

**HTS Group Limited
Minutes of Special Board Meeting**

**Held on 5th December 2022 at 17:30
Board Room Mead Park Depot**

1. Attendance and Apologies

Present

Michael Harrowven	Non-Executive Chair
John Phillips	Managing Director
Councillor Bob Davis	Director
Alex Morris	Finance Director & Company Secretary
Neil Rowland	Commercial Director
Councillor Jodi Dunne	Director (Observer)
Tina Roach	Assistant Company Secretary & Governance Manager (Minute taker)

Apologies

Councillor Eddie Johnson	Director
Councillor Stacy Seales	Director
Andrew Murray	HDC Director of Housing

Actions

2. HTS (Property & Environment) Limited Fleet Renewal Proposal and Sign Off

MH welcomed all to the meeting which has been called to ask Directors to approve the recommendation to purchase x74 vehicles.

JP advised this proposal was brought to both the HTS (Property & Environment) Limited Board meeting (held 5th December 2022) and the Audit & Finance Subcommittee meeting (held 2nd December 2022) whereby support was granted.

Reports were circulated prior to the meeting for consideration.

NR presented his report to the meeting in detail. As a summary:

- Proposal to purchase new vehicles to replace 74 of the existing aged fleet at an estimated cost of £2,076,087.30 (not including interest)
- The current lease arrangements with Alphabet come to an end in 2023, we are actively seeking a lease extension
- We have explored the purchase of electric vehicles during this procurement exercise
- Procurement options have been explored and our preference is to purchase the vans to meet our required specification
- We have been through a procurement exercise (via The Procurement Partnership Limited)

- HTS is recommending the procurement of 10No. electric vehicles
- Funding: there are several options open to HTS to finance the purchase. AM is in liaisons with Councillor James Leppard and Simon Freeman and we are also in discussion with third-party providers

NR informed that via the open tender process we welcomed manufactures to submit bids for alternative fuels and hybrid vehicles. Unfortunately, we did not receive any returns for this.

Discussions took place regarding the number of proposed electric vehicles and whilst higher costs were observed, the main reason we are unable to purchase a higher volume is due to the existing charging infrastructure.

BD enquired about the lifespan of batteries on the electric vehicles. TR advised the tender submissions have been returned with an 8-year warranty on the electric batteries.

Further to the above discussions JP proposed the HTS (Property & Environment) Board agree to this proposal to purchase x74 vehicles:

- BD conveyed his support for this proposal
- This was seconded by MH
- Unanimously agreed by all attendees

JP advised as the Group have approved this proposal it will now be forwarded to our Shareholder for consideration of funding.

JP

3. Any Other Business

JP advised Tim Page, our former HR, Payroll and Communications Manager, has decided to bring forward his planned retirement from March 2023 and will now retire at the end of December 2022. Board members noted his extensive contribution to the company. MH to send out a letter to T.Page on behalf of the Board expressing gratitude for his hard work and commitment.

MH

JP proposed that he would like to express a token of recognition and gratitude to employees this Christmas. A voucher in the sum of £25 could make a real difference to some of our employees and would be extremely welcomed. All employees would receive this, with the exception of Senior Managers and Directors that form the Senior Management Team. The vouchers equate to an approximate commitment of £9k and JP asked for the Boards ratification. All attendees agreed this proposal. JP will make arrangements. This proposal was unanimously agreed.

JP

JP advised Sub committee meetings are currently being reviewed and TR will be sending out proposals, inclusive of Chairs, members and terms of reference.

TR

Board meeting is closed.