any questions to the Town Clerk prior to the meeting.

- 7. BANK RECONCILIATION** **APPENDIX THREE (A, B & C)**
To receive reconciliations of the Council's bank accounts for February, March and April 2024.
- 8. 2023/24 FINAL INTERNAL AUDIT REPORT** **APPENDIX FOUR**
To receive and consider the Final Internal Audit Report produced by Adrian Shepherd-Roberts of Auditing Solutions Ltd for recommendation to Council.
- APPENDIX FIVE (A, B & C) (to follow)**
- 9. 2023/24 REPORT ON VARIANCES, CLOSURE OF ACCOUNTS & COMPLETION OF AGAR**
To receive a report on the variances from the Administration & Events Manager, the accounts for 2023/24, and the draft Annual Governance and Accountability Return for recommendation to Council.
- 10. POLICIES TO BE APPROVED** **APPENDIX SIX (A & B)**
To receive and approve the Managing Performance Policy and Procedure to replace the previous Capability Procedure and Flexible Working Policy and Procedure (includes model letters and forms which can be requested).
- 11. NALC CIVILITY & RESPECT PLEDGE**
To receive and consider a request from NALC for all Councils to adopt their Civility and Respect Pledge - <https://www.nalc.gov.uk/our-work/civility-and-respect-project>
- 12. ALLOTMENTS COMPOST TOILETS & FENCE REPLACEMENT** **APPENDIX SEVEN**
To receive and consider a request for from Hereford Allotment & Leisure Gardeners for 50% of the cost towards two compost toilets and replacement fencing.
- 13. HINTON COMMUNITY CENTRE ANNUAL UPDATE** **APPENDIX EIGHT**
To receive a report from the Hinton Community Centre Manager on their activities over the last 12 months and actions for the future.
- 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. CONFIDENTIAL - STAFFING MATTER** **APPENDIX NINE**
To discuss a confidential staffing matter regarding the Hinton Community Centre Manager.
- 16. CONFIDENTIAL - HONORARY RECORDER** **APPENDIX TEN**
To receive and consider a candidate to replace the current Honorary Recorder who will be retiring from Christmas 2024.
- 17. READMISSION OF THE PRESS AND PUBLIC**
To readmit the press and public at the conclusion of confidential business.
- 18. ITEMS FOR FUTURE MEETINGS**
To identify items for consideration at the next meeting.
- 19. DATE OF NEXT MEETING**
To confirm the date of the next meeting on 22 October 2024 at 6pm.