



Harborough Energy Ltd Board Meeting 18th March 2021 Minutes

Held on: Thursday 18th March 2021 at 6pm

Venue: Via Zoom Video Conference

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

Apologies: Sharon Burke

In Attendance: Donna Hanlon (minutes)

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 21st January 2021

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

GF reported that the return detailing member's share interest has been sent to HM Customs and Excise – a reference number is required which is being awaited from Master Accounting.

Master Accounting have not yet provided their reply to the query from Neil Adams about depreciation and the accounts, therefore GF agreed to send them a reminder. PJ advised that he will send another holding note to Neil Adams in the meantime. **Action: GF and PJ**

4. Health and Safety Issues

There were no issues to raise on this occasion.

5. Treasurer Role & Financial Report

Overview of operating cash flow / balances

GF commented on the financial report previously circulated. GF advised that this time of year shows the worst-case scenario in terms of the financial picture as all major outgoings have been paid including insurances and Investor interest. It should now be an improving picture to the end of the accounting year. The back payment for one of the Feed in Tariffs has now been received and has boosted the finances for HS1.

Harborough Energy cash at bank currently stands at £1,140. GF reported that it can be difficult to get an accurate picture of Harborough Energy balances as it is occasionally boosted with payments from HS1. There is currently a difference between the cost of My Admin against the income coming in from Warm Homes, however additional funds should be due from the Warm Homes scheme over forthcoming months, due to much increased interest following a recent leaflet drop.

On a negative front, there are two invoices that have been received from Master Accounting relating to costs they didn't bill for in error, for last year's accounts. This totals £1200 including VAT. Master Accounting have offered for this to be paid in 3 x £400 instalments which will be the best way to proceed with this for cashflow purposes.

GF advised that the account will be closely monitored and if necessary, funds can be transferred from HS1 to cover admin costs (as agreed at the HS1 AGM in November 2020). Approval was received at the AGM to transfer across £2500 per annum to cover such costs.

Standard reporting format

All confirmed that they were happy with the reporting format provided by GF. GF will be adding in some extra information next time (M.A.T.).

Shareholder Interest Payments and HMRC Reporting

Shareholder payments have now been made. There are some cheques still to be cashed but most payments were by electronic transfers.

Share Buy-Back options

A recent notification has been received of an investor sadly passing away. GF advised that we are liaising with the shareholder's widow with regards to probate to see what the next steps will be. Once proof of probate comes through, it was agreed that a choice of either full repayment of the investment or alternatively a share transfer into the beneficiary's name will be offered.

6. Operational Matters

Technical Update / analytical report on performance

JT advised that the benefit of NBJ taking weekly recordings has recently become apparent as, following checks, it became clear that a dial was not working correctly on one of the Invertors. This is now being dealt with by EE under the guarantee. Otherwise, NBJ is generating well at present.

JT reported on ongoing issues at Woodnewton, where one of the meters seems to be going off for a few days at a time (number 3). There was a point when all 3 were off, but following a prompt from GF, the school seemed to rectify this.

JT suggested that we should consider asking the other sites to carry out a weekly check up, in the same way that NBJ are doing. GF advised that he will ask the school the question but it may be doubtful that they will do this, however Archway is more likely to action such a request. **Action: GF**

JT kindly advised that once Covid restrictions are eased he will visit the school to investigate further in the name of Harborough Energy. All directors confirmed that they are very supportive of this and thanked JT for this offer. GF added that this visit could be used as a pre-cursor to the 'health-check' that is being considered for all of the sites. **Action: JT**

Archway Monitoring

GF is currently waiting for a quote for fitting an export meter at Archway. Once this is received the details will be circulated amongst the Directors for approval, as the fitting of a meter will help to check whether Archway are being fairly billed for the energy they are using. **Action: GF**

Warm Homes / SHS

DH explained that Harborough District Council recently sent out a 'Warm Homes' flyer with council tax bills which has resulted in many enquiries being received, both to Harborough Energy and directly to Street Homes Solutions. It was explained that Street Home Solutions reply to all enquiries and they have confirmed that all those received to date have been actioned.

DR reported that Sustainable Harborough Community has recently become interested in the Warm Homes scheme and are keen to promote this within their organisation.

DH advised that Amanda May from Street Home Solutions will come to the next Board meeting to answer any questions the Directors have about the Warm Homes scheme and discuss plans moving forward. In the meantime, DH and GF will be looking further into moving things forward with Blaby District Council.

Risk Register

DR asked that all present review the Risk Register and pay particular attention risks that are assigned to them personally, in advance of the meeting due to be held on 15th April. DR also asked that all Directors familiarise themselves with what was discussed at the last meeting and encouraged all to provide any suggestions in advance of the session. DR stressed that the meeting should not be just about risk but also aimed at discussing possible areas of expansion and ideas of the way forward etc. DR asked that any feedback or comments be sent to him or DH by 8th April. **Action: All**

7. All other bids and Initiatives

Community Benefit Fund

This is on hold pending the situation with Neil Adams being resolved.

LearnAT and Grant Status

GF advised that the Consultants are currently in the process of visiting schools, so things are moving forward. They are still lacking certain information which GF is going to chase LearnAT for. **Action: GF**

GF advised that the next step will be to get the team together for an update meeting, and the Consultants will liaise with DH re potential dates for this to happen. DW asked whether this would be an open meeting for all Directors to attend and GF suggested that he would firstly take a steer from the Consultants as to what they want to get out of the meeting and report back regarding this. **Action: GF**

PJ asked whether the Awarding body were still OK with the delay to the project and GF confirmed that there was no rush on their part at present.

GF advised DW that he would be grateful for assistance with dissemination of information to the Board and DW stressed his offer to become involved if needed.

DW advised he has been speaking to the Discovery Trust (another Academy Trust with schools in the Harborough District) and they have indicated that they are keen to pursue something similar.

Scraptoft Parish Council

It was reported that an enquiry had come in from Scraptoft Parish Council for advice, following a referral from Helen Chadwick at Harborough District Council. GF advised that they are looking at solar panels on a Community building, and would probably be a small project, about 30kw maximum. GF advised that as a stand-alone project it wouldn't stack up, but an enquiry could be made for Environmental Energies to carry out a review to start with. DH explained that Scraptoft Parish Council had received a quote in the region of £600 for a formal structural review of the strength of the roof and wanted to know if they needed to incur this cost. Some discussion was held regarding this and it was agreed that this would not

be cost-effective as generally those that quote for the job would check the strength of the roof anyway. PJ agreed that he would write to Scraftoft advising that the roof survey would not be needed initially and that we can refer them to companies who can do this for them as part of their review. GF advised that the building is quite new and therefore plans would be available, which could mean Environmental Energies might be able to review the roof structure from the plans.

DW advised that Scraftoft is the village that Helen Chadwick proposed as an 'Energy Island' some time ago so could be a good opportunity to look at other areas as well. PJ advised that he will mention batteries, car charging etc in his email to them and will send additional information regarding this.

Action: PJ

Uppingham Community College

All agreed to take this matter off the agenda.

Big Solar Co-Op

DR reported that Big Solar Co-Op have taken someone on full time to deal with getting projects up and running and are forging ahead. DR suggested that at some point it might be useful to speak with them for ideas or share opportunities.

8. Any Other Business

Schools

DW advised that one of the schools within LearnAT has had permission to build an extension on their school (having been awarded a £250,000 grant) and Discovery AT have also had permission to build a new school. DW wanted to make sure they are approached in good time with our ideas regarding looking at other building techniques other than what they have proposed (which is standard building techniques with a design life of 20-40 years). DW suggested that they could look at 'School House / PassivHaus, which is said to be cheaper than traditionally built schools, cheaper to build, cheaper to run, more comfortable, with a design life of 100 years.

Some discussion was held on how to approach this and whether DW could approach them as a Director of Harborough Energy advising that we feel they should be aware of other solutions to buildings. GF thought that as there is already an involvement with LearnAT it is a legitimate thing to do for information purposes. GF advised that there are examples of non-usual construction in the area and there is a school in Leicester that had a 'School House' extension.

It was agreed that DW would collate some information and send it out to LearnAT and the Discovery Trust. **Action: DW**

Sustainable Harborough Community

(<https://www.sustainableharboroughcommunity.co.uk/>)

Following DR mentioning this under the 'Warm Homes' item of the agenda, DW expanded on this further to advise that Sustainable Harborough Community has recently rebranded from it's original

name of Transition Town Market Harborough. The group is fully invigorated with much active interest and there are a lot of new initiatives coming from this group, including the Harborough Woodlands Group where they are looking to find land to plant trees.

DR advised that Sustainable Harborough Community and Harborough Energy both have links to each other's websites on their own to enable cross-sharing of information. They have an AGM due soon and DW will give an update after this if there is anything they would like to do alongside Harborough Energy.

Action: DW / DR

9. Date and location of next meeting

The next Harborough Energy Board meeting to be held on **Tuesday 25th May at 6pm.**

Location to be confirmed.

The date for the meeting to discuss the Risk Register is **Thursday 15th April from 4-6pm.** This is a voluntary meeting but all directors very welcome.

There being no further business, the meeting was duly closed at 19.05.

Signed

Peter Jones (Chair)

Action Points from Board Meeting 18.3.21

Action	Who	By When
Master Accounting to be chased for update on Neil Adams reply	GF	ASAP
Holding reply to send to Neil Adams	PJ	ASAP
Additional 'line' to add to Accounts information (MAT)	GF	Next Board meeting
Request to Woodnewton and Archway to undertake weekly monitoring of systems	GF	ASAP
Visit to Woodnewton to check systems	JT	ASAP when restrictions allow
Details of quote for export meter for Archway to circulate to Directors	GF	When quote received
Invitation to Amanda May at SHS to speak re Warm Homes at next board meeting	DH	ASAP
To review risk register items and comment on this and any other suggestions for strategy/risk register meeting on 15 th April	ALL	By 8 th April
To ask Consultants re LearnAT re arranging next team meeting and what the objectives of this meeting will be	GF	ASAP
Reply to Scraftoft Parish Council with suggestions of way forward for their project	PJ	ASAP
Contact LearnAT and the Discovery Trust with information / suggestions re building techniques	DW	ASAP
Update Directors at next meeting of any relevant updates re Sustainable Harborough	DW / DR	Next Board meeting