Harborough Energy – Notes from meeting – 12 February 2019

Present – Gavin Fletcher (GF), Peter Jones (PJ), Neil Burke (NB), Sharon Burke (SB), Judith Waddington (JW), Darren Woodiwiss (DW), John Twidell (JT), David Robbins (DR)

Apologies – Oliver Savage, Denise Marsdon

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| Agenda item |  | **Action** |
| 1. Policy/technology update
 | All inputted to an update on projects, technology  |  |
| 1. Governance
 | 1. JW asked whether our rules were set up properly and whether all Directors were aware of how our rules were written. JW is going to come to a future meeting with recommendations on any changes we need to make, and to update Directors on what the rules set out. Directors to decide on options. Peter Jones to look at CIO templates if JW needs them based on Great Western Railway. JW has compiled a membership list for both projects under HS1.
2. JW and DR will look at combining master spreadsheet information (which is currently scattered amongst various documents).
3. Need to look at risk assessments and ensure that they are up to date and fit for purpose. There is a risk register that we need to bring to the next meeting – DR to bring this, and to circulate beforehand.
4. We may need a ‘deceased list’ as part of our governance so that we can keep track of investments/investors etc. JT to identify a template from another project he is involved in.
 | **JW****JW and DR****DR****JT** |
| 1. Information and share interest payments
 | Information has gone out to investors, and payment details have been received. GF to issue payments this weekend (by 17th Feb) | **GF** |
| 1. Governance and administration support options and Future HE and Warm Homes
 | Denise has handed in her notice for the combined roles that she performs for HE and HS1. There follow a list of actions associated with future admin and project support.* Need a conversation with Denise about what work is involved with warm homes project – GF, DR and PJ to set up a conversation
* We need a better idea of what we can afford through HS1 and HE, as well as sorting out transfer of monies from HS1 to HE (as set out in the business model for HS1). GF to put together an updated management accounts and further information to help inform decision making
* Approach Ethex regarding management of Community Energy Projects for a quote – GF
* Questions were raised about whether we want to continue with a warm homes project, and also whether we need the HE vehicle at all if it is just going to cost us money
 | **GF, DR, PJ****GF****GF** |
| 1. Appointment Sharon Burke as director
 | Sharon Burke appointed as Director of Harborough Energy (proposed by PJ, seconded by DR, agreed by all), and appointed as Director of Harborough Solar One (proposed by JW, seconded by GF, agreed by all). Neil Burke appointed as Secretary of Harborough Solar One (proposed by JT, seconded by DW, agreed by all).Oliver Savage had emailed regarding secretarial duties – this was to be recirculated by NB. | **NB** |
| 1. NBJ Project update including metering
 | Panels installed and generating (access to information via the EMIG website – details on the Passwords document in dropbox). Neil confirmed that the panels had already proved to be a visually useful tool for when clients come to visit the site. There have been some delays to the export meter being switched over for use.* GF to chase Louise at Environmental Energies to find out where we are
* SB to chase EON for an update
* Once export metering is set up GF to refine NBJ monitoring and billing so that we can be accurate with generation vs use
* NB and SB to keep a track of energy costs through us and through EON – the costs should be lower (increasingly so as we head into longer days).
* DR mentioned a screen option linked to the EMIG system to show live generation as an additional tool to help interpret the commitment from NBJ to its customers.
* Suggested that we have an opening event in May/June – JT, PJ and NB to work on a date and invitees
 | **GF****SB****GF****NB, SB****JT, PJ, NB** |
| 1. Other project updates
 | * PJ explained that Woodnewton have now merged with the IFTL Multi-Academy Trust. This should mean that we are paid by BACS in the future
* It might therefore be a good time to start talking about new projects with IFTL – DR and PJ to work on a business case study to send over to them
* JW mentioned that it might be worth another approach to Robert Smyth Academy – especially with the above mentioned case study to help
* JT and PJ to refine the submission from Harborough Energy on the Local Plan that has recently come round - JT will submit this on Harborough Energy’s behalf.
 | **DR, PJ****JT, PJ** |