**Harborough Energy Meeting**

14th January 2015 – 6:30pm

Attendees: Gavin Fletcher, Peter Jones, Oliver Savage, Dan Vivian, Andrew Wallace, Ian Wilson, Darren Woodiwiss

**Actions in bold and a list of actions is at the end of the notes.**

1. Welcome and introductions

All were welcomed, no introductions needed

1. Consideration of new members

Individuals/ organisations apply to be members of Harborough Energy. Directors decide how they apply for membership. Members then meet at an AGM to elect directors and decide what powers directors have, and what powers the members retain.

1. Governance guidance

Assume the same governance as with a Ltd Company.

Responsibilities of directors – there is a greater responsibility on directors of Ltd companies than on directors of a Co-op, so we should assume the responsibilities as of a Ltd company for best practice. **AW to send over a document of responsibilities of directors.**

Good governance suggests having a Declaration of Interests – not a legal requirement but could be covered at each meeting.

Harborough Energy has a responsibility to offer training to new directors – CASE-da can help with this.

Ian Wilson left the meeting at this point – all thanked Ian for his input to this process.

1. Logo and marketing

Logo design approved and passed by directors. Happy to move on with the website.

1. Accountancy and banking

* We can open with any bank
* Market Harborough Building Society have a community account but not a business one
* Coop have a business account (Edible16 use it)
* Santander and Triodos preferred by the group for a mix of ethics and business services, **GF to weigh up options and report a preferred route at next meeting**
* Accountancy not deemed necessary at the moment, decided that we should be able to get RCC to produce a simple set of accounts for now as part of management fee with SH

1. Projects

OVO

* Need more clarity and transparency about what the offer will be – can’t make a decision without more clarity
* **Oliver will chat with them as they want more significant backing than SH can offer**
* **Darren to put together a board paper for the next meeting – this can be seen as a working document to add to as more information comes through**
* **GF to continue to look for other similar opportunities**

Community AD

* Neil at NBJ (main partner alongside Village Power CIC and Sustainable Harborough) is still very keen on project
* WYG have produced a draft report. **PJ will critique the report and produce a list of questions for them to respond to**
* There need to be a management summary
* **PJ will produce a board paper for Harborough Energy to discuss the next steps**

PV (schools)

* Awaiting a list of potential school partners from Lark Energy – **GF to chase**
* **OS to put a paper together for the board to agree on next steps**
* **GF to continue to identify opportunities with business contacts, community buildings and partners (particularly Seven Locks Housing)**

1. Any other business

GF informed the group that Andrew Wallace is leaving Sustainable Harborough – he was thanked for his input.

1. Date of Next meetings

Thursday 12th February – 6pm, Leefe House

Tuesday 10th March – 6pm, Leefe House

**Actions**

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| **Action Point** | **Action** | **Who** | **By when** |
| 1.1 | Send out document of Responsibilities of Directors to PJ and DW | AW | End Jan |
| 1.2 | Bring preferred banking option to next meeting | GF | 12th Feb |
| 1.3 | Chat with OVO to see how LCoCo can help with an offer at scale | OS | 10th March |
| 1.4 | Put an OVO board paper together as a working document | DW | 12th Feb |
| 1.5 | Identify any other potential partners like OVO | GF | 10th March |
| 1.6 | List of questions for AD feasibility report | PJ | 12th Feb |
| 1.7 | Produce an AD board paper to be added to | PJ | 12th Feb |
| 1.8 | Produce a PV board paper to be added to | OS | 12th Feb |
| 1.9 | Identify further PV opportunities | GF | 12th Feb |