



## Harborough Energy Ltd Board Meeting 10<sup>th</sup> September 2020 Minutes

**Held on:** Thursday 10<sup>th</sup> September 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

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#### 1. Welcome and apologies

PJ welcomed all to the meeting, which started at 18.06, immediately after the Harborough Energy AGM. Apologies were received from Sharon Burke.

#### 2. Minutes of Board meeting held on 15<sup>th</sup> June 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

JT asked what had happened with the quote being sourced from 'Run by the Sun'. GF advised that a quote had been received and circulated amongst Directors by email previously and confirmed the details as follows: A charge of £675 plus VAT if sites can all be visited in same day, with an additional charge of £75 per extra trip. This is to do a 'health check' of the installations, looking at electrical connections and a visual inspection of the site, for all sites including Archway and NBJ.

It was explained that we cannot get anyone on site currently at Woodnewton as they have not been engaging, but GF will follow this up again. PJ confirmed that Woodnewton had also not engaged regarding the 'postcode' issue so it was agreed that GF and PJ will email Robert Tite to see if this can be actioned further. **Action: PJ/GF**

JT suggested that when this is undertaken we request records and photographs to be taken, and this request was supported by NB.

#### 4. Risk Register Updates / Development Meeting

PJ explained that a Development meeting had been held on 4<sup>th</sup> August which DR had followed up with comprehensive notes about on 5<sup>th</sup> August. DR summarised further as follows:

- Discussions regarding scaling up had been held which will be carried forward

- DW was looking at applying for an Affordability grant. DW confirmed that this had now been submitted and the results of this should be available by Friday 11<sup>th</sup> September. Approximately £8,500 had been applied for. It was asked whether further details of this grant application could be circulated amongst the Directors, which DW confirmed he would action. **Action: DW**
- GF looked into the new Green Fund which is an ongoing matter being discussed with Helen Chadwick. There are meetings being scheduled and will be reported back on in due course.
- With regards to LearnAT, PJ had chased up the MOU and it was confirmed that everything has been actioned as far as we can go, until we get their further engagement. Some discussion was held regarding this and the timing of how best to address this with the schools only recently re-opening (together with the ongoing difficulties they are facing). GF confirmed that as it stands there are no problems with the delay at the funding end, but PJ suggested it might be worth dropping the funders a note to explain that Covid and the fact that the grant is for schools, has caused further ongoing delays. GF advised he would drop an email to Ruth Mulvaney at Nottingham City Council to update her on this. **Action: GF**  
After some discussion it was agreed that we would wait until mid-October to contact the schools again. PJ will revisit this if nothing has been heard by mid-October. **Action: PJ**
- Some discussion was held regarding the fine incurred for the 3 images embedded in a news article on the website. DR updated the meeting that a 70% reduction in the fine had been negotiated and subsequently settled at £580. All images have been deleted and it was stressed that moving forward, extreme caution is taken with putting any pictures on the website, in presentations or literature, ensuring they are only used if the picture has been taken ourselves and/or we have permission in writing from the people who have taken the picture or who are in the picture to use the image.
- Update on the vision – DR has circulated the updated vision already – in the Powerpoint presentation that has been sent round a few times and encouraged all to review this when they are able.
- Community Benefit – GF is looking into potential different routes for community benefit fund use. He advised that he will put together some structure on how decisions can be made in terms of community benefit and how much can be allocated to this fund..JT opined that the decision made re the reduction in the electricity billing during the Covid lockdown could be reflected in the accounts as an element of Community Benefit. GF agreed that this had been discussed at the time and that he would speak with Master Accounting regarding how this would be reflected in the accounts. **Action: GF**  
DR reiterated that this had been brought to the Board previously and accepted that a reduction in billing would be allocated just for one quarter – this could be seen as a Community Benefit to Woodnewton. It was also reflected that Archway were not using any electricity at the time so were charged a reduction as per our PPA GF advised that this will be reported on again at the AGM to ensure that members are aware.
- It was confirmed that the post code had still not been changed on the Meter at Woodnewton and therefore 18 months had now passed without FIT revenue from Roof 3 (which would total approximately £2,000. PJ said along with chasing on this he would also extend an invite to take part in the HS1 AGM. **Action: PJ**

## 5. Treasurer Role & Financial Report

GF is going to come back to the meeting with more work on financial reporting as soon as possible.  
**Action GF.**

GF reporting that current bank balances are as follows;

Harborough Solar One - £21,000

Harborough Energy - £1,000 (with a payment of £415 from Street Home Solutions due imminently). Both accounts are currently running OK.

The accounts for Harborough Energy to 31<sup>st</sup> March 2020 have been prepared by Master Accounting and subsequently approved at the AGM held prior to this current meeting. The accounts for HS1 are currently being prepared.

## 6. Operational Matters

### Technical Update / analytical report on performance

DR had circulated an update prior to the meeting for all to review which he referred to. JT advised the basic check that we do is on the capacity factor (ie amount of electricity per k/w capacity that is generated and they are all about 10% - with NBJ leading slightly). JT advised that 10% is actually slightly above the average for this part of the UK. JT confirmed that he reviews the Emig data weekly and it all looks to be working as anticipated. DR shared his slides and talked through them. All of the data is on our website and can be made available at the HS1 AGM.

Some discussion was held regarding data for CO2 saved / omitted and it was confirmed that DR's figures relate to Co2 saved. It was confirmed that EmiG and Stark use two different figures, with the Stark data being considerably lower. These figures are published on their portals, and both portals state they are using agreed government figures. JT added that they tend to take the average UK generation, which is becoming more and more from renewables and therefore getting 'cleaner'. GF said that it is worth bearing in mind that comparing last years and this year's figures, as the national grid gets cleaner our performance will look worse in terms of Co2. As data will look very different, we may need to find a way of communicating this at the AGM. DR and JT will look at the figures and see what best to suggest. . GF advised that his instinct is to take the lower figure. DR will look to either amend the slides or insert a caveat to explain further. **Action: DR / JT**

### Archway Monitoring

GF advised that data had been received from Archway this week detailing their energy use and he will review this to identify how it compares to how much we are producing. JT suggested that if the concern is that they aren't using much energy there are export meters that can be purchased to outline what is being exported. JT will investigate the cost of these and GF will review Archway's data. GF updated the meeting that Archway did really appreciate the offer that was made with the reduction in invoicing.

**Action: JT and GF**

### Data Security Review

DR referred to the separate note that had already been circulated regarding changes in passwords. He encouraged anyone that would like access to the password document to call him on his mobile and he will pass this over discreetly.

In the document DR has tidied up some of the guidance on security (GDPR regs update), all of which are common sense and are also available on the public website. There is also a link to the roles and responsibilities on this document as it all fits together. DR reminded all not to save, copy or share information without checking with DR first of all, particularly if in terms of personal information.

## 7. All other bids and Initiatives

### LearnAT

PJ asked DR where things are with the press release. DR advised that this is all ready to go but it is awaiting something further to report upon. This has been approved and can go out as soon as there is something specific it can be linked to.

## **Uppingham Community College**

Some discussion was held regarding the fire that had been held at Uppingham Community College. It was thought that as it is being rebuilt there might be some scope to look at this. JT confirmed he would go and visit and provide further thoughts. **Action: JT**

## **Government Local Authority Investment Scheme**

PJ advised the group about the fact that councils have been given money to allow them to become community entrepreneurs regarding renewables. PJ advised he would scan the article and circulate. **Action: PJ**

## **8. Any Other Business**

DW advised he is intending to write a letter to Leicestershire County Council regarding rolling out their gas boilers initiative. Some discussion was held regarding this. DR suggested that care needs to be taken on the wording of the letter as some industry spokespeople still promote high efficiency gas boilers as a viable step for quite a lot of the community.

JT advised that to have a programme that doesn't outline the 'best' ways to do things isn't good. Should be 1) insulation, 2) biomass 3) heatpumps with electricity coming from renewables. GF advised that he has sympathy from both sides due to the fuel poverty angle – some houses are poorly heated with people in fuel poverty and although they should be working towards 'zero carbon' it is not always feasible. A suggestion was made that we could say something like 'we appreciate people in fuel poverty that are off the gas grid need first time heating – we'd really like to work with the County Council to help identify zero carbon solutions for future roll-out of schemes like this'. JT said he doesn't think anything wrong with coming out strong with the correct way of doing things, clearly mentioning heat pumps and biogas as something that can be done. GF advised that although we don't want to stop having an independent zero carbon voice care should be taken not to 'burn our bridges'. DW added that some older properties would be exceptionally expensive to get the work done so would not be feasible. The green homes deal is £5000, which will go some way towards a heat pump, but some houses could cost £20000 to finish the job. The County Council are bringing in Eon to do work on private properties. If we are going to complain to anyone it is Eon or National Government. Care needs to be taken to ensure we are addressing the right people but constructively without burning bridges. It was agreed that DW would draft a letter for consideration and feedback from all. **Action: DW**

**DW – Elastic Monitoring Software.** DW's Director has offered to possibly help Harborough Energy as they are looking to help a community project next year. . It was confirmed by DR that we can no longer utilise Tableau as the free trial has expired but DW may now be able to help in replacing this with the help of his organisation. The platform DW is working on is very capable of dealing with the data that we need to process. DW asked JT if he could consider and suggest information sources that might be used to be able to enrich the picture (such as luminescence and temperature) **Action: DW, JT**

## **DR Position**

DR advised that the meeting that looking forward into the future he is looking to move away from the area. He has sold his house and is currently looking to find a suitable location. PJ expressed on behalf of the meeting that he was sorry to hear that and to keep us posted on developments.

## **Plan for HS1 AGM**

It was agreed that the members meeting will be held via Zoom. DR suggested that a 'dry run' be held with polling and presentations before the meeting to make sure it all works. DR also suggested a system called 'Menti' which allows for 'real-time' voting and PJ also said he might have some ideas from the

Great Western Trust as they are currently sorting their AGM in the same manner. DR and DH will look into this and take steps to investigate how to run this. **Action: DR and DH**

Voting in advance also needs to be investigated. **Action: DH**

The date for the meeting was set for **12<sup>th</sup> November at 18.00**, with a possible dry run the week before.

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

The next Harborough Energy Board meeting to be held on **29<sup>th</sup> October 2020 at 18.00**.

This meeting will also be held on Zoom.

There being no further business, the meeting was duly closed at 19.16.

Signed .....

Peter Jones (Chair)

## Action Points from Board Meeting 10.9.2020

Action	Who	By When
To follow up with Robert Tite re Woodnewton postcode issue	PJ/GF	ASAP
To circulate details re the Affordability Grant application amongst Directors for information.	DW	ASAP
To contact Ruth Mulvaney at Nottingham City Council to update re the LearnAT funding situation	GF	ASAP
To chase LearnAT re access arrangements	PJ	Mid-October
To speak to Master Accounting re how best to reflect the electricity billing reduction / possible community benefit in the accounts	GF	ASAP
Extend an invite to Woodnewton to the HS1 AGM when chasing re postcode	PJ	Prior to AGM
Financial reporting update	GF	ASAP
Report on performance for HS1 AGM – look at how best to present data	DR /JT	Prior to AGM
To review Archway's data re electricity usage	GF	ASAP
To investigate export meters – costings (possibly for Archway)	JT	ASAP
To look into situation at Uppingham Community College following fire	JT	ASAP
To circulate newspaper article about Government Local Authority Investment scheme	PJ	ASA{
Letter to draft to Leicestershire County Council re gas boilers initiative	DW and fellow Directors	ASAP
To consider possible information sources that might be used to enrich picture for monitoring software purposes for DW	JT	ASAP
To investigate the use of Zoom and poss other platforms for the HS1 AGM	DH / DR	ASAP
To investigate voting in advance for the HS1 AGM	DH	ASAP