



Harborough Energy Ltd Board Meeting 15th June 2020 Minutes

Held on: Monday 15th June 2020

Venue: Via Zoom Video Conference

Attendees: Peter Jones (Chair), David Robbins, Neil Burke, John Twidell, Gavin Fletcher, Darren Woodiwiss

In Attendance: Donna Hanlon (minutes)

Apologies: Sharon Burke

Actions in bold and list of actions at end of minutes

1. Welcome and apologies

PJ welcomed all to the meeting. Apologies were received from Sharon Burke.

2. Minutes of Board meeting held on 20th April 2020

The minutes were accepted as a true and accurate reflection of the last meeting and duly signed by PJ (via electronic-signature).

3. Action Points not covered in Agenda

The only action point not covered in Agenda was re Woodnewton and would be added in under 'operational matters'.

4. Chairman's Report

PJ referred to the draft Chairman's Report that had been put together in preparation for the HS1 AGM later this year and asked for any comments. GF asked to add in acknowledgements to Master Accounting and Street Home Solutions and DH agreed to do so. **Action: DH**

5. Risk Register Updates / Development Meeting

A date was agreed for the review of the risk register and a general review of the development strategy. It was agreed that it would be useful if as many Directors as possible could take part in this meeting, although it was noted that NBI would not be taking part. A date was set for **Wednesday 1st July 2020 at 5pm.**

6. Treasurer Role & Financial Report

GF agreed to send out an up to date report of the current financial situation asap. **Action GF**

GF reported that overall things are OK – there was a slight reduction in billing for NBJ and there will be a hit on the next invoices for Woodnewton and Archway due to the agreed 50% reduction in invoicing for this quarter, but overall everything is good and generally over-performing.

DR shared data relating to Generation and Income and flagged quarter 4 2019 (Oct-Dec) as he had noticed that the numbers were lower here than what he would have expected. It was agreed that GF and DR would review this separately (quarterly FIT vs monthly PPA) and report back if there was anything of concern to flag. **Action: GF and DR**

Shareholder Interest Payments and HMRC Reporting

GF updated the meeting on the report that we need to provide to HMRC regarding shareholder interest payments over £250. As there were some discrepancies with reporting last year, GF advised that he intends to send the information for both years, when the next reporting period at the end of July falls due. **Action: GF**

Share Buy Back Options

GF has located the relevant parts of the Memorandum and Articles of Association relating to how shareholders can apply to sell shares back and what happens when shareholders die. GF agreed that he will circulate this for Directors to review. **Action: GF**

Year End Accounts

DH reported that Master Accounting now have all of the information that they need in order for them to prepare the year end accounts. They will need to be available by the date of our next meeting.

7. Operational Matters

Technical Update and NBJ

JT updated the meeting on his thoughts regarding the systems at the moment – he is slightly concerned about one of the School meters as it seems to miss some days and overall seems less than the others. JT also felt that the issue at NBJ was a serious event – there was clearly a reason for this which should be followed up further if possible. JT expressed concern about the inspection of the event by EE. The overheating and explosion in the sub-station of April 24th was a serious fault. EE had inspected and reported in writing, but offered no explanation of what had caused the overheating of cables and connectors. Moreover, EE only reconnected one of the two solar systems, a fault that we discovered about 2 days later.

Concern was also raised regarding Western Power and if there is something more to find out from them regarding how this matter arose. NB advised that aside from the frustration of the time he had to take out of the business to resolve this issue, the financial cost to the business had fortunately been minimal. He would however be very happy to support further investigation if someone wanted to follow up with Western Power. All present agreed it worth pursuing, as despite the fact it didn't cost much financially, it could have been much worse and the potential of what might have happened is significant and shouldn't be disregarded. It was agreed that Peter would put together an email to Western Power and NB would share the contact details for the person he had been dealing with regarding this matter to enable him to do so. **Action: NB, PJ**

DW also has a contact at the Innovation Team at Western Power that might be worth contacting (Yiango Mavrocostanti) and he will pursue this with her. **Action: DW**

JT suggested that an independent person should be contracted to go and review all sites. GF advised that he has a contact who runs 'Run by The Sun' and is involved with 'Green Fox' who would be interested in taking this on. It was agreed to investigate the charge for this exercise to take place.

Action: GF

NB summarised that from NBJ's perspective, they support the idea of contracting someone to perform an independent review of the sites and also for someone to get in touch with Western Power. To prevent further problems occurring, weekly checks are now carried out along with a heat reading of the cables and there are vents in the cabinet.

Woodnewton

The bursar at Woodnewton has been in touch to acknowledge PJ's emails, and has confirmed he will be in touch again shortly. **Action: PJ**

Warmer Homes

DH updated the meeting that 2 invoices have recently been issued for installations in January and February 2020 totalling just over £1000. Street Home Solutions formulated a new way of working under the 'social distancing' rules and therefore hopefully things will pick up again very soon.

8. All other bids and Initiatives

LearnAT

No replies have been received back from the team at LearnAT. It was acknowledged that times are difficult for schools at the moment, however the total lack of response either way is worrying. It is not affecting anything at the funding end presently, but it would be useful to know what the plan is moving forward. PJ agreed to chase and a phone call was suggested. GF thought he had a phone number and would check, otherwise PJ will contact the Chair, John Dunford. **Action: GF and PJ**

Community Energy Conference

DR gave an update on the webinar that he attended. The main topic was the vision and way forward for Community Energy and the new challenge that people are facing in the post-FIT world, having to be innovative and working closely with local groups and taking on more risky, more creative projects. Community Energy seem to be representing us quite well. Some discussion was held – GF advised that care should be taken if looking at different approaches as there can sometimes be naïve assumptions in the business models.

PJ advised that if looking at retail value of kWh rate, the most valuable strategy would be around car charging. PJ also discussed Batteries. He raised that the challenge is the direct network operator and if they are not very good at managing the grid the best bet is to sell to substitute gasoline and diesel – this gives a positive on basis of emissions, you get the revenue and doing in conjunction with batteries means you can move away from the dependency on violent swings in the grid.

David thought pertinent the idea that there is 3-4 big players that will deliver the electric charge model across England and they have no interest or scope for community elements.

GF advised that there are a few projects that are coming in the pipeline that are developing business models around electric vehicle charging – one is collection of local authorities and one is a small village – we can then lean on these business models and get a much clearer view of what the potential is around these areas.

9. Any Other Business

Some discussion was held regarding the Power for People Members Bill that had gone through for first reading in Parliament. It was suggested that Harborough Energy writes to Neil O'Brien to advise that we are still active and that we are happy to support and provide more information if needed, stressing the amount of membership we have. NB advised that Neil O'Brien is planning to visit NBJ for a factory visit as a rural local employer as soon as Covid restrictions are lifted and therefore he can raise any points of note with him personally, if there is anything the Directors would like him to share. PJ agreed to draft a note and circulate to Directors to approve. **Action: PJ**

DR flagged that there is a Community Energy England AGM on 29th June and is happy to sit in as the representative for Harborough Energy – all confirmed that was in order. **Action: DR**

DR suggested that when the HS1 year end accounts are produced, would it be appropriate to look at what we would specifically like to vote in for a Community Benefit fund (not specifically what we want to spend it on but more the sum that we would like to set aside). This could either be set out in the accounts or put to the AGM. GF will put a discussion paper together for a decision to be made on what amount can be set aside and then set out a process for members to decide what we can do. All present agreed to this course of action. **Action: GF**

10. Date and location of next meeting

The next Harborough Energy Board meeting to be held on **Thursday 10th September at 18.00** and the AGM will be held on the same date.

The location for this meeting will be: NBJ, Husbands Bosworth, Leicestershire

There being no further business, the meeting was duly closed at 19.03.

Signed

Peter Jones (Chair)

Action Points from Board Meeting 15.6.2020

Action	Who	By When
Minutes of meeting from 20.4.20 to be signed off to include e-signature	DH	Next meeting
Draft Chairman's Report to amend	DH	For HS1 AGM
Summary report of financial position	GF	ASAP
Review of Q4 on Generation and Income Tracker	DR and GF	ASAP
Report to HMRC on shareholder payments	GF	August 2020
Circulate copy of Memo and Arts to all	GF	ASAP
Provide contact details for Western Power to PJ	NB	ASAP
Draft email to Western Power	PJ	ASAP
DW to email Innovation Team contact at Western Power	DW	ASAP
Check with independent advisor re cost of reviewing sites	GF	ASAP
Chase Woodnewton	PJ	ASAP
Chase LearnAT	GF and PJ	ASAP
Draft email to Neil O'Brien	PJ	ASAP
Attend Community Energy England AGM	DR	29 th June
Discussion paper re Community Benefit fund options	GF	Before next meeting