

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 12 November 2024 at 6pm at which the business set out below is proposed to be transacted.

Becci O'Reilly
Acting Town Clerk



HEREFORD CITY COUNCIL

MEETING OF THE POLICY AND RESOURCES COMMITTEE

**HCC Committee Room, Town Hall
TUESDAY 12 NOVEMBER 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. CLERK COVER FROM HALC (Hereford Association of Local Councils)**
To consider accessing HALC Clerk Cover for the meeting @ £250.
- 2. APOLOGIES FOR ABSENCE**
To receive and consider apologies for absence from Members.
- 3. APPOINTMENT OF SUBSTITUTES**
To note the appointment of any substitute members.
- 4. DECLARATIONS OF INTEREST AND DISPENSATIONS**
To receive declarations of interest and consider requests for dispensation in respect of items on the agenda made by Members under the Herefordshire Code of Conduct.
- 5. PUBLIC PARTICIPATION**
To receive any questions that may be put to the meeting by members of the public present.

- 6. MINUTES** **APPENDIX ONE (A, B & C)**
To approve and confirm the minutes and confidential minutes of the meetings of 4 June, 10 September and 22 October 2024.
- 7. SCHEDULE OF PAYMENTS** **APPENDIX TWO (A, B, C, D & E)**
To receive the schedules of payments made in May, June, July, August and September 2024.
Please send any questions to the Acting Town Clerk prior to the meeting.
- 8. BANK RECONCILIATION** **APPENDIX THREE (A, B, C, D & E)**
To receive reconciliations of the Council's bank accounts for May, June, July, August and September 2024.
- 9. 2023/24 AGAR EXTERNAL AUDIT REPORT** **APPENDIX FOUR**
To note the issuing of an unqualified external audit and recommend to Council.
- 10. 2024/25 INTERIM INTERNAL AUDIT REPORT** **APPENDIX FIVE**
To note the Interim Internal Audit Report produced by Adrian Shepherd-Roberts of Auditing Solutions Ltd and recommend to Council.
- 11. BALANCE SHEET & INCOME & EXPENDITURE** **APPENDIX SIX**
To note the Rialtas Balance Sheet and Income and Expenditure Statement as at 30 September.
- 12. 2025/26 CCTV REVIEW REQUESTS** **APPENDIX SEVEN**
To receive and consider requests from Herefordshire Community Safety Partnership and Herefordshire Council to reconsider contributing to CCTV for the financial year 2025/26.
- 13. THREE CHOIRS FESTIVAL HOSPITALITY** **APPENDIX EIGHT**
To receive and consider a report from the Acting Town Clerk on providing hospitality as part of the Three Choirs Festival when it is in Hereford in 2025.
- 14. HEREFORD APPLEFEST** (to follow) **APPENDIX NINE**
To receive and consider a report from the Acting Town Clerk/Administration and Events Manager on the 2024 festival.
- 15. 2025/26 BUDGET OPTIONS** **APPENDIX TEN**
To receive and consider a report from the Acting Town Clerk and Finance Officer on the budget options for the financial year 2025/26.
- 16. MARKETING ASSISTANT – NEW PART TIME POSITION** **APPENDIX ELEVEN**
To receive the employer costs and consider funding from reserves for the current financial year, to be able to recruit to this position as soon as possible, as resolved at the Extraordinary Policy and Resources Committee held on 22 October 2024, subject to Council decision on 26 November 2024.
- 17. ANNUAL FUNDING AWARD – H&W CITIZENS ADVICE** **APPENDIX TWELVE**
To receive the annual report in respect of Citizens Advice activities in Hereford during 2023/24 and consider releasing and increasing their annual award for 2024/25 to £13,000 as requested.

- 18. ANNUAL FUNDING AWARD – HEREFORD IN BLOOM** **APPENDIX THIRTEEN**
To receive the annual brochure in respect of Hereford in Bloom’s activities in Hereford during 2023 and consider releasing and increasing their annual award for 2024/25 to £13,000 as requested.
- 19. ASSET OF COMMUNITY VALUE** **APPENDIX FOURTEEN**
To receive and consider a request from a member of the public to support their suggestion that the piece of land owned by Connexus, next to the Child Development Centre on Ross Road, which HALG have a Certificate of Lawfulness obtained on to become allotments, be registered as an Asset of Community Value.
- 20. MAYORAL CAR LEASE** **APPENDIX FIFTEEN**
To note that the lease of the Mayoral Car has been extended for 12 further months with effect from February 2025 for a reduced monthly amount with the option to extend for an additional two years.
- 21. 2024/25 NJC PAY AWARD** **APPENDIX SIXTEEN**
To consider adopting the 2024/25 National Joint Council for Local Government Services (NJC) recommended pay scale increase for all staff, backdated to 1 April 2024.
- 22. DATE OF NEXT MEETING**
To confirm the date of the next meeting on Tuesday 14 January 2025 at 6pm.

5 November 2024