



HEREFORD CITY COUNCIL

POLICY AND RESOURCES COMMITTEE - 4 JUNE 2024

MINUTES OF MEETING

Present: Councillors Paul Stevens, Polly Andrews, Mark Dykes, Debbie Hobbs, Cat Hornsey, Rob Owens, Sam Potts, Diana Toynbee.

Attending: Karen Davis Town Clerk and RFO, Becci O'Reilly Administration and Events Manager, Alyson Kinsey Finance Officer and Derek Kemp of DCK Accounting Solutions (Accountant).

PR2024/25.1 ELECTION OF CHAIR AND VICE CHAIR

It was proposed by Councillor Potts seconded by Councillor Owens and with two abstentions and one opposed

RESOLVED That Councillor Hornsey be elected as Chair of the Committee for the municipal year 2024-2025.

It was proposed by Councillor Owens, seconded by Councillor Hobbs and with two abstentions and one opposed

RESOLVED That Councillor Potts be elected as Vice Chair of the Committee for the municipal year 2024-2025.

PR2024/25.2 APOLOGIES FOR ABSENCE

Apologies were noted from Councillor Boulter.

PR2024/25.3 SUBSTITUTIONS

None.

PR2024/25.4 DECLARATIONS OF INTEREST

Councillor Owens declared a non-pecuniary interest in item 12 on the agenda, for which he may discuss but not vote on the item on the agenda.

PR2024/25.5 MINUTES OF PREVIOUS MEETING

It was proposed by Councillor Andrews, seconded by Councillor Stevens and with three abstentions

RESOLVED That the minutes of the meeting of 5 March be accepted as a true record and signed accordingly by the Chair.

PR2024/25.6 SCHEDULE OF PAYMENTS

The Finance Officer presented a schedule of payments made since the last meeting and the Chair reminded everyone that questions should be put in advance so answers can be researched. There were no questions, and the schedule of payments was noted.

PR2024/25.7 BANK RECONCILIATIONS

The Finance Officer presented reconciliations on all accounts for items since the last meeting. There were no questions, and the reconciliations were accepted.

PR2024/25.8 2023/2024 FINAL INTERNAL AUDIT REPORT

Becci, who had been the acting Town Clerk during the auditing process reported:

“As part of the closing of accounts the internal auditor produced a final report on the Council’s processes. The report identified no problems or issues and would be forwarded as part of the Annual Governance and Accountability Review.”

The report was noted with congratulations extended to the staff by Councillors for “a clean audit”.

PR2024/25.9 REPORT ON VARIANCES, CLOSURE OF ACCOUNTS, ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW

It was proposed by Councillor Stevens, seconded by Councillor Dykes and unanimously.

RESOLVED That the Committee endorses the statement on variances in the report and recommends acceptance of the accounts and AGAR as drafted to Council at its meeting of 25 June 2024.

That subject to any further comments at Council, the Committee recommends that the AGAR be signed and that the accounts be published for public scrutiny.

Derek Kemp left the meeting at this point.

PR2024/25.10 POLICIES TO BE APPROVED

Both Policies as set out below were submitted by Becci who advised that these had been procured through Hoople; a public sector owned company based in Hereford, who specialise in providing support services to the public sector as well as commercial customers.

i) “Managing Performance Policy and Procedure”

The “Managing Performance and Policy Procedure” being a direct replacement of the previous “Capability Procedure”.

It was proposed by Councillor Hornsey, seconded by Councillor Stevens and unanimously

RESOLVED That the Managing Performance Policy and Procedure be accepted and adopted forthwith.

ii) “Flexible Working Policy and Procedure”.

This Policy and Procedure had been procured through Hoople.

It was proposed by Councillor Andrews, seconded by Councillor Dykes and unanimously

RESOLVED That the Flexible Working Policy and Procedure be accepted and adopted forthwith.

PR2024/25.11 NALC CIVILITY & RESPECT PLEDGE

A copy of the NALC Policy and Pledge had been circulated to the Councillors prior to the meeting. The Clerk was asked about the “training aspect” of the pledge to which she advised training for all Councillors would be arranged through HALC during the forthcoming couple of months.

It was proposed by Councillor Potts, seconded by Councillor Hobbs and unanimously

RESOLVED That the NALC CIVILITY & RESPECT PLEDGE be adopted, in so doing

“Hereford City Council agrees that “the council” will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.”

PR2024/25.12 ALLOTMENTS COMPOST TOILETS AND FENCING REPLACEMENT

This request was submitted to the Council by the Hereford Allotment and Leisure Gardeners “HALG” and supported by quotes for the work referred to therein.

It was proposed by Councillor Andrews, seconded by Councillor Stevens and with Councillor Owens abstaining (due to his non-pecuniary interest in this matter).

RESOLVED That the sum of £3,183.75, which is 50% of the costs of the two quotes provided “for two compost toilets at Eign and Westfaling allotments” and “replacement fencing” at the Drybridge allotment, be approved.

PR2024/25.13 HINTON COMMUNITY CENTRE ANNUAL UPDATE

A comprehensive annual report had been prepared by the Manager of the Hinton Community Centre and circulated to the Councillors prior to the meeting. The report was noted, and Councillors wished to extend their thanks to the manager for all his work at the Hinton Community Centre and his outstanding contribution to the community.

PR2024/25.14 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Hornsey, seconded by Councillor Potts and unanimously

RESOLVED That in order to enable confidential business to be discussed, the press and public be excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 s1(2)

PR2024/25.15 CONFIDENTIAL – STAFFING MATTER

At the conclusion of the confidential item, which is separately minuted, it was proposed by Councillor Stevens, seconded by Councillor Potts and unanimously

RESOLVED That the Manager of the Hinton Community Centre hours be increased to 37 hours a week with immediate effect, and that the salary banding for this job role be reviewed as part of the annual budgeting undertaken by the Town Clerk & Responsible Financial Officer.

PR2024/25.16 CONFIDENTIAL – HONORARY RECORDER APPOINTMENT

At the conclusion of the confidential item, which is separately minuted, it was proposed by Councillor Hornsey, seconded by Councillor Potts and unanimously

RESOLVED that HHJ Martin Jackson appointment be recommended to Council.

PR2024/25.17 READMISSION OF THE PRESS AND PUBLIC

Confidential business having been concluded, it was agreed without a vote to readmit the press and public.

PR2024/25.18 ITEMS FOR FUTURE MEETINGS

City Council Website, this item is to be considered again because two Councillors disputed the interpretation of the working party report, which had been reported at the meeting of the 5 March.

There being no further business the Chair closed the meeting at 19:02.

Signed

Date

DRAFT