**Harborough Energy Meeting**

12 January 2016, 6pm

Attendees: Denise Marsdon, Gavin Fletcher, Darren Woodiwiss, Peter Jones, David Robbins, Oliver Savage, Andrew Mitchell, Roland Moss (late arrival)

Apologies: None

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

1. Welcome and introductions
2. Actions Arising from previous meeting

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| **Action Point** | **Action**  | **Who**  | **By when** |
| 1.1 | Contact Ellen (Woodnewton School) to advise if she believed EFA approval was required. | PJ | In progress |
| 1.2 | confirm timescales for EFA decision and to ensure that we have contact details over the holiday period. | GF | N/A – GF will follow up with EFA |
| 1.3 | Shareholder update draft a letter and circulate for approval | DM | Done |
| 1.4 | Update Dropbox sharing rights and delete obsolete documents. Set up correct e-mails contact group | DM | DoneFebruary |
| 1.5 | Find out estimated pellet tonnage requirement for RSA | DM | N/A at this time |
| 1.6 | Continue to progress the AD project  | PJ/DM | ongoing |
| 1.7 | Explore energy supply options with DNO – identify key contact. Circulate Regensw document | GF/DM | Done - ongoing |

1. Annual General Meeting

Quorate

As Harborough Energy has yet to trade the following items were disregarded

* Consideration of Directors’ and auditor’s report – DM confirmed that the annual return and relevant accounting information has been provided to HMRC
* Consideration of accounts and balance sheet
* Appointment and remuneration of the auditor – it was agree that this would be revisited when appropriate

DM noted that there is no requirement for directors to retire and therefore Peter Jones and Darren Woodiwiss would remain in post.

OS had offered himself for election as a director – PJ proposed and DW seconded – OS is therefore duly elected as a director

DR was asked if he would consider becoming a director – this he agreed and was proposed by PJ and seconded by DW – DR is therefore duly elected as a director

DM noted that it would be helpful to appoint GF as Secretary – proposed PJ, seconded DR – GF is duly elected as Secretary

**DM to ensure completion of parperwork**

1. Harborough Solar One

The Board expressed their disappointment at the late withdrawal from the project by Robert Smyth Academy.

It was noted that investors had been advised of the situation and offered the opportunity to have their investments returned. To date around £40,000 has been returned. Other investors were maintaining their investment for the time being pending the identification of a new project However DM noted that for some of those investors the ability to secure EIS relief is key.

GF outlined the costs that have been incurred, with Environmental Energies being the largest. It was agreed that GF would try to negotiate this down pending future work and that a letter should be drafted to RSA outlining our costs with a suggestion of a 50% split of these due to the very late withdrawal from the scheme.

It was agreed that PJ/GF would continue to seek clarity from the EFA not only in relation to this project but also to alleviate similar situations occurring with future school installations.

Overall it was agreed that in the longer term prices would reduce sufficiently to be viable even without subsidy.

GF suggested that there were 2 possibilities for utilisation of the monies in hand, subject to member approval:

1. A bundle of PV projects – possibilities include Archway House, MH Squash Club and Woodnewton School
2. A heat project that could qualify for EIS

The board considered timescales and it was agreed that funds should not be held for too long

DW suggested that a monthly update should be provided to investors for them to make informed decisions on whether to maintain their investment. PJ suggested that these communications should include reference to dealings with the EFA to leverage pressure for the EFA to clarify the situation.

GF felt that a new proposal should be worked up within one month.

AM suggested that there should be a mechanism to tie in schools (host organisations) in the future. Concern was shown that his could put prospective partners off.

OS suggested that the commitment point with a formal tie in to the project should be the issue of the prospectus

RM noted that HE needed a pipeline so that a backstop was in place to avoid a repetition. DM noted that Pentair had been that backstop but had also unfortunately fallen by the wayside.

PJ agreed to follow up Woodnewton as DM had not been able to obtain any kind of response

RM noted that there was an imminent webinar on the market following the FiT changes and would circulate details.

AM queried if there had been any reputational cost following withdrawal of RSA. GF/DM noted that response had been sympathetic and encouraging in relation to future opportunities with only one investor panicking. This had been dealt with and changes made to the website to ensure no further issues.

GF noted that in respect of press coverage there had been 2 Harborough Mail pieces, 1 Leicester Mercury piece and 1 HFM interview.

**GF to send out copies**

1. Project Updates

Robert Smyth biomass – this is on a back-boiler pending developments over the coming months

AD – a new proposal has surfaced that could offer a more attractive option in the short term

New project proposals **– DM/GF to explore opportunities with Woodnewton and the squash club to develop a business case –** in relation to taking forward a short term RSA replacement it was agreed that there was not requirement to go out to tender for an installer but new prices per kW would be sought. One advantage of using Environmental Energies is that it would give HE leverage in negotiating the costs of HS1.

New project proposal – Non fossil diesel project – this has been proposed by Peter Jones (see attached pro-forma for full details).

Next steps PJ broker a meeting with interested parties. Clarify full details to determine the business case

OS/DW questioned the ethos of this project and whether it was compatible with the overarching aims of HE in relation to burning diesel all be it from non –fossil sources.

PJ has already been in touch with WRAP to seek to establish is this is “dirty green” or “clean green”. The Board also suggested that HE should seek to get answers from WRAP on the carbon footprint of the proposal

AM asked if there were new build opportunities and although there was some cynicism it was agreed that this could present new pastures. Specifically PJ identified 40 houses proposed for N Kilworth. PJ to approach the developer Francis Jackson

DW/GF both identified that if HE is to address new-build then it would be imperative to build planning relationships

1. AOB

DM/GF has met with Smart Power Systems to explore the potential for future partnership work in what is anticipated to become a burgeoning market. Smart Power Systems forvide:

* Power system analysis, design and commissioning of AD and DC networks
* Development of supply energy storage
* Development and control of micro-grid and smart-grid systems

Further information <http://www.smartpowersystems.co.uk/>

Not only is this a very useful tie up but the company is actually based in Market Harborough

Dr Ian Chilvers has been invited to join the next HE meeting.

1. Dates of next meetings

Tuesday 9th February 2016 – Leefe House

Tuesday 8th March 2016 – Leefe House

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| **Action Point** | **Action**  | **Who**  | **By when** |
| 3.1 | Complete paperwork for new directors and secretary | DM | February |
| 4.1 | Negotiate on costs incurred in relation to the abortive RSA scheme | GF | asap |
| 4.2 | Letter to RSA Head  | PJ | asap |
| 4.3 | Follow up with Woodnewton school | PJ | asap |
| 4.4 | Send out press article copies | GF | February |
| 5.1 | Explore opportunities with Woodnewton and the squash club to develop a business case | GF/DM | asap |
| 5.2 | Non-fossil diesel - broker a meeting with interested parties. Clarify full details to determine the business case | PJ/GF/DM | asap |
| 5.3 | Approach the developer Francis Jackson to initiate opportunities in the new build field | PJ | February |