

31<sup>st</sup> October 2024

**To:** Councillors Jo Day, Nigel Foot, David Harman, Pam Lusby-Taylor, Steve Masters, Vaughan Miller, Andy Moore, Gary Norman (Chairperson), Elizabeth O’Keeffe & Meg Thomas.

**Substitutes:** All remaining Members of the Council.

Dear Councillor

You are summoned to attend an extraordinary meeting of the **Policy & Resources Committee** to be held in the Elsie Kimber Room, Town Hall, Market Place, Newbury on **Tuesday 5<sup>th</sup> November at 7.45pm**. The meeting is open to the press and public and will be streamed via Zoom:

<https://us02web.zoom.us/j/86234144044?pwd=F8ygPuaBBzqO07EB7LCq7jDMCE5axn.1>

Meeting ID: 862 3414 4044

Passcode: 051772

Yours sincerely,

*Liz Manship*

**Liz Manship**  
**Finance & Corporate Services Manager**

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## AGENDA

- 1. Apologies for absence**  
*Chairperson*
- 2. Declarations of interest and dispensation**  
*Chairperson*  
**To receive** any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes (Appendix 1)**  
*Chairperson*  
**To approve** the minutes of a meeting of the Policy & Resources Committee held on Monday 14<sup>th</sup> October 2024 (appendix 1)
- 4. Questions and Petitions from members of the public**  
*Chairperson*
- 5. Members’ questions and petitions**  
*Chairperson*

**All questions for this meeting must be submitted to the RFO by 2.00 pm on Monday 2<sup>nd</sup> November 2024.**

**6. Climate Emergency (Appendix 2)**

- 6.1. **To resolve** to close the Climate Emergency Working Group and form with immediate effect a Climate Emergency Sub-Committee.
- 6.2. **To resolve** agreement of the Terms of Reference for the Climate Emergency Sub-Committee, its members and chairperson.

**7. Strategy Working Group (Appendix 3)**

*Chairperson*

**To resolve** agreement of the Terms of Reference of the Strategy Working Group, its members and chairperson.

**8. Solar Inverter for Town Hall Roof (Appendix 4)**

*Chairperson*

**To resolve** to remove the redundant inverter on the Town Hall Roof and to install a replacement 3kw Solis Inverter, using vired funds from nominal code 290/XXXX

**9. Next meeting:**

*Chairperson*

**To note** that the next meeting of the Policy & Resources Committee is to be held on Monday 27<sup>th</sup> January 2025, should no meeting be called earlier.

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY ON MONDAY 14<sup>th</sup> OCTOBER 2024 AT 7.30PM.**

**PRESENT**

Councillors Phil Barnett (Sub), Jo Day, Billy Drummond (Sub), David Harman, Vaughan Miller, Andy Moore, Gary Norman (Chairperson), Graham Storey (Sub) & Meg Thomas.

**IN ATTENDANCE**

Toby Miles-Mallowan, Chief Executive Officer  
Kym Heasman, Committee Clerk

**36. APOLOGIES FOR ABSENCE**

Councillors Steve Masters (Substitute Graham Storey), Elizabeth O’Keeffe (Substitute Billy Drummond) and Pam Lusby-Taylor (Substitute Phil Barnett)

**37. DECLARATIONS OF INTEREST AND DISPENSATIONS**

The Chief Executive Officer declared that Councillors Phil Barnett and Billy Drummond are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council (WBC) business.

**38. MINUTES**

**PROPOSED:** Councillor Vaughan Miller

**SECONDED:** Councillor Gary Norman

**RESOLVED:** That the minutes of the meeting of the Policy & Resources Committee held on Monday 29<sup>th</sup> July 2024 be approved as a correct record and signed by the Chairperson.

**39. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC**

There were none.

**40. MEMBERS’ QUESTIONS AND PETITIONS**

There were none.

**41. LIST OF PAYMENTS**

**PROPOSED:** Councillor David Harman

**SECONDED:** Councillor Andy Moore

**RESOLVED:** That the lists of payments made for the period 1<sup>st</sup> July 2024 to 30<sup>th</sup> September 2024 is authorised.

**PROPOSED:** Councillor Meg Thomas  
**SECONDED:** Councillor Vaughan Miller

**RESOLVED:** That the lists of Reconciliation statements for the period 1<sup>st</sup> July 2024 to 30<sup>th</sup> September 2024 is authorised.

**42. BUDGET MONITORING QUARTER 2**

The income and expenditure account for the period 1<sup>st</sup> – 30<sup>th</sup> September 24 was received and noted by the Committee.

**PROPOSED:** Councillor Billy Drumond  
**SECONDED:** Councillor Jo Day

**RESOLVED:** To approve expenditure against cost centres that are over the annual budget, in accordance with this Council's financial regulation.

**43. DEBTS OVER £500 AND MORE THAN THREE MONTHS OLD**

Members were advised that there were no debts over £500 and more than 3 months old. The report was noted.

**44. GRANTS SUB COMMITTEE MEETING – 18<sup>TH</sup> JULY 2024**

Members received and noted the draft minutes from the Grant Sub-Committee held 18th July 2024.

**45. BANK FIXED-TERM INTEREST ACCOUNTS**

Members received and noted the report.

The Chief Executive Officer gave members of the committee an explanation on the accounts, the money that is being used and the benefit of additional income that has been generated for the Council.

**46. GRANT PAYMENTS**

**PROPOSED:** Councillor Vaughan Miller  
**SECONDED:** Councillor Graham Storey

**RESOLVED:** that the Grant Payment of £1000 be Paid to the Newbury Flood and Drainage Action Group.

**47. CLIMATE WORKING GROUP – TERMS OF REFERENCE AND STATUS**

Members of the committee discussed the status of the working group and unanimously agreed that the statute should be updated from the Climate Emergency Working Group to the Climate Emergency Sub-committee going forward.

**PROPOSED:** Councillor Gary Norman  
**SECONDED:** Councillor David Harman

**RESOLVED:** that recommendation be made to the next scheduled meeting of Full Council to agree the upgrade of the status of the climate emergency working group to a Sub-Committee, remaining under the Policy & Resources Committee. Additionally, with revision to the TOR's to be considered.

**48. FINANCIAL REGULATIONS**

Members received and noted the recommended amendment to the reviewed Financial Regulations in respect to Faster Payments, prior to their recommendation to Full Council.

**49. EXTERNAL AUDIT**

Members received and noted the outcomes and comments of the external audit report. Members of the Committee noted the Notice of Conclusion of Audit year ended 31<sup>st</sup> March 2024.

**50. INTERNAL AUDIT**

Members of the committee received the 1<sup>st</sup> report of the Internal auditor for 2024/45 and noted the recommendation regarding Faster Payments had been actioned.

**51. AUDIT WORKING GROUP – TERMS OF REFERENCE**

**PROPOSED:** Gary Norman  
**SECONDED:** Jo Day

**RESOLVED**

Members received and agreed the recommendations made by the Audit Working Group to their TORs, with the addition of the CEO as an Ex-officio member and one Officer being present to be quorate.

**52. STANDING ORDERS**

**PROPOSED:** Councillor Andy Moore  
**SECONDED:** Councillor Meg Thomas

**RESOLVED:** To recommend the updated Standing Orders to Next Scheduled Full Council meeting for agreement, previously considered by the Audit Working Group.

**53. STRATEGIC RISK REGISTER 2024/25**

**PROPOSED:** Councillor Andy Moore  
**SECONDED:** Councillor David Harman

**RESOLVED:** To approve the Strategic Risk Register 2024/25, previously considered by the Audit Working Group.

**54. STRATEGY WORKING GROUP – TERMS OF REFERENCE AND MEMBERSHIP**

**PROPOSED:** Gary Norman

**SECONDED:** Jo Day

**RESOLVED**

Members agreed that a recommendation be made to Full Council for membership consideration.

**55. BUDGET AND STRATEGY REVIEW PROCESS 2025/26**

Members of the committee received and noted the Budget and strategy review process for 2025/26.

**56. HEALTH AND SAFETY**

Members noted the quarterly health and safety report received.

**57. FORWARD WORK PROGRAMME**

The forward work programme was received and noted by the committee, with no additional items being added.

**58. NEXT MEETING**

Members noted the next meeting was scheduled to take place on Monday 20<sup>th</sup> January 25. Revised schedule of meeting to be circulated and published, noting the changes to the January P & R committee, January Full Council meeting and the second January Planning & Highways meeting.

**59. EXCLUSION OF THE PRSS AND PUBLIC**

**PROPOSED:** Councillor Billy Drummond

**SECONDED:** Councillor Jo Day

**RESOLVED:** That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**60. BANKING ARRANGEMENTS – 2024/25 REVIEW**

**PROPOSED:** Councillor Gary Norman

**SECONDED:** Councillor Jo Day

**RESOLVED:** Further to undertaking a review of the banking arrangements, the agreed amendments, as resolved in Appendix 1 to these minutes, be signed and forwarded to the Council's Bank for action.

**61. STAFFING MATTERS**

Members received and noted the Minutes from Staff Sub-Committee Meeting held Wednesday 25<sup>th</sup> September 2024.

Members noted the update to the staff structure and agreed with the recommendation to go to Full Council.

Members noted the appointment of the Committee Clerk.

**62. ENERGY SUPPLIES BUDGET**

**PROPOSED:** Councillor Vaughan Miller

**SECONDED:** Councillor Gary Norman

**RESOLVED:** To approve that the RFO vire funds to cover the estimated over expenditure against the Energy Budget, from the suggested nominal codes.

**PROPOSED:** Councillor Gary Norman

**SECONDED:** Councillor Meg Thomas

**RESOLVED:** To accept the retrospective contract with SSE for the unmetered Dusk to Dawn unmetered footpath lighting from 1<sup>st</sup> December 2023 to 30<sup>th</sup> November 2024. And to refer the proposed blended contract from the Council's main electricity supplier to Full Council, in consideration of its value.

**THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 21.49 HRS**

**CHAIRPERSON:**

Signature:

Date:

MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL  
CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY  
ON MONDAY 14<sup>th</sup> OCTOBER 2024 AT 7.30PM.

## APPENDIX 1

## PRESENT

Councillors Phil Barnett (Sub), Jo Day, Billy Drummond (Sub), David Harman, Vaughan Miller, Andy Moore, Gary Norman (Chairperson), Graham Storey (Sub) & Meg Thomas.

## IN ATTENDANCE

Toby Miles-Mallowan, Chief Executive Officer  
Kym Heasman, Committee Clerk

## 60 BANKING ARRANGEMENTS – 2024-25 REVIEW

## 60.1 Bank Mandate – Signatories

To add or delete a bank signatory on the main Bank Mandate, the bank requires two signatories to complete and sign the 'Amendments to Authorised Signatories' form. Recommendations to increase the security were provided to Council prior to the meeting.

**PROPOSED:** Councillor David Harman

**SECONDED:** Councillor Vaughan Miller

**RESOLVED:**

The recommended amendments to the bank signatories on the main banking mandate, were approved as follows:

- a) That there shall be 10 Bank Signatories on the Bank Mandate, comprising:
  - a. 5 councillors:
    - to include the Chair and Vice-Chair of the P&R Committee
    - to exclude members of the Audit Working Group
    - to include only 1 member of a marriage, partnership or relatives
  - b. 5 officers:
    - To include the CEO, RFO, Services Delivery Manager, Civic Manager and Senior Accounts Officer.
    - That no Councillor or Officer shall be added as a Bank Signatory, until they have served as a councillor or have been employed by the Council for a minimum of 3 months; and have been resolved as a Signatory by the Policy & Resources Committee.
- b) On leaving the Council, two continuing signatories under the direction of the RFO, CEO or Senior Accounts Officer, will sign for the Officer/Councillor to be removed as signatory and the Policy & Resources Committee will be advised at the next meeting.
- c) Bank Signatories will be reviewed annually.
- d) With immediate effect, signatories to be amended to:
  - a. 5 councillors:
    - Joan Day (Jo)
    - William Drummond (Billy)



- Gary Norman
- Elizabeth O’Keeffe
- Martin Vickers

All other councillors, including Cllrs Sarah Slack and Martha Vickers to be removed as Signatories.

b. 5 officers:

- Tobias Miles-Mallowan (CEO)
- Elizabeth Manship (RFO)
- Martin Kavanagh (Services Delivery Manager)
- Jo Aylott (Civic Manager)
- Margaret Gore (Senior Accounts Officer)

All other officers to be removed as Signatories.

e) The above Signatories will remain in place until they either leave the Council or are formally amended by the Policy & Resources Committee.

### **60.2 Internet Banking – Mandate to sign and execute corporate Internet Services amendments**

To add and remove Officers for internet banking, the bank requires a Bank Mandate for Internet Banking, resolved by Full Council or the Policy & Resources Committee, confirming the Officers who may sign the ‘Corporate Internet Services Application and Amendment Form’.

**PROPOSED:** Councillor Meg Thomas

**SECONDED:** Councillor Billy Drummond

#### **RESOLVED:**

The following supersedes any previous authorisations in respect to Internet Banking for Newbury Town Council.

- a) Any two of the following persons are hereby authorised to sign and execute on behalf of Newbury Town Council all Agreements and to take any action or decision required in connection with the Corporate Internet Services, including the appointment of Administrators who, it was noted and approved, would themselves have the ability to set and amend the level of Permissions granted to each other Authorised User on behalf of this Council:
- Elizabeth Manship (Finance & Corporate Services Manager, and RFO)
  - Tobias Miles-Mallowan (CEO)
  - Martin Kavanagh (Services Delivery Manager)
  - Jo Allcott (Civic Manager)
  - Margaret Gore (Senior Accounts Officer)
- b) To amend this mandate requires a resolution of Full Council or the Policy & Resources Committee.

### **60.3 Internet Banking – Access to Internet Banking**

To enable Officers to have access to Internet Banking, with agreed permission levels, requires the banks application form signed by two of the signatories listed on the Internet Banking Mandate (mins. 60.2a). The Bank does not require the authorisation

of the Council for individual Officers to have access to Internet Banking. Recommendations to increase security and ensure access to Internet Banking is centrally managed were forwarded to Council prior to the meeting.

**PROPOSED:** Councillor Gary Norman

**SECONDED:** Councillor Phil Barnett

**RESOLVED:**

- a) Access to Internet Banking is restricted to Officers holding the following positions:
  - CEO
  - RFO
  - Senior Accounts Officer
  - Services Delivery Manager
  - Civic Manager
- b) All Officers must have a minimum of 3 months satisfactory employment with Newbury Town Council prior to having access to Internet Banking.
- c) To amend this requires a resolution of Full Council or the Policy & Resources Committee.

#### **60.4 Internet Banking – Bank limit on BACS transactions for any 3-day period**

**PROPOSED:** Councillor Vaughan Miller

**SECONDED:** Councillor Jo Day

**RESOLVED:**

- a) The Council authorises Handelsbanken to increase the 3-day limit for BACS transactions from £100,000 to £150,000, with immediate effect.
- b) To amend this requires a resolution of Full Council or the Policy & Resources Committee.

#### **60.5 Business Debit Cards – Mandate to Authorise Business Debit Card Signatories**

To agree a debit card for officers, together with their limits, the bank requires:

- Authorisation from Full Council or the Policy & Resources Committee as to who can sign the application forms. This authorisation remains in place until it is changed.
- Application forms signed on an as needs basis, by two of the authorised signatories for officers to both hold a Business Debit card, and individual limits.

**PROPOSED:** Councillor Andy Moore

**SECONDED:** Councillor meg Thomas

**RESOLVED:** The following supersedes any previous authorisations in respect of Business Debit Cards for Newbury Town Council.

- a) Any two of the following persons are hereby authorised to complete and sign the Business Debit Card Application Form and to complete and sign (including by nominating Users) Business Debit Card Authorised User Application Forms from time to time and each of the following persons is hereby authorised to take any action or decision in connection with any Business Debit Card or any Document:

- Elizabeth Manship (Finance & Corporate Services Manager & RFO)
  - Tobias Miles-Mallowan (CEO)
  - Martin Kavanagh (Services Delivery Manager)
  - Jo Aylott (Civic Manager)
- b) To amend this requires a resolution of Full Council or the Policy & Resources Committee.

#### 60.6 Business Debit Cards – Additional Card Holders

To provide additional officers with a Business Debit Card, requires the banks application form signed by two of the signatories agreed in mins. 60.5a. The Bank does not require the authorisation of the Council for individual Officers to hold a Business Debit Card. For added security, it is recommended that the agreement of the Policy & Resources Committee is required to ensure the Business Debit Cards are centrally managed.

**PROPOSED:** Councillor Andy Moore

**SECONDED:** Councillor Meg Thomas

#### RESOLVED

- a) Access to Business Debit Cards is restricted to Officers recommended to and resolved by the Policy & Resources Committee.
- b) All Officers must have a minimum of 3 months satisfactory employment with Newbury Town Council prior to holding a Business Debit Card.
- c) The Council approves Business Debit Cards being issued by Handelsbanken to the following Officers:
  - Joanne Aylott – Civic Manager
  - Tina Sukhatska – Community Services Officer
  - Ting Ting Xing – Civic Officer

#### 60.7 Business Debit Cards – Annual Review of Business Debit Card Limits

The single transaction limits for Business Debit Cards are recommended in consideration of Officer's responsibilities within their day-to-day work.

**PROPOSED:** Councillor Andy Moore

**SECONDED:** Councillor meg Thomas

#### RESOLVED:

- a) The following single transaction limits for Business Debit Cards, within a 24-hour period, are agreed as follows:
 

○ CEO	£1,500
○ Finance & Corporate Services Manager & RFO	£1,500
○ Services Delivery Manager	£1,000
○ Civic Manager	£1,000
○ Senior Accounts Officer	£500
○ Committee Clerk	£300
○ Parks and Open Spaces Supervisor	£500
○ Facilities Officer	£300
○ Community Services Officers	£300
○ Civic Officer	£300

- Town Hall Officer £100
- b) The RFO, or in their absence from work, the CEO may request the bank increase their card limit for an individual transaction, provided:
  - a. Auditable evidence is held that the payment cannot be made through Internet Banking or Credit Card.
  - b. The invoice for the purchase has been agreed by two Members, alongside the Supplier Payments process.
  - c. Two members have been made aware of the need to increase the business debit card limit and have given their agreement in writing. (these may be the same two members as above).
  - d. The Business Debit Card limit is reduced as soon as the payment is made.
  - e. The Policy & Resources Committee is advised at the next meeting.
- c) The Business Debit Card limit for all Officers will be reviewed by the Policy & Resources Committee on an annual basis.

**CHAIRPERSON**

Signature:

Date:

**Newbury Town Council**

**Climate Emergency Sub-Committee**

**Membership:**

- Up to 6 Council elected members + 4 substitutes.
- Other community organisation representatives or individuals
- Consultants as required.
- Services Delivery Manager

If a member is unable to attend a meeting, they can nominate a substitute to represent their area of responsibility.

Administration support is provided, initially by the Services Delivery Manager.

Quorum is 3 Councilors and 1 Officer.

**Terms of Reference:**

- Outcomes: The Working Group is tasked to:
  - i) Develop the Council's Climate Emergency Environmental Strategy for Policy & Resources Committee approval, and adoption by all of the Council's Committees.
  - ii) Report back to the Policy & Resources Committee to give a status update and likely timescales for the implementation of each 6-monthly phase of the Climate Emergency Strategy & actions needed together with outline budget implications.
  - iii) Provide a platform for environmental sustainability, and bio-diversity related initiatives, within the remit and responsibility of Newbury Town Council, and subject to funding. Initiatives to be instructed by the parent committee or Full Council.
  - iv) Update Policy & Resources Committee on progress both annually by independently verified body and interim Report in Climate Change actions taken and Carbon reduction achieved.
  - v) Update Policy & Resources on Plans for, and outcome of, the Climate Emergency Workshops and action events approved.
  - vi) Liaise with Newbury Town Council's committees to encourage environmentally sustainable goals for all Newbury Town Council policies.
  - vii) Recommend next phases for implementation of the action plan, subject to funding.
  - viii) Review and award climate action grant applications for Green initiatives.

ix) Update Policy & Resources on Grants awarded and feedback from the recipients as to project outcomes.

- Resources and Budget:

Use Town Council meeting rooms, administration resources and officer time as required.

Grants Budget

- Governance:

Decisions agreed by a majority vote of those present, with Chairperson's casting vote if necessary. The Chairperson must be an elected Councillor.

**Additional information:**

- Methods of work (e.g., consultations, press releases, surveys, progress reports etc.) are entirely up to the Working Group to decide, resources permitting.
- Communications are generally informal and via e-mail.
- Relevant documentation is stored in a sub-folder under the Community Services folder on the Town Council IT data store.
- The group will meet at regular intervals to ensure progress as required.
- Sub-groups (with other nominated members) can be created as necessary to progress specific items.
- Reporting back to the Policy & Resources Committee or full Council on progress (via the Chairperson) and whenever it needs additional authority for action.
- The Working Group's work is complete when it has achieved all the deliverables to the satisfaction of the parent Committee.

These Terms of Reference may be reviewed and changed as necessary by authorisation by the parent Committee.

**Strategy Working Group – Terms of Reference – Draft Update 30/10/2024**

**Name: Strategy Working Group**

**Parent Company: Policy & Resources Committee**

**Members:**

- The Chair of each of the Council's Committees and Sub-Committees
- The Chief Executive Officer (Strategy Lead)
- The Responsible Financial Officer (Finance Lead)

**Additional Members:**

- Where a Councillor is the Chair of more than one Committee/Sub-Committee they may, if they wish, nominate an additional Councillor from one of the Committees/Sub-Committees they represent, to attend and represent that Committee/Sub-Committee.

**Substitute Members:**

- Any member of a Committee/Sub-Committee may be called upon to act as a substitute, if the Chair of the Committee/Sub-Committee is unavailable.

**Quorum:** 1 elected Member from each of the Council's Committees and 1 Officer.

**Chair:** The Chair of the Policy & Resources Committee will Chair the Working Group. If unable to attend a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

**Goals:**

1. To review the Council's Strategy and the Strategy Action Plan and, through discussion with members and the Council's Committees and Sub-Committees, to make recommendations to the Policy & Resources Committee on any amendments the Group feels are required to the Council's Strategy and the Strategy Action Plan. Working Group Meetings to support this goal will be coordinated by the Chief Executive Officer, at least annually.
2. To review the Council's Strategy in consideration of the Council's 4-year budget plan and make recommendations to the Policy & Resources Committee to support the allocation of funding, with the purpose of the timely achievement of the Council's objectives.
3. The workplan to support objective 2 is to include items (a), (b) & (c) below. Meetings in October, December and January to be coordinated by the RFO:
  - a. The Working Group, in **October**, discusses the first draft of the new budget in consideration of the Strategy.
    - i. The considerations of the Working Group in respect to budget priorities are reported back to the Committees/Sub-Committees and their Lead Officers, by the RFO and Chair of each Committee/Sub-Committee.
    - ii. Each Committee and Sub-Committee meets to discuss the budget and priorities in respect to their responsibilities. The Lead Officer for each Committee/Sub-Committee reports agreed priorities to the RFO to support the second draft of the budget.

- b. The Working Group, in **December**, discusses the second draft of the budget in consideration of both the Strategy and the Committees/Sub-Committees priorities; and makes recommendations to support the third draft of the budget.
  - i. The RFO applies the recommendations and forwards the third draft to all Councillors for information.
  - ii. Members of the Working Group consult with non-Working Group Councillors.
  
- c. The Working Group, in **January**, discusses the third draft of the budget, in consideration of their consultations and makes recommendations for the final draft budget.
  - i. The RFO applies the recommendations and forwards the final draft budget to the Policy & Resources Committee for consideration at its January meeting.
  - ii. The Policy & Resources Committee considers the final draft budget and makes its recommendation to Full Council for its January meeting.

**Guidance from the Council:**

Input / recommendations may be provided through the Policy and Resources Committee.

**Resources and Budget:**

Use of Town Council meeting rooms, administration resources and NTC Officer time as approved by the Chief Executive Officer.

**Governance:**

The Working Group will discuss proposals proposed by members and decide through consensus, or a majority vote with the Chair having a casting vote in the event of an equality of votes, what should be taken forward for action or for consideration by the Policy & Resources Committee.

**Additional Notes:**

- The Working Group will communicate through email, phone, and meetings, both formally and informally.
- Shared information/documentation will be held in the Council's Admin Office
- The Meetings shall take place when required.

These Terms of Reference may be reviewed and amendments recommended to the Policy & Resources Committee as necessary by the Working Group in light of additional information.



### **Solar Inverter for Town Hall Roof**

The Solar Inverter, on the Town Hall Roof, has not been operational for some time.

No funds were set aside in the 2024-25 budget, as it was anticipated that new solar panels and a replacement solar inverter would be installed in the 2023-24 financial year, using funds committed for the purpose.

These funds proved sufficient to cover the cost of the solar panels and a purchase order was raised. But this did not include the Solar Inverter.

The Services Delivery Manager and Climate Emergency Working Group would like to move this forward, as this would enable calculations to offset our carbon emissions.

A quote has been obtained to remove the current inverter and replace for just under £1000.

The Committee's agreement is sought to move forward with this project subject to the Services Delivery Manager identifying from which nominal code the funds can be vired.