**Harborough Energy Meeting**

16th November 2017, Leefe House 18.00

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

Apologies: Peter Jones

The Minutes of the last meeting had been circulated and agreed.

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

1. Harborough Solar One
	1. AGM procedure- OS to Chair the meeting. DM to prepare detailed agenda
	2. DM noted that the registered offices of both HS1 and HE would be changed to that of the accountant on his return from holiday
	3. JT was welcomed to the meeting. DM noted that according to the Rules of the Society 1/3 of the directors would be required to retire. DW being the oldest duly offered his resignation and indicated his willingness to stand for re-election. DW was formally nominated along with JT who also offered to stand for election as a director. The nominations will be voted on at the AGM.
2. Project Updates
	1. DM provided updates on the following:
		1. NBJ London – ground mount PV – DM confirmed that the planning application has now gone in to HDC. There is a 6 – 8 week turnaround after which, on the assumption that it is successful a new share issue prospectus will be issued. It is hoped that NBJ will invest themselves and our original rules in the first share offer would be amended to enable them to do so, subject to a maximum single investment of 25% of the total shares.
		2. DM confirmed that the WRAP bid is moving forward with the selected consultants negotiating with WPD. OS wished to ensure that they consider district heating and storage within the study.
		3. DM confirmed that she would be providing the pro bono report for consideration by the board of Woodnewton academy outlining the potential for improving energy efficiency, lighting and an additional PV installation which could be a new share offer. OS suggested that one option moving forward would be a shared savings energy services arrangement.
		4. DM also asked the board to note that the MoU with HDC “Harborough Warm Homes” was beginning to deliver installations of insulation and heating measures with the emphasis on helping vulnerable households. The scheme has attracted interest from Hinckley and Bosworth and North West Leicestershire District Council where new extensions of the project are in progress
		5. DM also noted that she has been working with the Diocese of Leicester and Leicestershire to examine the opportunity for installing PV to its rectories. There are currently 24 under consideration. However, the proposal and original consultancy was undertaken as RCC and therefore the RCC would need to consider how to proceed. However, DM had discussed this with the RCC and they are open to the work being completed on a sub-contract basis. OS felt that the obvious delivery vehicle is Harborough Energy. **DM to explore options with RCC**
3. Lottery Legacy
	1. DM provided the board with a list of tasks and responsibilities with suggested lead board members. The Board agreed to consider this and identify any further areas for oversight.
	2. DM noted that now that we were collecting data for referrals to the Warm Homes schemes it would be necessary for HE to register with the ICO in terms of Data Protection and believed the cost would be £35 which SH would pay. The Board were asked to note that there were some sweeping changes in data protection coming in the new year and DM/DR were working to ensure HE’s compliance. As HS1 only maintains information in order to manage its own members there is no current requirement for registration. **DM to register with ICO**
	3. DR drew the boards notice to the Risk Register information that he had recently circulated. The Board worked though the examples to understand the process and agreed to populate the spreadsheet.
	4. DM asked the board to note that a new e-mail address has been set up harbroughenergy@gmail.com. DW to explore options for all of the board in respect of new emails addresses.
	5. **DM to recirculate the proposed sub-contract agreement** for her to provide administration, governance and business development support with the intention of getting this signed before Xmas. **DR to ensure this is concluded**.
	6. DM noted that the office at Leefe House would be closing before Christmas and that therefore venues for future meetings would need to be considered. HDC and The Angel were suggested. **All to consider venue alternatives.**
4. AOB
	1. DW asked the Board to note that a new Sustainable Harborough Trust had been incorporated and had secured £9,600 under Lottery Awards for All for branding and a website.
5. Dates of next meetings

Board Meeting Thursday 25th January 2018 – venue to be confirmed

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|  | **Who**  | **By when** |
| **Register with ICO** | **DM** | **asap** |
| **Explore options for delivery of the Diocese contract with RCC** | **DM** | **29.12** |
| **Recirculate the proposed sub-contract agreement for HE support** | **DM/DR** | **asap** |
| **Consider venues for future meetings** | **ALL** | **asap** |
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