(Draft) Minutes of Harborough Energy Board Meeting held at NBJ (London) , Airfield Park , Husband’s Bosworth March 19th 2019

1. Apologies for absence were received from Gavin Fletcher (GF),Darren Woodiwiss (DW), Sharon Burke (SB) &Oliver Savage (OS).
2. In attendance…………………..

Peter Jones (PJ) as Chair

Judith Waddington (JW)

David Robbins (DR)

John Twidell (JT)

Neil Burke (NB)

1. Admin Services

In the light of the decision by Denise Marsdon to ease back on her commitments JW and PJ had met Sarah Gagin (SG) of Myadminsupport based at Airfield Farm Innonvation Centre prior to the Board meeting for an initial discussion . SG had agreed to join us for the Board meeting and presented a briefing paper on her perceptions of the main duties. These were evaluated and the 3 principal areas highlighted- general admin, shareholder support and the warmer homes initiative. SG then left the meeting. The Board were impressed by the experience of SG and their apparent ability to meet our requirements.

It was AGREED that- a) Myadminsupport be contracted **ACTION PJ**

 b) DR would secure a meeting between available Directors , SG and DM on Friday this week to iron out specifics relating to Warmer Homes Contractor arrangements and other outstanding detail specifics prior to Denise’ formal departure.

 c) PJ would be the primary support contact for SG in the event of “non obvious” issues to establish referral routes

 d) There will be an element of soft transition as matters unfold

 e) Sooner rather than later SG will offer recommendations on rationalising Dropbox arrangements for files retention (based on wider experience with other clients ). Proposed DR.Seconded JT. **ACTION SG**

 f) SB confirmed she is happy to undertake cheque signatory responsibilities amounting to fewer than a dozen transactions a year and liaise with SG regarding accountancy duties. Separation of authorisation and recording will be essential. SB would be happy to produce Monthly Statements of – cash flow based on Bank Statements

 - Debtors/ creditors listing

 - Profitability

 Proposed PJ Seconded JW **ACTION SB.**

 g) With the appointment of SG the method of contact for deciding the route for terminating the services of Mark Buckmaster of Master Accounting would be agreed by those at the meeting the following day **ACTION DR/GF**

 h) Directors agreed to contact SG re the use of their address as our new Registration address **ACTION PJ**

1. Governance Matters

JW raised a number of points in relation to the divergence of current practice and the original Rules. She had provided a Paper highlighting these differences and these will be considered at the next Board. Directors were invited to communicate direct to JW for issues of clarification. The Rules may need updating and revision in light of expanded activities and responsibilities. Specific identified urgent points relate to …………………………

1. The role of Treasurer in relation to verification of meter readings and associated financial payment flows. Currently this was undertaken by GF but it was unclear whether OS was actively involved. In the absence of both this would be held over to the next meeting **ACTION- ALL**
2. Greater clarity is needed on accounting for funds made available as a result of dividend waivers in terms of their use

and the wishes of Members deciding their waivers. **ACTION ALL**

1. At the next meeting the Board need to decide a formula for both dividend and capital repayments .GF had undertaken work on this and he would be asked to report at the next meeting.

**ACTION DW / ALL**

1. JW will table the Risk Register at the next meeting and Directors were invited to contact her for points of clarification by 1st April. **ACTION ALL**

5 .Operational Issues

1. Delays with the commissioning of the export meter at NBJ continued despite SB securing commitment from OFGEM (S.Jeffs and D.Rive) that these would be resolved. It was also unclear whether any receipts for payment (mainly from weekend generation) to the date of final commissioning would be credited**. ACTION SB**
2. The Arnesby Parish Council request for a meeting would be responded to by PJ. This was likely to be a small prospect but possibly capable of “bundling” into a future HE 3.
3. PJ will liaise with SG in relation to Council contacts for Solar PV on new buildings owned by them at Airfield Farm. **ACTION PJ**
4. PJ to approach Lesley Bowles for suggested dates of a more low key opening of NBJ facility. This has been scaled back due to Health and Safety considerations. LB has responded with 2 dates.

There being no other points the meeting closed at 1935 hrs. The Chair will circulate dates for the next Meeting.