



Harborough Energy Ltd Board Meeting 22nd February 2022

Minutes

Held on: Tuesday 22nd February 2022 at 6pm

Venue: Zoom Video Conference

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

Apologies: Amanda May (Street Homes Solutions)

In Attendance: James Markwell, Donna Hanlon (minutes)

Actions in bold and list of actions at end of minutes

1. Welcome and apologies

PJ welcomed all to the meeting and extended a special welcome to James Markwell, who was joining the meeting to learn more about Harborough Energy, with a view to potentially extending help to the team in the future.

Apologies were received from Amanda May at Street Homes Solutions.

Thanks were expressed to CT for his work on retrofitting in homes.

2. Presentation from James Markwell

The team introduced themselves to JM and gave a brief synopsis of their individual backgrounds and experience.

JM followed suit and advised of his background and vast range of expertise in electrical engineering. Amongst many other things, JM has Senior Authorised Person Status at MES, SSE and UKPN, and has worked in solar, battery storage, biomass, wind farms, maintenance and fault response (including for Eurotunnel). JM would like to get involved following his move to the area.

PJ thanked JM for his input and provided a summary of the implications of becoming a Director in Harborough Energy, if that was something that JM was considering.

3. Warm Homes – Transfer to Street Homes Solutions

In the absence of Amanda May at this meeting, this discussion was held as part of the section on 'mothballing' Harborough Energy.

4. Minutes of Board Meeting held on 9th December 2022

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

5. **Action Points not covered in Agenda**

GF is yet to write to Community Energy England / Share Energy for their comments on dealing with depreciation in Community Benefit Societies. **Action: GF**

DR added that Community Energy England have sent round a request for groups to approach their MP as they could be allocated some of the BEIS funding. They would like people to contact their MP in support of this. DR advised of further guidance on the Community Energy England website and agreed to circulate more information to Directors to enable all to give their support. **Action: DR**

6. **Health and Safety Issues**

There were no health and safety issues to raise.

7. **Treasurer role & Financial Report**

Overview of operating cash flow / balances

GF shared and talked through the Income vs Expenditure spreadsheet that had been circulated prior to the meeting.

Clarification was provided on what periods 'year to date' and 'moving annual total' represented. It was confirmed that year to date represented the period from the beginning of the operating year in August 2021 to the current date. The moving annual total is a rolling 12 months (Feb 2021 to Feb 2022). DR asked if the titles on the spreadsheet could be amended to highlight this. **Action: GF**

JT asked if FIT payments are received for NBJ. It was explained that this is received, along with Export payments however the rate is much lower for NBJ. GF advised that NBJ brings in around £6-8000 per annum, however this year's income will have been lower than usual for the reasons already known.

Discussion was held regarding the rising electricity prices at host sites and it was agreed that rates charged need to be reviewed. PJ asked how this has been actioned historically. It was explained that although there was no formal process in place, GF would commence this by advising partners that rates are being reviewed, asking them what their current electricity rate is charged at and then calculating and sending a new price to be agreed. It was added that it is preferable to action this in partnership with the host site, but ensuring this is in line with the original contracts. **Action: GF**

DR reminded all there is an Invoice and Generation Tracker kept on Dropbox that shows all income received from commencement to current date (in case anyone would like to see the trends over the periods of time)

GF highlighted current cash at bank balances as follows:

Harborough Solar One: £31,500

Harborough Energy £814

8. **Governance**

Records updating with Companies House / FCA

DH confirmed that all records regarding changes in roles have been updated with Companies House and the annual return has also been submitted to the FCA.

Shares

Interest payments and some capital repayments are to be made. PJ advised that if he will waive his interest payments for this year. GF advised that an email will be sent out to all members giving them the option to do this if they so wish. **Action: GF.**

9. Harborough Energy Ltd – Steps to mothball

GF reminded those present of why steps were being taken to mothball Harborough Energy. It was explained that the name will be kept, it is the 'legal entity' that will be closed. GF advised that at the outset, Harborough Energy was set up as a vehicle to hold a number of different co-operatives such as HS1, wind etc however the focus has remained with Solar. The only project covered under the 'Harborough Energy' banner was the Warm Homes project, however with this terminating at the end of March, Harborough Energy becomes solely an overhead. Mothballing Harborough Energy would therefore reduce the costs and the administration associated with it and should help the membership of HS1 to understand the costs incurred in running a Co-operative. HS1 has historically been propped up by income from Warm Homes and has been shielded in understanding the full costs involved. As the name is valuable and well known this will be kept, along with the website.

GF explained that a separate meeting will be needed to formally agree to wind up Harborough Energy. There are rules governing how to action this (75% agreement from Board members is needed). Other actions to be considered include a formal agreement on how to deal with any remaining funds in the bank account, and what to do with the website. There will be a need to communicate actions with the members of HS1 to reassure all that nothing else is being wound up, this action is being taken as a result of changing circumstances making this a more sensible and cost-effective approach to take.

PJ asked for an update on the Warm Homes scheme. DR advised that he has been helping to facilitate the handover of certain parts of the website/ links in conjunction with Amanda May and Ideal Marketing. Street Homes Solutions have also been working with the local authorities to transfer the MOUs. In terms of next steps, formal notifications now need to be issued to the local authorities advising that Harborough Energy is terminating their MOU's with effect from 31st March. **Action: GF**

It was agreed that the real success with the Warm Homes scheme has been to enable a trusted relationship between the Local authorities and Street Homes Solutions, and being able to successfully bring Eco funding to more rural locations. It was agreed that PJ would write to AM at SHS to thank them for all of their work and support. **Action: PJ**

Darren Woodiwiss joined the meeting at 6.55pm

10. Recruitment of new Directors

CT ran through his thoughts on how more volunteers / Directors could be attracted into the organisation and a discussion was held on this. Key areas of consideration included:

- Which communities to contact? Members, Sustainable Harborough or wider community?
- Advertising methods – email, local media, social media, promotional event?
- What skills are needed -all welcome but finance, book-keeping, website, technical would be very advantageous.

CT had also prepared a draft information document for potential new volunteers which he will circulate, along with a summary of his thoughts, to all Directors, for review and further comment. **Action: CT**

All agreed CT's suggestions were positive and would work well in conjunction with stepping back from the Warm Homes work and mothballing Harborough Energy.

PT added that it would help to provide interested parties with an idea of time commitments, along with a summary of turnover, carbon savings etc. DR referred CT to the project overview document for more information that could be shared if needed.

All thanked CT for taking this on Board.

11. Operational Matters

Technical update / analytical report on performance (JT/DR)

JT advised that the priority here is to address what is happening at Woodnewton school. It was explained that Woodnewton have three systems, each with their own Emig meter, all which need to be inspected along with the inverters. This preferably needs to be arranged with someone Senior within the organisation.

DR shared the reporting screen from Emig, showing the figures presented looked unusual. DR advised to look at the cumulative figures instead, as the chart does not show a true reading (which could be due to the signal dropping out). DR explained that although there is some fault with the individual daily figures, the cumulative reading looks OK. JT advised that in his view the school should take weekly meter readings to gain an understanding of what is happening.

Following further discussion, it was identified that there were 2 key issues to address at Woodnewton, managerial and technical. The following actions were therefore agreed to be able to address this:

Managerial: PJ agreed to contact Woodnewton with a view to arranging a visit to meet with the Bursar or other nominated Champion, in order to inspect the meters/ inverters and assist the school in gaining ownership at this site. JT would also attend this meeting along with JM and CT if they were available to do so. **Action: PJ (plus JT, JM and CT)**

Technical: DR agreed to speak with Emig about their data reporting. **Action. DR**

JT reported that EE disappointingly never responded to his queries.

With regards to NBJ, it was agreed that a site visit should be arranged for PJ and JT (and also JM and CT if available). PJ agreed to liaise with Neil Burke for permission, and will then make arrangements for regular visits to read meters. It was agreed that JM could assist with signage if possible to ensure it is all in line with standards. **Action: PJ (plus JT, JM and CT)**

A final suggestion was that there is a need for full circuit diagrams, labelled installations and signage in Woodnewton, outlining what they have got and the links to Harborough Energy

Thanks were expressed to JT for progressing this forward.

Risk register

PJ apologised for having missed the recent risk register meeting but added that he had listened to the recording and found it to have been a very useful meeting. Thanks were expressed to DR for his work in arranging this.

12. All other bids and initiatives

Learn AT – delivery of report to client

GF advised that a time needs to be agreed for the findings of the LearnAT report to be presented to them.

Following discussions, it appeared there had been some confusion regarding the report, and it was agreed that this needed to be sent urgently with a covering letter asking if a visit could be arranged to talk through findings in more detail. It was agreed that PJ would draft the covering letter and circulate for comment. **Action: PJ**

Retrofit Information provision

CT advised the meeting that EPC for rented properties is going up to Band C by 2025 so many landlords will be trying to improve their energy performance in the next few years.

CT had circulated a paper on retrofitting homes prior to the meeting and spoke through this and the key points contained therein. PJ asked if this information could be forwarded to JM for his information.

Action: CT

Thanks were passed to CT for the work he had put into this document.

It was explained that DR has created a landing page on the website and this information will be added to it. Any enquiries that come in can then be referred to this page.

JT asked for clarification regarding the website referring to 'Horninghold' and asked that this be changed to 'locally' rather than referring to a specific village. **Action: DR**

DR asked all to review and advise him if there are any other amendments needed. **Action: All / DR**

PJ expressed thanks to DR for the work on the website and thanks to CT and JT for their content.

It was summarised that Retrofit is a rapidly expanding area, not only for rental properties but for others that are thinking about energy efficient measures in their properties.

Community Benefit Fund – pending

Tugby Parish Council – pending

Big Solar Co-Op

DR advised that he has kept in touch with Big Solar Co-Op. They have a few meetings coming up if anyone would like to know more about this.

Although there is no formal relationship at present, DR is keeping involved to learn about any potential investments they have coming up. DR will circulate further information: **Action DR**

Husbands Bosworth Glider Club

DW advised he had spoken to the Glider Club. It was thought that the original idea of laying a cable to link into the array might not be practical or cost effective.

The Glider Club would like to replace their diesel launcher and have planted lots of trees recently with the Harborough Woodland Trust (planted a km of hedgerow). DR advised he had been able to speak about the solar array at the tree planting event.

JM advised that batteries could potentially be installed at NBJ.

It was suggested that a visit to the Glider Club could be incorporated into the visit to NBJ. DW agreed to share contact details with the rest of the team and would make contact with the Glider Club again. .

Action: DW

13. Any Other Business

DR advised he has been invited to write another article in the Harborough Mail for VaSL. He has scope to include any issues including environmental and energy so he is going cover Community-owned Electric Vehicle Car Clubs. He will also reference Sustainable Harborough Community and the drive to using community energy.

JM advised he has been looking at installing EV chargers at Harborough Car Parks. Talks are underway with Harborough District Council but nothing definite has happened so far.

14. Date and location of next meeting

GF advised that the next meeting would be a formal Board meeting to dissolve Harborough Energy. A further meeting would then be needed for discussions around succession planning and who will take over some of the functions that DR and GF do. It was agreed that DH would circulate dates for consideration, looking at end of March for the formal Board meeting to dissolve Harborough Energy and the succession planning meeting to be held 3-4 weeks later, both to be held on Zoom. A further Board meeting to be held in 3 months time. **Action: DH**

There being no further business, the meeting was duly closed at 19.57

Signed

Peter Jones (Chair)

Action Points from Board Meeting 22.02.22

Action	Who	By When
Write to Community Energy England / Share Energy for advise re depreciation of assets	GF	ASAP
Circulate information about writing to MP to support Community Energy England with BEIS funding	DR	ASAP
Amend titles on Income Vs Expenditure spreadsheet to clearly outline what period the columns represent	GF	For next Board meeting figures
To contact Host sites regarding reviewing electricity rates, to ascertain their current commercial rate	GF	ASAP
GF to contact members to advise of forthcoming interest payments / check if any interest to be withheld	GF / DH	March
Send a note of thanks / appreciation to Amanda May and the team at Street Homes Solutions	PJ	ASAP
Circulate document re attracting new Directors / Volunteers for comment / consideration	CT	ASAP
Contact Bursar / Contact at Woodnewton to arrange a site visit (PJ, JT, JM and CT to attend if possible)	PJ	ASAP
Contact Emig regarding their data reporting	DR	ASAP
Contact NBJ to arrange a site visit (PJ, JT, JM and CT to attend if possible)	PJ	ASAP
Draft covering letter to Learn AT to go alongside report	PJ	ASAP – URGENT
Send info on retrofitting homes to JM for information	CT	ASAP
Amend reference to 'Horninghold' on website to 'locally'	DR	ASAP
Any further comments / amendments on website to be shared with DR	All	ASAP
Circulate more information on Big Solar Co-Op	DR	ASAP
Make contact with Glider Club again	DW	ASAP
Circulate potential dates for next meetings	DH	ASAP