Minutes of Harborough Energy Board Meeting held at NBJ, Airfield Park , Husband’s Bosworth

Tuesday June 4th 2019.

1. Apologies for absence were received from David Robbins (DR)
2. In attendance- Peter Jones (PJ) in the Chair

Gavin Fletcher (GF)

Judith Waddington JW)

John Twidell (JT)

Sharon Burke (SB)

Neil Burke (NB)

Darren Woodiwiss (DW)

Arlene Wyatt (AW) part time

1. Minutes of Meeting on March 19th 2019

These were accepted.

4.Matters Arising.

4.1 JW & AW updated the meeting regarding outcomes from their discussions on how working arrangements with MyAdminSupport were progressing. Salient points and decisions required for clarification by AW were-

a) the overall budgeted scheduled hours workload levels were on target. Although not confirmed in earlier minutes the 10 hours per month planned were to be charged in arrears at a rate of £220 per month.

b) AW enquired on arrangements for AGMs of Harborough Energy and Harborough Solar 1 .The former would be incorporated in the next meeting. The latter required wider member notification for October/November. GF confirmed he would undertake liaison for the HS1 AGM procedural arrangements. ACTION GF to provide feedback at next Board.

c) AW was advised that GF would access e mail correspondence posted to [harboroughenergy@gmail.com](mailto:harboroughenergy@gmail.com) and that would be the normal communication route to them.

d) Dropbox was yet to be tackled. PJ will circulate a proposed file structure for agreement ACTION PJ

e) AGREED- the Company Address would remain with Master Accounts Ltd.

f) Cheque signatories had yet to be updated with the Bank. ACTION GF,SB & DR to act as signatories .GF to link SB to our accountant .

g) NB is confirmed as Company Secretary

h) PJ to contact Oliver and enquire whether he wished to remain on the Board and advise Mark Buckmaster accordingly ACTION PJ

h) AW was briefed on the Warmer Homes referral process. AGREED – AW to liaise with SB on monthly numbers and income.

i) Regular financial reports for Board meetings to a standard format were becoming more relevant .At the next meeting it was agreed to review availability of time for additional refinement by AW. JW was thanked for her summary update on the MAS meeting and associated financial matters.These to be appended to the Minutes.

4.2 Governance

Document JMW 19035 (appended) covering the Benefit Societies Act was noted. Highlighted topics not covered above will be agreed at the HS AGM.

5.FINANCIAL MATTERS

5.1 GF was not yet in a position to propose recommendations on the timing and balance of dividend and capital repayment arrangements due to uncertainties relating to income flows, notably in relation to the issues (q.v.) in relation to NBJ generation.

5.2 A future formatted regular financial report would break out income and expenditure for each HS project

5.3 GF reported that The August 2018 to end May 2019 figures suggested a surplus of £3,300 which might rise to £6000 for the full year but this was subject to uncertainty due to the issues with the NBJ readings. Broadly however HS1 and 2 are running in line with expectations.

5.4 Alastair Campbell’s repayment arrangements to be agreed at the AGM next meeting.

6. OPERATIONS

6.1 NBJ production/consumption data. JT was thanked for his report of May 23rd (appended to these Minutes). Key outcomes from the discussion were……

i) NBJ concerns regarding data accuracy are substantively correct

ii) JT to liaise with GF on full export & use data based on NBJ billing data ACTION JT/GF

iii) EMIG to confirm installation cost of a Solarometer ACTION JT

iv) NBJ to be given “near neighbour” reports ex Sheffield University ACTION JT

v) ACTION NBJ to copy relevant sections of Manual for JT to inform dialogue with Environmental Energies

vi) ACTION NBJ to mow grass adjacent to lower panels to obviate production risks

vii) Environmental Energies (EE) are the key point of contact to remedy the production/export data .In particular the cut out risks associated with lunchtime and end of day outtages , installing a wifi link into the office , issues arising from the splitting of the meter array separation and further dialogue with Western Power in relation to voltage variations on the local grid. Zara will request frequency monitoring of the grid and clarify the impact of sharp voltage changes from the array. A display for each of the 2 inverters in the NBJ Office is desirable.

viii) ACTION NBJ to undertake a daily monitoring check on all meters.

It was resolved that action by EE are urgent and that in the meantime NBJ were re-assured of the Company’s desire to correct these anomalies .In the current framework both parties are disadvantaged respectively in terms of target cost reductions and projected income streams .We would work jointly to resolve these challenges.

6.2 The SEG report on Trading arrangements was noted

6.3 Learn Academies Trust had confirmed their willingness to progress discussions and surveys for their schools at Lubenham .Meadowvale, Red Hill Field, Market Harborough, Church Langton, Husbands Bosworth, Blaby Stokes, great Bowden and Ridgway.

ACTION GF will contact our installer to arrange surveys and cc PJ.

6.4 DW agreed to progress dates in October/November for a schools information evening and presentations to include LAT and Arnesby group. GF also confirmed Government intentions to include a new programme of support for the Rural Community Energy programme extending to car and bike charging points ex PV arrays to be announced shortly.

7. AOB

7.1 JW suggested we might consider supporting pollution monitors in schools. DW suggested these are costed at around £2,500 and data from HDC suggests that infringements are specific to the High Street area only. NOTED

7.2 JT raised the issue of fire risks on schools. GF confirmed we were covered by our insurances and warranties from installers. EE are fully accredited installers.

7.3 The Risk Register requires updating . AGREED each currently responsible Director to provide a short ,synoptic update to JW covering their nominated area of responsibility. ACTION ALL.

8. Date of Next Meeting and AGM This was proposed as TUESDAY AUGUST 20thth.

There being no other business the meeting closed at 1945.