



## Harborough Energy Ltd Board Meeting 29<sup>th</sup> October 2020 Minutes

**Held on:** Thursday 29<sup>th</sup> October 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. Apologies were received from Sharon Burke.

#### **2. Minutes of Board meeting held on 10<sup>th</sup> September 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**

Running through the action points from the last meeting updates were given as follows:

- PJ has managed to contact Robert Tite at Woodnewton and the postcode issues are now being resolved.
- DW reported that unfortunately we were not awarded the Affordability Grant, there were a large amount of applications, however consideration is now being given to trying Shire Grants.
- GF advised that having spoken to Nottingham City Council, they are happy to roll the LearnAT funding on.
- JT had circulated a photo of his export meter and is currently looking into a quote for monitoring at Archway. GF suggested that he could also ask Environmental Energies for a quote and it was agreed this would be useful. It was stressed that there is no need for an 'online' version, just a basic one that Archway can monitor themselves. **Action: JT and GF**
- JT will go along and look at Uppingham School at an appropriate time so this will carry forward.  
**Action: JT**

- DW will carry forward the action to draft a letter to Leicester County Council re the Gas Boilers initiative. **Action: DW**
- Information sources –Unfortunately no-one had any additional suggestions of possible data sources that might enrich the monitoring picture along with the basic generation data. GF advised that most places use the basic information from EmiG and similar. DW advised that he had obtained a quote of £250 for a light meter, which could be possibly purchased as part of a bigger project in the future. DR advised that the consultants on the LearnAT project might be able to give some suggestions. It was agreed to keep this in mind.

#### 4. Treasurer Role & Financial Report

GF presented the draft Treasurers report that had been previously circulated in preparation for the AGM. Cash at bank at end of July was just under £14,500. Income v Expenditure was over what was expected, showing a surplus of over £5,000. There is a loss on FIT income of around £1,000 but this will come back in. In the notes, the reduced payments to Woodnewton and Archway are highlighted, to ensure that this is addressed at the AGM. Also an extra note has been made that we have almost doubled our expected repayment of capital (due to deceased shareholder). One further claim is going through probate at the moment before ownership of shares is transferred.

GF ran through the following suggestions:

- That HS1 budget for an annual admin fee to Harborough Energy of £1,500. It was clarified that all admin is currently charged to Harborough Energy and the Warm Homes work isn't quite covering this off. This was agreed and it was mentioned that it is a standard practice for co-ops to do this.
- The second suggestion is to hold a sum of £4,000 back to use as a buffer for lean years. There are a few lean years expected in the forecast for the projects so GF has put this in the budget to cover this. Some discussion was had regarding interest payments on savings and whether it would be worth setting up a separate bank account for this (with a suggestion of the Harborough Building Society from JT). GF would look into this. **Action: GF**
- Finally GF proposed to set aside £4,000 per year as a reserve to cover inverter replacement. GF is going to get some up to date quotes on the cost of replacing inverters; it is anticipated that £11,000 will be needed for Archway and Woodnewton by 2026 and £13,000 will be needed for NBJ by 2028. This was agreed and discussion on how to reflect this in the accounts was held. GF will speak with Master Accounting to clarify this. **Action: GF**

Discussion was held regarding what needs to be actually approved by the members at the AGM. It was decided that these matters don't need the approval of the AGM to move forward, but instead only actions taken need to be reported on. Individual operational issues that crop up through the year are to be decided on by the Directors. It was resolved that the key thing is to highlight that a clear process is being followed, not to request members to agree on individual sums of money. PJ opined that with regards to accruals for planned and unplanned capital replacement on the projects and reserves for lean years, these are normal operating expenses that are being held back for costs that will emerge in the future. PJ advised he will do a note to clarify this view further and will circulate amongst the Directors, and all agreed with this point of view.

Some discussion was held regarding the agenda and the Community Benefit Fund / Allocation of profits.

It was highlighted by DR that we have to put forward a specific resolution to the vote at the AGM and some discussion was held regarding the Community Benefit fund and allocation of profits resolution. It was agreed that GF will cover off the accruals and reserves proposals in his financial statement, and then ask members to agree to an allocation of funds to the community as the resolution. Some discussion was held regarding whether to ask the meeting about specific numbers for the community benefit fund. It was agreed to give an indicative figure of what is proposed only, but that the actual figures allocated would be reported in the subsequent board meetings.

Discussion was then held regarding the concern that JT had raised previously regarding the 'charitable giving' in the reduction in billing for Woodnewton and Archway in July (relating to Covid). GF advised that it is shown in the Treasurer's report, but JT's view is that it should also be reflected in the accounts. GF put the wording together for the Chair's report in the annual accounts so it could be amended there. It was suggested that Master Accounting should be asked if they can put this in as a note in the accounts. A query was also raised about the actual date of the discounted invoices and whether they would in fact fall into this particular financial year. DH advised she believed it to be early July but would check and report back on this. **Action: DH and GF to do as suggested and speak with Master Accounting.**

All Directors were in agreement to go ahead the 3 suggestions put forward by GF, namely the regular admin fee payment, reserving £4,000 per annum for lean years and an accrual of £4,000 per annum for inverter replacement.

### **Community Benefit Fund**

This year, a surplus of £5000 would then left as cash in bank. All agreed that £4,000 would be an appropriate sum to allocate for community benefit this year and it would be welcomed within the community. JT said that he welcomed the suggestion to ask the members to put forward their suggestions. GF asked if we should agree a timescale or people to come forward with suggestions – he has put forward some ideas too but we could set those ideas to one side and see what people come back with first of all with their own suggestions. DR said whatever we do with the money we don't want to have to incur time and cost in administering this and therefore we will need to find a good partner to work with who can deliver it and report back. GF will put slide together with discussion on potential projects and also set out a process on timescales. It was suggested that at the meeting a few volunteers could be sought to assist and they could then come along to one of the Directors meetings and help decide how to spend the money once all suggestions have been received. **Action: GF**

## **5. Operational Matters**

### **Technical Update / analytical report on performance**

JT reported that outputs are low at the moment due to the very bad weather. Thanks were given to JT for his efforts with monitoring.

### **Warm Homes / SHS**

GF updated that there is an ongoing conversation with a customer, who has an issue with a saggy ceiling following insulation – it has been inspected and found to be more associated with damp rather than the installation of insulation so this has now almost been resolved, with no exposure on the side of Harborough Energy.

## Risk Register

It was stated that the biggest risk factor at the moment is the risk of lockdown in hampering the attempts to get the LearnAT project going, particularly with a view to the school visits. DR suggested that once the AGM is finished, it might be worth considering another Directors session on risk.

## 6. All other bids and Initiatives

### LearnAT

This should hopefully have started to move as the bursar is engaging. The consultants are Nottingham-based and is in a higher tier for Covid restrictions so it is not sure how this will work in terms of visiting the sites. It was agreed that it would be good to get some initial engagement, even if just by video at the moment.

### Government Investment Scheme

PJ asked if anything is being done regarding the MP liaison. Nothing has come of this so far.

## 7. Any Other Business

### Plan for HS1 AGM

Discussions were held regarding the forthcoming AGM and key points were agreed as follows:

- DH agreed that she will 'run' the back of the meeting in terms of the powerpoint presentation, keeping an eye on attendees and any questions and also running the resolutions as a poll.
- It was agreed that we need to work out with 1/3 of the directors are going to stand down. DH said that she would investigate through the last minutes and advise all present. **Action: DH**
- A run through / practice run is proposed for Thurs 5<sup>th</sup> November at 6pm.
- JT asked whether Master Accounting will be present at the meeting. It was confirmed that they have had an invitation but haven't yet confirmed but this will be chased. **Action: GF**
- DR ran through his proposed slides for the AGM. . JT agreed he will be able to assist if there are any questions regarding the technical data. JT will send DR a screenshot of a comparison of NBJ with others in the vicinity produced by University of Sheffield, which DR can add to the slides. **Action: JT**

All present thanked DR for the excellent presentation and data included.

### **Glider Club**

DW raised that he has recently been contacted by Husbands Bosworth Glider Club as they will be holding the Women's World Gliding Championships in 2022. They want to work to make this the most sustainable gliding event in the world. They are interested in waste/ food / energy etc. In terms of scale, this is an event with 100 teams, 10 people on each team for a 2 week period. Some discussion was held around this and the opportunities that this could bring to Harborough Energy. The Glider Club were going to email DW with further information but this has not been received so far. It was suggested that once the contact details are received, the slide presentation that DR has put together should be sent over to them to see if they might be interested in putting a solar array in to power the mobile homes etc. PJ said he would be happy to go and investigate further to enable a follow up. **Action: DW and possibly PJ**

### **Wood Recycling**

NB is looking for options for recycling his waste wood. The biggest problem is that it is MDF so has glue in it so it would need high temperature incineration due to the chemicals. The expenditure for the equipment that would be needed to get it hot enough to be able to burn off the glue may not be cost-effective in terms of any energy that could be pulled from this. PJ is going to liaise with NB directly regarding this and a possible contact he could share. **Action: PJ**

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

The next Harborough Energy Board meeting to be held on **Thursday 21<sup>st</sup> January at 6pm.**

This meeting will also be held on Zoom.

There being no further business, the meeting was duly closed at 19.22.

Signed .....

Peter Jones (Chair)

## Action Points from Board Meeting 29.10.2020

Action	Who	By When
Quote for an export meter at Archway from Environmental Energies and any other	GF / JT	ASAP
Investigate separate bank account for reserves / accruals	GF	ASAP
Visit to Uppingham Community College	JT	When appropriate
Letter to draft to Leics County Council re gas boilers initiative	DW	ASAO
Obtain up to date quotes for replacement of invertors	GF	ASAP
Ask Master Accounting how proposed reserves and accruals will be reflected in accounts	GF	ASAP
A note for the Directors on PJ's view on the proposal re reserves and accruals	PJ	ASAP
Request that Master Accounting add a note to the accounts to reflect and explain the reduced 'charitable' reduction to Woodnewton and Archway	GF	ASAP
Slide to put together to add to AGM presentation re the Community Benefit Fund and plan for ideas	GF	By Thurs 5 <sup>th</sup> November
Review of which Directors are due to stand down this time at the AGM	DH	By Thurs 5 <sup>th</sup> November
Chase Master Accounting re their attendance at the AGM	GF	By Thurs 5 <sup>th</sup> November
Screenshot of comparison data for NBJ with other sites for use in AGM presentation	JT	By Thurs 5 <sup>th</sup> November
Further investigation into glider club event	DW / PJ	ASAP