**Action Notes – David Robbins**

**From:** David R robbinsdj@hotmail.com **Sent to all Directors:** 07 May 2022 07:11
**Subject:** <INFO> Additions to my Succession Planning meeting notes (below)

**HS1 Management**

I should have included **Gavin’s list below** of what he has asked Sharenergy to quote for to cover his Treasurer’s duties and potentially HS1 admin (subject to agreement with MAS).

This is the link to the HE / **HS1 Roles and Responsibilities** document held on HE Dropbox under ‘Governance’ (I will be updating it when we are ready):

<https://www.dropbox.com/s/prbi4pxcntjtinx/%21%20HE%20HS1%20Responsibilities%20-%20Admin%20%26%20Oversight%20-%20JAN20.pdf?dl=0>

**HS1 Resignations** - Along with Gavin stepping down, I meant to include in my action notes that, as discussed, I will be stepping down before the HS1 AGM (due around November).

**HS1 AGM** - I will produce my usual annual summary table of HS1 Generation (shortly after the Year End on 31JUL22).

The directors will then need to produce and present the Financial and Technical slides and any other items they want for the HS1 AGM.

Regards David Robbins

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**From:** David R robbinsdj@hotmail.com **Sent to all Directors:** **:** 06 May 2022 07:28
**Subject:** Re: Succession Planning Meeting - Tue 03MAY22

As agreed, here are my bullet action points from the **Succession Planning Meeting**held via Zoom on Tue 03MAY22 (6-7pm):

**Attendance**: PJ (Chair), DJR (Zoom Hosting), GF, CT and JT  **Apologies**: DW

**Purpose**: To review progress of the handover of Warm Homes work to Street Homes Solutions (SHS), to manage the timely closure of HE Ltd including the required succession planning / handover of duties from HE to HS1 - assisted by the retiring directors (GF then DJR).

1. **Update on Councils / Warm Homes** - There have been delays in councils removing HE from their publicity / websites / call centres and changing their Statement of Intention (SOI).  This is mostly due to the ECO4 funding scheme not going live until July 2022 (ECO3 ended on 31st March 2022 or earlier for some councils).  **Blaby**has now moved over to working directly with SHS (see [Energy Advice (blaby.gov.uk)](https://www.blaby.gov.uk/environmental-issue/waste-and-environment/energy-advice/).

**GF**had asked Amanda May (SHS) for a further update which arrived shortly after our meeting:  **HDC**has removed Harborough Energy from the main webpages but they are still linking to their existing SOI - *with HE named as the contact!*  **Amanda (AM)** has requested **Hinckley & Bosworth** (and **HDC**) to do the same as Blaby.

**DJR**will work with AM on getting final updates pushed through and will amend our HE website to match - as / when the new SHS website is operational (currently being developed by Jess at Ideal Marketing). Also need to check that **North West Leicestershire Council (NWLC)** has removed HE (we don't think the old scheme actually started).  **Action: DJR (with AM)**

1. **Formal closure of HE via Companies House / HMRC / Master Accounting**- *on hold pending HE stopping trading.*  **GF**has requested Master Accounting feedback.
2. **Roles and Responsibilities** - **GF**covered need for take-over of treasurer, accounting and administration [including membership management] and the potential workload was discussed.  **DJR**shared the HE/HS1 Roles and Responsibilities document (available via Dropbox under 'Governance'): - <https://www.dropbox.com/s/prbi4pxcntjtinx/%21%20HE%20HS1%20Responsibilities%20-%20Admin%20%26%20Oversight%20-%20JAN20.pdf?dl=0>

For the record, **GF formally resigned from HS1** amicably but will continue to facilitate locating an alternative provider ['Mgt Co'] and executing the handover.  **DJR will stand down before the HS1 AGM** (expected November) having assisted the handover and provided the basic annual performance data table for HS1.  **Note:**Production of Financial and Technical slides for HS1 AGM will need to be taken over by remaining director(s).  **Action: GF / DJR to assist handover**

**GF**has approached **Sharenergy**for an updated quote (2/3 years ago it was approx. £2,750 + VAT per year for admin and accounts).  This would probably be quite hand's off but we can blend with MAS support to get 'sweet spot'.

**GF**was also asked to approach **Energy4All**for comparable quote (if they provide the services required for HS1).  **Action: GF**

**EMIG**monitoring / technical support is unlikely to be provided by these Management Co - **Action: CT to try to assist JT in this area**

**PJ**has a local contact (retired head of finance for Swiss corporate) who might be willing to assist HS1 on financial matters / grant applications. **Action: PJ**

**JT**queried the HS1 invoicing and **FiT arrangements.**  For clarity, Woodnewton and Archway are on 20 year FiT (incl 50% deemed Export); NBJ has 20 year FiT (Zero Export) plus Metered Export (via Stark);

Note: Full history of our PPA billing and FiT rates for each Host is on the '**HS1 Generation and Invoicing TRACKER**' via Dropbox under '**Finance**':

 <https://www.dropbox.com/s/xk0621jw0l57enm/%21%20HS1%20Generation%20and%20Income%20TRACKER%20-%20EXTENDED.xlsx?dl=0>

**GF**will also circulate a summary note on the original FiT contracts.   **Action: GF**

*[Note: PPA rate increases for each Host need to be confirmed and billing updated.****Action GF / DH****].*

**DJR**confirmed he has been keeping MAS (DH) in the loop and MAS have had opportunity to take on new areas, if suitable / interested.  All agreed that Donna does an excellent job!

1. **Cancelling Insurance** - *on hold pending HE stopping trading.*
2. **Closing Bank Account -***on hold pending HE stopping trading.*
3. **ICO Reg / DP Director** - **DJR**stressed this needs taking over by an **HS1 Director**- CT agreed to consider the role.  **Action: DJR to advise CT**
4. **HE Website (ongoing hosting via Ideal)** - **DJR**confirmed this will be carried on - billed to HS1*[Ideal now have annual Direct Debit option]*. **Action: GF / MAS to discuss with Ideal**

**DJR**provided a brief demo of the updates he has already made to reflect changes (Warm Homes, HS1 Projects, HE Initiatives, Retrofit and links to **SHS**website and **Sustainable Harborough Community (SHC)**website / **Harborough Climate Action (HCA)** pages).  Content update should be reduced once the handover to SHS and the HE Ltd closure are completed - this will need to be **taken over eventually** (eg HS1 Director, MAS or Ideal). **Action: DJR to continue for now**

**PJ**is building his low carbon house and will provide a 'case study' - option for this to go on HE website and / or HCA website.  **Action: DJR to provide introductions.**

1. **Email (HE@gmail.com)** - **MAS**to carry on monitoring and responding.  **Action: DH**

**DJR**has provided **three template responses** for Donna to cover queries - **Warm Homes, EEMs for Individuals, EEMs for Community Projects** (eg via Council, School Trust, Parish Church, Community Building, SMEs, etc).  **DJR**will put synopsis of these on HE website - once the transfer and HE closure are finalised. **Action: DJR**

**PJ**requested '**Project Request Pro Forma templates' -**these are available via the HE website (including previous examples): [Project Scoping Documents - Harborough Energy](https://harboroughenergy.co.uk/projects/project-scoping-documents/)

1. **HE Brand / Group** - **DJR**led a discussion on how / when this is moved into an informal group.
2. **Socials** (Twitter, FB page, LinkedIn page) - **DJR**advised that minimal output / interaction are currently required.  **DJR** isstill currently responsible (Darren W also has access to HE Twitter account).  Maybe transfer posting / update to one of the remaining directors or MAS (or the new HS1 Mgt Co), if required?  **Action: DJR to discuss with DW / MAS**

**AOB**

* **Woodnewton Monitoring** - PJ and JT visited the host site and had a very productive meeting with the Caretaker / Janitor.  This included inspection of the roofs and equipment.  **PJ**has supplied background info to Woodnewton executive and the Janitor.  **JT**has updated his site record document and will circulate. **Action: JT**
* **EMIG Data Access**- Online access to the meter data and graphs via the EMIG website was discussed with Woodnewton. It is recommended for them initially and will be then be offered to our other two hosts (NBJ, Archway).   **JT**will ask the Janitor to advise us which Woodnewton email account they wish to use.  **MAS**will then be asked to ask Environmental Energies to arrange access using the agreed email address (just to Woodnewton Meters ENE00038, ENE00039 and ENE00040).  **ACTION: JT / DH**
* **EMIG Data Reliability - DJR**has been in discussions with **Phil Jones from EMIG**and Phil has agreed to remove the corrupted Half Hourly data sent from all 5 meters manually.  This will mean the data / graphs will display more accurately on the EMIG site - which is even more important if / when we have hosts access their own data. **Phil**has also recommended we upgrade the mobile antennae on each meter to reduce the risk of corrupted data transmission going forward.

The **directors agreed** to this purchase (via HS1) at a cost of around £30 each +VAT (plus £8 delivery).  **MAS**to raise the order and send to EMIG (via philip@padtechnology.co.uk) for 3 booster antennae for Woodnewton (Ref: Outdoor-rated +5dBi antenna, with 5m low-loss cable).  **Action: DH**

 **JT**to then liaise with Woodnewton regarding delivery and **their qualified electrician to install** **them**(just under each meter).  **Action: DH / JT**

*Once this is all working satisfactorily for Woodnewton*, HS1 can approach our two other Hosts (Archway, NBJ) to offer the same enhances EMIG service and access.

* **Project Pipeline** - **PJ**provided an update on **Bottesford Net Zero**who have visited NBJ and show potential.  **Action: PJ to progress and update the group, as required.**

**Meeting closed at 7:05pm**

I trust this is a fair and true note of the meeting - let me know if there is anything crucial missing!

**Note:** The Zoom audio record is available via the HE Dropbox under 'Governance' -> 'Meetings' (until deleted to release space, as usual) via this link:

<https://www.dropbox.com/s/v44qqktrq79zae1/Succession%20Planning%20Mtg%20Audio%20-%2003MAY22.m4a?dl=0>

**FYI -** Next **HS1 Board Meeting**is on**Tue 7th June 6pm - 7:45pm,**as previously agreed.

**PS - I am away on leave from 10th May** and will try to join the above meeting from Taifa - back in action in UK in early July.

Regards David Robbins

**Consume less - Care more!**

*Net Zero* to safeguard our future.