**Harborough Energy Meeting**

13th March 2018,

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

Apologies: None

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. Governance and Administration

GF had prepared management accounts for HS1 to reflect actual income. GF asked the board to contact him directly if they had any queries.

DM noted that she has not yet drawn up similar for HE though given the level of activity there is less urgency and in any case the co-operative’s end of year is 31 March and therefore formal accounts would be required and management accounts will be drawn up thereafter.

DR gave an update on GDPR noting that whilst the organisation is small there is still a need to comply and fines are significant. The Board also agreed that a robust policy was welcomed in terms of PR and investor confidence. DR acknowledged that he had shared policy design with VASL. JT noted that Historic Houses, of which he is a member, had produced a guide.

DR had taken some time to review the information on our website to ensure compliance and noted that the link to Sustainable Harborough has now been removed.

**JT to share the Historic Houses guide.**

**GF to continue to provide data to Good Energy for Feed in Tariff payment – next submission due 23rd March**

1. Project Updates

NBJ – planning consent has been obtained. A draft license has been agreed by the Board and sent to NBJ for initial thoughts. The NBJ Board met yesterday 12th but has not yet reported to us.

DM confirmed that as well as seeking corporate and/or director investment in the scheme investment would be open to NBJ staff and they would be encouraged to invest.

In terms of the existing members of HS1 as well as those members that withdrew their original investments on the loss of EIS tax relief, an e-mail would be sent outlining the new investment and also offering a positive opt in for non-members as required by GDPR for future investment news communication. Those contacts that decline to opt in will be removed as required.

JT noted that he was unfamiliar with the NBJ site. JT also asked how the installer had been selected. DM noted that there is an agreed written procedure and scoring matrix for selection and Environmental Energies had proved the most favourable option.

**DM to organise a site visit and explore the possibility of holding a future HE meeting there.**

Diocese PV – the Diocese has canvassed its incumbents and based on the results of that the installer, Environmental Energies, has been given approval to the go ahead with surveys.

JT suggested that HE create explanatory materials for clergy and parishes to encourage further understanding and potential take up of PV.

Warm Homes project – DM provided updates. The scheme currently covers Harborough, Hinckley and Bosworth and North West Leicestershire with the County Council also looking to use our framework. The scheme is working well with various installers providing measures, mainly insulation plus some heating replacement. DM was pleased to note that the scheme was working well and the installers were paying commissions on time.

Woodnewton consultancy - PJ provided an update on the project noting that there are ongoing discussion in connection with amalgamating a high performing academy trust which has slowed progress on taking any action. PJ will take this forward as required noting specifically to those concerned the negative impact of poor building fabric and lighting on pupil achievement.

WRAP – feedback from Board received. DM to update and submit the application.

1. AOB

DM asked Board to note that Community Energy England are now charging a membership fee of £25 plus VAT. The Board agreed that membership should be maintained.

**DM/DR arrange payment**

DR has set up a Powerpoint presentation based on the data received from our installation meters including generation data graphs.

GF noted that we should really ask our host organisations to physically read the meters in order to calibrate the results with the remote metering data that we receive.

**DM to request meter readings and request current energy bills to update our rate.**

1. Dates of next meetings

It was suggested that the next board meeting be held either at NBJ for a site visit or at PJ’s home following a site visit.

Next meeting: 8th May 2018 – venue tbc

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| **Action** | **Who**  **All to research venues** | **By when**  **Ongoing** |
| Make FCA return on behalf of HS1 | DM | Done |
| Review financial situation | DM/GF/DR | Done |
| Comments on Risk Register and Data Protection Guidance | All | On-going |
| Check how best to manage new project in relation to existing members with Green Fox | GF | ? |
| review DP issues related to withdrawn members and how to gain their consent to market the new offer to them | DM/DR | asap |
| Share Historic Houses GDPR guide | JT | asap |
| **Produce draft project timetable NBJ** | **OS/DM support** | **Asap - Overdue** |
| Review financial projections for NBJ | All | Done but review in line with new information or changes to license |
| Review draft prospectus and licence | All | Done |
| Provide FiT data to Good Energy | GF | 23 March |
| Organise site visit to NBJ | DM | asap |
| Membership of Community Energy England | DM/DR | April |
| Request meter readings and current bills for Woodnewton and Archway | DM | April |