**Harborough Energy Meeting**

11 April 2017, Leefe House 18.00

Attendees: Denise Marsdon, David Robbins, Oliver Savage, Peter Jones, Darren Woodiwiss

Apologies: Gavin Fletcher

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

1. Minutes and Matters arising

The minutes were agreed

Matters arising

MoU with HDC shared and amended. OS keen just to get cracking on the project. All agreed subject to final changes to the MoU. **DM to circulate final version**

1. Harborough Solar One

DR requested a copy of the HS1 financials that he has been unable to locate

**DM to locate and put into Dropbox along with any other documents relating to HE/HE1 currently stored in the RCC SharePoint**

The date for the EGM to discuss and agree payment to the shareholders was agreed as Tuesday 25th July at 18.00. DM to ensure investors are advised and encouraged to attend. Venue to be set per numbers expected.

Installation data has been circulated and DR kindly produced charts to illustrate generation data to date**. DM to upload as PDF to website and update the Shar offer page**

DM outlined the current prospects for a second share offer. See note below in relation to Woodnewton. No contact yet with Travis Perkins which could represent a significant installation opportunity across numerous sites**. DW to chase the contact and keep DM apprised and secure contract details for Robert Walker the Chairman.** OS queried how we could ensure that the opportunities of innovation across the electricity network are extended to us as a community group and it was agreed that we should explore the opportunity of hosting a Innovation event in MH to include WPD, Regen and Ian Chilvers as a local storage expert**. DM/GF will continue to explore the RCEF Feasibilty funding option.**DM noted that Kibworth School had been promising but had pulled out for an unspecified reason. DM will be seeking further information. DW has a meeting on 10th May – time to be confirmed with Farndon Fields regarding their new premises. PJ noted that we should explore the option of engagement with the new Robert Smyth management team at their Academy Trust.

1. Energy Supply

DW gave an overview of the recent Smart Energy Marketplace conference that he attended and noted that the best workshop was on Storage and that this is an area that we should consider. PJ noted that there could be an opportunity with Woodnewton as part of our consultancy project. DM noted that she has been unable to arrange a survey yet.

**PJ to chase Woodnewton**

1. Legacy

DM had previously circulated a spreadsheet on the 2018 operating costs for Harborough Energy and asked the Board to note that HS1 and any subsequent project would have a fully costed financial model separate from this. The Board agreed that the spreadsheet indicated that with use of a 0.20 FTE support officer on a sub-contract basis the outlined information indicated that HE could continue to function for the whole of 2018 but that a second share offer was necessary to secure support thereafter and should therefore remain a priority.

DM noted that the Registered Officers of HE and HS1 would need to change when the Sustainable Harborough project came to an end and the offices were vacated. It was agreed that **DM should seek an alternative location** – perhaps the Accountant.

The on-going cost increase of the website was discussed and it was agreed that HE should continue with the current arrangement via Ideal Marketing for the time-being. DM also suggested that as more responsibility moved to the Board pending the end of lottery funding that they may increase their involvement**. DM to secure log-in passwords for DW and DR**

1. AOB

There was no other business discussed

1. Dates of next meetings

Board Meeting Monday 12th June 2017 1800, Leefe House

EGM Tuesday 25th July 2017 1800 Venue tbc

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| --- | --- | --- |
| **Action** | **Who** | **By when** |
| **Chase Woodnewton to arrange an energy survey** | **PJ** | **asap** |
| **Locate and put into Dropbox along with any other documents relating to HE/HE1 currently stored in the RCC Sharepoint** | **DM/GF** | **asap** |
| **DM to circulate final version of MoU** | **DM** | **asap** |
| **Upload as PDF to website and update the Shar offer page** | **DM** | **asap** |
| **Chase the contact and keep DM apprised and secure contact details for Robert Walker** | **DW** | **asap** |
| **Continue to explore the RCEF Feasibility funding option** | **DM/GF** | **On-going** |
| **Seek alternative Registered Office location** | **DM** | **June** |
| **Secure log-in passwords for DW and DR** | **DM** | **June** |