

MINUTES OF CABINET

4 NOVEMBER 2025

PRESENT:

Councillors Moran (Chair), C Edwards, Livesey, Mistry, O'Rourke and Robinson.

Councillors McKenzie, Poole and Ward were also in attendance.

48. MINUTES

The minutes of the meeting held on 7 October 2025 were approved and signed by the Chair.

49. APOLOGIES FOR ABSENCE

An apology for absence from the meeting was received from Councillor Roodhouse.

50. DECLARATIONS OF INTERESTS

There were no declarations of interests.

51. PUBLIC QUESTION TIME

There were no questions.

Finance, Performance, Legal and Governance Portfolio

52. ACCOUNTS PAYABLE INVOICE AUTOMATION SOFTWARE

Cabinet considered the report of the Chief Officer – Finance and Performance (Part 1 – agenda item 5) concerning the proposed purchase of invoice automation software.

RESOLVED THAT –

- (1) a supplementary General Fund Capital budget of £0.030m be approved and added to the capital programme for 2025/26 for the implementation of the invoice automation module being added to the current Financial Management System;
- (2) a supplementary General Fund Revenue budget of £0.005m for 2025/26 for the software be approved;
- (3) the ongoing revenue costs of £0.014m per annum for the software be built into the General Fund Medium Term Financial plan from 2026/27; and

- (4) a review and approval of the AI risk assessment, data processing risk assessment, DPIA(s), and ROPA(s) by the Chief Officer for Digital and Communications and the Council DPO be completed, prior to implementation of the software, to ensure compliance with Council policies and statutory guidance.

53. PROTOCOL FOR FLAGS AND LIGHTING OF THE TOWN HALL

Cabinet considered the report of the Chief Officer – Legal and Governance (Part 1- agenda item 6) concerning a proposed protocol for the flying of flags and the lighting of the Town Hall.

RESOLVED THAT – the protocol for flag flying and lighting of the Town Hall, as set out in Appendix 1 to the report, be approved.

Communities, Homes, Regulation and Safety Portfolio

54. WORKS TO MAKE THE TOWN HALL COMPLIANT WITH FIRE AND ACCESSIBILITY REGULATIONS

Cabinet considered the report of the Chief Officer – Communities and Homes (Part 1- agenda item 7) concerning a funding request for works to make the Town Hall compliant with fire and accessibility regulations.

RESOLVED THAT – this item be deferred pending further consultation with Members and officers.

Operations and Traded Services Portfolio

55. ANNUAL REPORT OF THE CLIMATE EMERGENCY WORKING GROUP – OCTOBER 2025

Cabinet considered the report of the Chief Executive (Part 1- agenda item 8) concerning progress to deliver climate change mitigation and adaptation throughout 2024/25.

RESOLVED THAT – the Annual Report of the Climate Emergency Working Group 2025, as at Appendix 1 to the report, be noted.

CHAIR