

Harborough Energy Ltd Board Meeting 27th October 2021 Minutes

Held on: Wednesday 27th October 2021 at 6pm

Venue: Zoom Video Conference

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

Apologies:

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. There were no apologies received.

2. Minutes of Board meeting held on 14th September 2021

The minutes were accepted as a true and accurate reflection of the last meeting and duly signed by PJ.

3. Action Points not covered in Agenda

There were no additional points not already covered in the Agenda.

4. Health and Safety Issues

It was noted that incidents at NBJ have raised issues in terms of the equipment managed by 3rd party contractors.

5. HS1 AGM Preparation

DR talked to the draft slides that had been previously circulated and those present gave input where required which DR amended accordingly as the meeting progressed.

Key points of discussion to note were as follows:

- Resignations / Nominations. Some discussion was held regarding the resignations of Sharon and Neil Burke and whether these would be the only Directors that would need to stand down this year. It was noted that there are no set terms of office and resignations are offered on a rotational basis and was therefore agreed that there was no requirement for any other resignations at this time. JT flagged the use of the word 'resignation' - this was discussed but subsequently agreed to leave in due to it being formal terminology used at statutory meetings. PJ advised that in the Chairman's report he will cover that NB and SB don't wish to be re-appointed but will stress that they still remain committed to the organisation.
- It was stressed by all present that a call out for new Directors is crucial. PJ is going to strongly emphasise this in the Chairman's Report. PJ will ensure the Chairman's report is ready to go out

- with the Agenda prior to the meeting and will flag the key areas that need to be addressed at the meeting, specifically outlining the need for new people to come on board. **Action: PJ**
- GF confirmed that both himself and DR are looking to step down in the near future and flagged that a new Director with financial expertise would be beneficial. DW advised of a contact with financial experience who he will speak with to gauge if interested. **Action: DW**
 - Application of profits – it was agreed that this will no longer form part of the formal resolutions as this is a standing procedure that was implemented last year.
 - Community Benefit Fund – Due to the delay with the reply about depreciation, this had not been moved forward any further. It was agreed that this will need to be reflected in the accounts. The suggestions that were put forward by members for the use of the Community Benefit Fund should be acknowledged and addressed at the meeting. **Action: GF**
 - GF advised that Master Accounting have confirmed the draft accounts and a reply about the depreciation issue will be issued by 1st November. GF will speak with Neil Adams in advance of the meeting to go over the position re the Accounts and his depreciation query. **Action: GF**
 - Warm Homes – Some discussion was held regarding the previous evening's meeting (26.10.21) and the provisional decision to cease the Warm Homes scheme. As DW had not been in attendance at the meeting, DW was asked for approval and he subsequently confirmed that in his view, with Eco 3 being spent, there is no real capacity to actively trade so the decision was sensible. DR reported that there is a one month notice period specified in the MOU's for the local authorities.
 - DR asked whether to include a short update on LearnAT as a potential new project. It was agreed to add in as a business development opportunity without mentioning LearnAT specifically.
 - DR asked JT if he could obtain permission to take some photographs when future site visits are conducted (and also obtains specific permission from anyone actually in those photographs that we can use them). **Action: JT**
 - A protracted discussion was held around the slide on performance and drop in output. Following much discussion, it was agreed there is a range of reasons why the performance is down, it is hard to know for sure the reasons behind the reductions which flags the need for; 1) the host site to be more active and 2) volunteers to be more involved with site visits. JT flagged that the Covid lockdowns have rendered this much more difficult but he will be undertaking visits himself shortly. It was summarised that the key thing is to reassure the members that there are tools in place to investigate and manpower is needed to deal with issues on a timely basis. In addition to manpower on the Team, it is crucial to also get the will of the partners on Board. More needs to be done to get members and host sites involved in order to get the best out of the systems, also ensuring the commitment to carbon savings.
 - DH will ensure that Woodnewton and Archway are invited to the AGM and PJ will also send a separate note. GF will send DH the details of his contact at Woodnewton. **Action: DH, PJ and GF.**
 - It was agreed the graphs are a great way to show that trends are being tracked and they help to reassure investors that the Directors are monitoring this.
 - GF added that a crucial point was to ensure members are advised that insurance is covering any of the costs involved with repairs and business interruption –DR asked that an accrual in the accounts is included to reflect this. **Action: GF**

- It was also noted that the AGM should be advised that an independent report had been commissioned to review the problems at NBJ to ensure that everything has been set up as it should.
- It was stressed that the accounts are needed asap to ensure that there is sufficient time to scrutinise them. The summary in the accounts needs to show the following:
 - Community Benefit Fund
 - An indication / explanation regarding the treatment of depreciation
 - An accrual for business interruption/ insurance that is due**Action: GF**
- DR asked that any further thoughts on the presentation be sent to him via email as soon as possible. **Action: All**
- In terms of the format of the meeting, it was agreed that questions will be allowed throughout the meeting and DH will monitor the chat function for these and raise with the Chair. Resolutions will be put to the meeting by way of the poll function on Zoom.

6. Operational Matters

Warm Homes

Discussion was held regarding the agreement that had been made at the previous Director's meeting (26.10.21). As it looks as though the Warmer Homes initiatives will be taken through local authorities moving forward, it was formally agreed that steps would be taken to wind down this scheme. PJ had circulated a draft notice to send out to the Local Authorities and has asked for comment on this prior to sending out by DH. **Action: All**

NBJ Energy outage and insurance claim

JT advised that of dis-satisfaction with the most recent incident with EE and NBJ, which had arisen following notifications of no export on 2nd October. Neil Burke had checked this and had contacted EE, who inspected and had found that there was water coming into the cabinets. This was under guarantee and was rectified by EE, however JT has asked for further information on this. It was agreed that a more open dialogue with EE and NBJ is needed to ensure Directors are fully keep involved.

Risk register

DH is going to circulate dates for December/ January to convene a meeting to run through the risk register. **Action: DH**

7. All other bids and initiatives

Community Benefit Fund

This is ongoing and will be discussed further once the situation re depreciation has been resolved.

Learn AT and grant status

NEP have now sent their draft report to the Directors for comment prior to sending to LearnAt. It is now with the Directors to comment on the content. **Action: All**

Tugby Parish Council

As per the last meeting, they are currently investigating grants open to them and will be in touch again if we can assist further. JT will follow up in due course. **Action: JT**

Big Solar Co-Op

Nothing further to report on this on this occasion.

8. Any Other Business

James Markwell – invitation to meeting

It was agreed that James would be invited along to join the AGM as a non-voting attendee in order to learn more about Harborough Energy / Solar One. **Action: DW**

Husbands Bosworth Glider Club

DW reported Husbands Bosworth Glider Club are due to host the Gliding World Championships in 2022 and are looking at making this a 'sustainable' event. A question had been raised regarding whether they could buy the weekend capacity from the solar array at NBJ. Discussion was held about the viability of this and the cost implications. Initial reaction was that it wouldn't be financially viable, however DW agreed to ask them to investigate the capital expenditure needed for a separate line to be installed into the NBJ system. **Action: DW**

9. Date and location of next meeting

A provisional date was confirmed as Wednesday 1st December at 6pm and will be on Zoom.

Signed
Peter Jones (Chair)

Action Points from Board Meeting 27.10.21

Action	Who	By When
Amend slides / presentation to reflect comments made at meeting	DR	ASAP
Chairman's Report to draft	PJ	ASAP
Annual accounts to include depreciation, Community Benefit accruals and insurance / business interruptions	GF	ASAP
JT to obtain new photographs (with permission) when conducting site visits	JT	When site visits are scheduled
Invitations to Woodnewton and Archway to the AGM	DH / PJ/ GF	2 nd November
Director's additional comments on presentation to be sent to DR for amendment	All	ASAP
Warm Homes – PJ's notice to Local Authorities to be reviewed and approved / amendments suggested	All	ASAP
Dates for Risk Register meeting to be circulated (to be held in December or January 2021)	DH	November
All to comment on the draft report circulated by LearnAT	All	ASAP
Keep under review the situation at Tugby Parish Council in case they require further advice	JT	Ongoing
Invitation to James Markwell to attend AGM	DW	ASAP
Further queries to Husbands Bosworth Gliding Centre	DW	Ongoing