

Cyngor Cymuned Trefriw Community Council

Name of Working Group: Village Hall Energy Report Working Group

TERMS OF REFERENCE

DRAFT February 2023

General Purpose:

The **Village Hall Energy Report Working Group** (hereinafter referred to as 'VHERWG') was set up by the Full Council on 14th February 2023 (Minute Item ~~xxxxxx~~) to review the contents of the Energy Audit Overview Report produced in December 2022, and make recommendations back to full Council.

Detailed Purpose

- Review the contents of the Energy Audit Report.
- Develop an action plan to make improvements.
- Make recommendations to full Council.
- Identify and pursue, with the Clerk, funding for approved improvement works.

Membership

- Membership of VHERWG was determined by full council on 14th February 2023 as Cllrs Bowen, Ellis and Kelly.
- To include the Clerk where appropriate.

Powers and Accountability

- VHERWG cannot make decisions on behalf of the Community Council and any recommendations made will be subject to approval by the Full Council.
- All quotes for potential works must be obtained in conjunction with the Clerk.
- The VHERWG must ensure that any work proposed is fully costed and the costs agreed by the Community Council before work commences.
- An update on work and recommendations of VHERWG to be provided at **monthly** Community Council meetings.

Meetings

- VHERWG will meet on an ad hoc basis, or otherwise as agreed by Council.

Sharing of Information

- Members will share information and resources in electronic form with group members and the Clerk.