

# Harborough Energy Ltd Board Meeting 20<sup>th</sup> August 2019

## Minutes

**Held on:** Tuesday August 20<sup>th</sup> 2019 at 18.00  
**Venue:** NBJ Ltd, Husbands Bosworth, Leicestershire  
**Attendees:** Peter Jones (Chair), David Robbins, Sharon Burke, Neil Burke, Gavin Fletcher, John Twidell, Darren Woodiwiss  
**In Attendance:** Donna Hanlon (minutes)  
**Apologies:** None

### Actions in bold and list of actions at end of minutes

---

#### 1. Apologies

No apologies had been received in advance of the meeting.

#### 2. Appointment of Directors

It was confirmed that at the AGM held previously, DR had been re-appointed as Director. Judith Waddington and Oliver Savage had retired as Directors of Harborough Energy and from the management committee of HS1.

#### 3. Minutes of Board meeting on 4<sup>th</sup> June 2019

The minutes of the last meeting had been circulated previously and the action points were addressed as follows: Oliver Savage had been contacted on numerous occasions by PJ and other parties and no reply had been received therefore his resignation has been processed.

All other actions points had been cleared or addressed later in the meeting therefore the minutes were accepted as accurate and signed off.

#### 4. Matters arising

- I. **Dropbox** - Dropbox still needs some working on to archive various points. DR agreed to meet with DH to address this issue. **ACTION DR / DH**

#### II. Governance Issues

The risk register still needs to be completed – all those who haven't done so already need to provide a short update covering their area of responsibility. **Action: NB, SB, GF, JT, DW**

PJ asked if anyone was skilled in governance matters to assist Harborough Energy following the departure of JW. GF agreed that as he tends to oversee the governance issues anyway, he would be willing to continue with this which was unanimously ratified.

### III. Warmer Homes – Hinckley & Bosworth

A discussion was held regarding finding a replacement provider for the Hinckley & Bosworth area previously covered by Billsave, following their recent Administration. Options were discussed including 1) a representative previously from Billsave who had contacted GF to offer his services, 2) Street Home Solutions 3) Ellipse. All present agreed to extend to Street Home Solutions but to also identify another partner, possibly Ellipse, due to them already being accredited. It was agreed that GF would contact DM for her opinion and then move forward with Ellipse if positive. **GF also agreed to contact Street Home Solutions** to advise that we would be willing to work with them in this area. **Action: GF**

In the meantime, it was agreed that **DH would go back to Geoff Davenport** and advise that we will be using Street Home Solutions immediately with a view to adding another provider on, possibly Ellipse. **Action: DH**

## 5. Treasurer Role & Financial Report

GF confirmed he would be willing to stand as Treasurer and it was confirmed that he understood tax reporting would also form part of the Treasurer function. DR proposed GF as Treasurer and this was seconded by NB therefore the formal appointment was confirmed.

### I. Shareholder ledger and Management

Discussions were held regarding the shareholder register and repayment of shares following the death of 2 of the shareholders. GF explained that returning these investments will result in repayments to the other shareholders being deferred. It was confirmed that the projected pay-back on year 3 is at the director's discretion and therefore this should not be a problem. **GF proposed that he would contact the Solicitors'** for the deceased and offer the repayment of capital back if that is how they wish to proceed. The current position will then be explained to the other shareholders at the HS1 AGM.. **Action GF**

Some discussion was had regarding the possibility of having information available about capital repayments in a co-operative / community share scheme, for the attendees at the HS1 AGM. PJ suggested the National Association of Co-operatives might have something available.

### II. Bank account

The bank account issue is resolved and SB has access.

### III. Rural Community Energy Funding bid

GF updated the meeting, confirming he is liaising with Green Fox regarding a joint bid with them for a school survey project. They are looking for funding for a feasibility study for Learn Academies Trust. **PJ asked GF if he could provide him with information regarding this bid** to share with his contact (the exact details of what we are going for, how much, the benefit to HE and a copy of the bid document if possible). **Action: GF**

## 6. Operational Matters

Thanks were given to JT and DR for kindly producing the detailed reports on the NBJ data, as previously circulated and appended. It was highlighted that the main problems for NBJ had been in April and May, and this was confirmed consistent with NB's reflections. by NB who said that problems do seem to be rectified. NB advised that the invoices for NBJ had dropped considerably from EON (roughly by 25%). It seems that the main problem had been an Inverter issue. To learn from this it was suggested to enquire with another project with more than one inverter how they establish when an inverter drops off? **GF**

**agreed to ask his contacts at Nottingham City Council** if they would be able to assist as they use the EMiG system. **JT also offered to assist in finding others who monitor inverters. Action GF and JT**

Discussions were held regarding the timescales involved in the production of these detailed reports and how often they should be issued. PJ suggested that it would be useful to have 12 months of information for the AGM which moving forward would enable annual performance comparisons. **PJ will approach Woodnewton and the Academy Trust with a view to producing a full period audit** since installation of:-

- i) Energy consumption in 12 months prior to installation in kw and cost
- ii) Exports to grid since installation by Kw, carbon equivalent and income
- iii) Purchases ex HS1 since installation – kw and cost
- iv) Purchases ex grid since installation – kw and cost

JT suggested that it would be worth NBJ keeping a **manual log of meter readings** on a regular basis which would help to spot when things are going wrong. **Action: NB**

PJ asked if there was any chance of any financial clawback for the problems that had been incurred at NBJ. Some discussion was held regarding this and it was agreed that **PJ would draft something to Western Power. Action: PJ**

NB asked that NBJ are now billed for outstanding amounts. GF proposed as the meter readings have been incorrect it would be prudent to start afresh from July. Some discussion was held regarding this and it was agreed that **GF would calculate what is due for June and July and then an invoice for this would be drawn up. Action: GF/DH**

JT raised the point that EE guaranteed one year of maintenance at NBJ so this will be due to end in December 2019. Discussion was held about whether EE should be invited along to a Discovery / wrap-up meeting to review how things have gone and to discuss the ongoing maintenance of NBJ after December. DW said he would be willing to run such a meeting if it was deemed necessary. It was agreed that in the first **instance PJ would ask EE for a quote for ongoing maintenance** and then use this as a basis to go out to tender with other suppliers. **Action: PJ to contact EE, GF to look at other suppliers and supplier framework on Dropbox.**

## **7. Education Trust & Other Initiatives**

DW advised the meeting that the schools information evening date has been set for 17<sup>th</sup> October. Exact times are to be confirmed but likely to be 16.00 to 19.00 in order to get maximum engagement. It will be marketed under the banner 'Schools in the Changing Climate' and will include areas such as LED lighting, zero carbon buildings, solar etc. There are some problems getting engagement with suppliers and only 2 have confirmed to date. It is anticipated that the cost of room hire will be £150 with refreshments on top. All present agreed to a maximum budget of £200 for this event. **PJ asked DW to forward a rough programme for this event** to him and he will assist if required. **Action: DW**

**PJ will relay these details to Wayne Burbidge at LearnAT Lubenham** and any other interested parties in the Education sector. **Action: PJ**

## **8. Any Other Business**

**DH to look at finding a venue for the HS1 AGM** to take place in November. This is normally held at The Angel Hotel but this time it may be that the Congregational Hall or the Methodist Church Hall might be more cost effective. **Action: DH**

**Invitations will also need to be sent out** once the venue has been found. **Action: DH**

**9. Date and location of next meeting**

Next Harborough Energy Board meeting to be held on **Monday 21<sup>st</sup> October at 18.00** (Venue: NBJ)

HS1 AGM date confirmed as **Tuesday 19<sup>th</sup> November**, 17.30 arrival for a 18.00 start (Venue tbc)

There being no further business, the meeting was duly closed at 19.40

Signed .....

Peter Jones

Chairman

### Action Points from Board meeting

Action	Who	By When
Complete minutes of August AGM and Board meeting and circulate	DH	DONE
Contact to be made with JW and OS following their resignations	PJ	ASAP
Dropbox to be tidied further	DH / DR	SEPTEMBER
Risk register updates to be provided	NB/SB/GR/JT/DW	ASAP
Street Home Solutions to be contacted regarding additional work	GF	ASAP
Geoff at NWLDC to be advised we will be giving work to Street Home Solutions and one other provider (tbc)	DH	ASAP
To contact representatives of deceased shareholders re capital repayments if they wish	GF	ASAP
Information to be prepared re the shareholder repayment situation for the AGM	GF	November
GF to furnish PJ with information relating to the schools bid	GF	ASAP
PJ to consider writing to Western Power for possible financial recompense re the NBJ issue	PJ	ASAP
GF to speak with contact at Notts City Council re monitoring inverters..JT to also find others who monitor inverters.	GF and JT	ASAP
PJ to approach Woodnewton and the Academy Trust with a view to producing a full period audit since installation	PJ	ASAP
PJ to send paragraph for inclusion in minutes re data analysis / reporting	PJ	DONE
Regular manual log of meeting readings at NBJ to be commenced	NB	ASAP
Calculation of sums due to be paid by NBJ for June/July and invoice to be issued	GF / DH	ASAP
EE to be contacted for a quotation for ongoing maintenance at NBJ	PJ	ASAP
GF to look at other possible suppliers for maintenance contract checking Dropbox for supplier framework	GF	ASAP
DW to forward a draft programme for the schools event to PJ	DW	ASAP
PJ will relay the details of the programme to Wayne Burbidge at LearnAT Lubenham and any other interested parties in the Education sector.	PJ	ASAP
Venue to be sought for HS1 AGM	DH	ASAP
Invites to be sent to shareholders of HS1 AGM	DH	TBC – when accounts and venue finalised

