



Harborough Energy Ltd Board Meeting 14th June 2022

Minutes

Held on: Tuesday 14th June 2022
Venue: Zoom Video Conference
Attendees: Peter Jones, (Chair), Gavin Fletcher (Treasurer, John Twidell, Carl Tiivas
In Attendance: Donna Hanlon (minutes), Lesley Burrows (handover)
Apologies: David Robbins, Darren Woodiwiss

Actions in bold and list of actions at end of minutes

1. Welcome and apologies

Apologies were received from David Robbins and Darren Woodiwiss. Gavin Fletcher joined the meeting for the discussions re Treasurer.

A formal welcome was extended to Lesley (Les) who is going to be replacing DH with admin support for the team.

2. Approval of minutes of meetings held on 22.02.22 and 22.03.22

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

PJ asked if James Markwell was interested in becoming a Director? DH reported that she had discussed this with DR and the view was that he was not going to be a Director but would be available and interested in providing technical support.

4. Action Points from Succession Planning Meeting

All included in the Agenda.

5. Health and Safety Issues

JT expressed concern about Woodnewton School as there are issues with regards to the access of the meters it is not safe for their Facilities Manager to be climbing ladders to gain access. PJ is to speak with the bursar at Woodnewton : Education Trust.

Action PJ

6. Treasurer Role & Financial Report

a) Overview of operating cash flow/balances

It was discussed that CT would kindly assist in these areas once Gavin steps down but CT advised he needs to be trained re: accounting/financial aspects. PJ has experience with the reports and accounts and can provide a backstop.

The Team expressed thanks to Gavin for all of his work.

GF commented - It is important to have someone on the ground to take on the responsibilities he has taken on – CT commented he needs to know the time commitments and elements required and a follow-up meeting with GF needs to be set up accordingly. **Action: GF and CT**

GF added that even if Harborough Energy are to link up with another party, there will always be a need to have a Director with a Treasurer role within the organisation

GF has had some quotes through and updated the meeting as follows:

1. **Share Energy** have quoted £4,500. Further discussions would be needed as there may be a need for additional costs for full management accounts to give CT additional back up.
2. **Energy 4 All** They can do a full package but more expensive at £6,000 for the first 2 years then ramping up to £12,000 from there on. The reason for the cost is that Harborough Energy will become a member of E4All - they are actively interested in Co-ops that want to expand their operations and new projects into the fold, the idea being that everybody grows and everybody benefits : that's the positive but the negative being steeper costs.
3. **Ethex** do not offer the kind of services we want – they do membership management so would be able to look after our members and do shareholder payments but they do not do accountancy management.
4. **Communities for Renewables CRC**: This is based in Cornwall but it was agreed that the location would not be an issue. It was suggested it would be useful to obtain a quote from this organisation, GF to follow up. **Action GF.**

It was agreed that at this point, Share Energy looked to be the best option.

JT raised the question of affordability as it would mean a big increase in expenditure. GF advised that Master Accounting costs would go if the accountancy work was included. GF agreed to pull together the various costs that are incurred incur. GF is to put something together regarding what the comparative costs will and a pros and cons against these 3 quotes as an "aide memoire" to demonstrate due diligence for our records, this will be the basis how the decision is made and what the net cost implication will be in order to justify this to members at the AGM **Action GF.**

The benefits to members would be that they would get statements annually and detailed management from a specialist outfit. It was highlighted that there are 17 years still to run on these projects. Therefore it is important to go over to an established company that is highly likely to continue, this is an enhancement and a de-risking on the risk register in terms of shortfalls and income and etc. PJ will make contact with Share Energy to discuss next steps. Open for discussion to any other Director or comments. **Action: PJ**

b) Shareholder Interest Payments

CT asked if certificates are sent out to shareholders for their financial records DH confirmed that nothing has been sent out as standard Share Energy would provide this information as a matter of course. GF - VAT returns on the comparators members statement arrangements : checklist to add, as Directors, once circulated, go through in detail and is incorporated in any agreement. **Action All**

c) Depreciation of assets in accounts

This ongoing query is still outstanding. It was advised that Share Energy may be able to help to resolve this

At this part of the meeting GF left and passed on his best wishes and thanks to DH.

7. Governance

a) Annual Accounts

Harborough Energy draft accounts are still required from Master Accounting. Mark Buckmaster will need to be chased. **Action: DH / LB and cc in PJ**

b) Members requests to withdraw investments

It was advised that GF had received a request to withdraw investments from 2 shareholders a while ago. This needs checking with GF. **Action: DH/LB.**

c) HS1 AGM – Date/Venue

The dates were set as follows:

AGM HS1 – Tuesday 22nd November 2022 time and venue tbc.

AGM HE – Wednesday 28th September 6pm this will form part of the Board meeting after the accounts are received.

For the HS1 AGM venue was discussed and it was highlighted that a hybrid of virtual and face to face would be good.

LB to check Eco Village Costs and speak with DW.

8. **Harborough Energy Ltd – Winding Up**

Closure of HE : it was confirmed it cannot be formally closed until certain things have been finalised such as Warmer Home payments, bank accounts insurance cancellations. See notes below being actioned:

- Cancelling Insurance / finalising Accounts - by MAS / Master Accounting
- Continuity of HE Website / email redirection (5yr via Ideal) **DW**
- Closing Bank Account – transfer of assets to Harborough Solar One (HS1)
- Councils / Warm Homes – transfer to SHS
- Formal closure with Companies House ('Voluntary Strike Off') and HMRC - by Master Accounting / MAS
- Roles & responsibilities – transfer to HS1 directors
- ICO Reg / DP Director – transfer to HS1 director
- Harborough Energy Brand / Group (informal)
- Ongoing Email management / response (HE@Gmail.com) – by **MAS**
- Ongoing HE Website content management and HE Social Media (Twitter/FB) – by whom? **DW**

9. **Operational Matters**

a) **Warm Homes**

As above – collaborate with wind up.

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

It was reported that DR had obtained costings for the organised amplifiers with eMIG meters in order to boost the signals. 3 are needed at Woodnewton. JT reported that the one at Archway is continually giving trouble as the signal does not get through. Amplifiers are ready to be ordered for Woodnewton, pending clarification of where to deliver, however, JT suggested to obtain one in the first instance for Archway to see how it works as it is much easier to gain access and there is a good point of contact. If this then makes a difference to Archway then plan for the other sites to have antenenna's fitted. LB/ DH to contact Alec at Archway (£26 + VAT), and pause with Woodnewton. **Action: LB/DH**

c) **Site visits (JT)**

There were no discussions regarding site visits on this occasion.

d) **Woodnewton (JT)**

It was discussed that clarification is required of the names and positions of Woodnewton School and its Academy staff who deal with the PV installations.

Alan Hickinbottom alanhickinbottom@woodnewtonalc.com is a contact that has recently been involved as he kindly sent photo's of the meters.

JT raised about the possibility of a display in the school entrance with Harborough Energy's name. It was raised that it would be roughly £150.00 for a static display board. Action: JT/ possibly DW

Some discussion was held regarding the rates charged. DH advised that she believed these had been increased or were in the process of being increased by GF but this would need checking. JT confirmed most have contracts and a review in Sept. PJ confirmed we ask for evidence of who their new rate structure who they have signed a contract up with and that forms a basis of our charge less 10%. DH believed that this may have already been actioned by GF.

Action: Check this with GF (possibly LB? DR?)

e) **Good Energy/FIT – photographs**

It was confirmed that Good Energy's requirements for meter photos had not been carried out accordingly.

f) Risk Register (DR)

It was commented on that we are in dialogue with Share Energy with the primary objective of reducing the risks to the business and the need to offset administration risks.

10. All Other Bids and Initiatives

New Director – nothing to report at present. Still active. PJ's contact still in thought.

a) Learn AT

PJ to follow up have heard nothing from them. Note: the school holidays coming up.

b) Community Benefit Fund – pending

On hold because of the depreciation, and other expenditure will be incurred in the near future.

c) Tugby Parish Council – pending

JT wondered if the Harborough initiative for Solar Together might have been an option for them. CT advised that he believed the deadline for tenders had now passed.

d) Bottesford

PJ had nothing to report at present although it is still actively being considered. PJ commented if they want us to be involved we can do so, although we may wish to consider whether we want to bid.

e) Big Solar Co-op – pending

Nothing to report this time.

f) Husbands Bosworth Glider Club

Ongoing. PJ / DW to action with possible assistance from CT.

11. Any Other Business

All extended a fond farewell to DH . DR to be in contact with LB to cover.

12. Date and Location of Next Meeting

HE Board Meeting Wed 28th September and combine with the HE AGM if not dissolved by then by Zoom

There being no further business, the meeting was duly closed at 19.30.



Signed

Peter Jones (Chair)

Action Points from Board Meeting 14.06.22

Action	Who	By When
5. Health & Safety Contact the Bursar at Woodnewton	PJ	
6. Treasurer Role & Financial Report <i>a) Overview of operating cashflow/balances</i>	CT	
6. Treasurer Role & Financial Report <i>a) Overview of operating cashflow/balances</i> Master Accounting Annual Accounts for HE Share Energy costs/comparative costs.	GF (CT, DR)	
6. Treasurer Role & Financial Report <i>b) Shareholder Interest Payments</i> Checklist to add	ALL?	
Clarification of names and positions of Woodnewton School and its Academy staff regarding the PV installations and payments	JT	
Website and social media	DW	
Archway purchase and fitting of an EMIG signal booster.	JT	
Prepare details of the solar installations to be suggested for a panel in the school entrance area.	JT	
5. Health and Safety Issues Speak to Bursar at Woodnewton	PJ	
6. Treasurer Role & Financial Report <i>a) Overview of operating cashflow/balances</i> Training with accountancy/financial/time commitments involved 1. Share Energy contract to be drawn up 4. Communities for Renewals CRC to follow up	GF/CT/DR	
6. Treasurer Role & Financial Report <i>b) Shareholder Interest Payments</i> Checklist to add	All	
7. Governance <i>a) Annual Accounts</i> Chase draft accounts Send monthly chasers	DH/MA/PJ/LB	
7. Governance <i>b) Members requests to withdraw investments</i> Check withdraw request	DH	
7. Governance <i>c) HS1 AGM – Date/Venue</i> AGM Venue to book : North Kilworth Church tbc until finalised	LB	
8. Harborough Energy Ltd – Winding up Cancelling insurance/finalizing accounts Closing bank account transfer of assets Councils/Warm Homes transfer – final billing HE website, Social Media	DR/MAS Master Accounting/SHS/DW	
9. Operational Matters <i>b) Technical update/analytical report on performance</i> Contact Alec at Archway Planning application Order 1 antennae for Archway	DH/JT/DR	
9. Operational Matters	PJ/JT	

<p><i>d) Woodnewton</i> Clarification of names and positions Chase photo's of meters with Alan Hickinbottom and thank him for the photo's. Follow up do they want to do the fundraise? Static boards : display in the school entrance</p>		
<p><u>10. All Other Bids and Initiatives</u> <i>a) Learn AT</i> Have heard nothing from them</p>	PJ	
<p><u>10. All Other Bids and Initiatives</u> <i>c) Tugby Parish Council</i> Tell Harborough Initiative about Solar Together. Follow up results for the tenders of Solar Together 14.06.22?</p>	JT	
<p><u>10. All Other Bids and Initiatives</u> <i>d) Bottesford</i></p>	PJ	
<p><u>10. All Other Bids and Initiatives</u> <i>f) Husbands Bosworth Glider Club</i></p>	PJ/DW CT?	
<p><u>11. Any Other Business</u> Separate meeting to be held with GF</p>	GF/CT	
<p><u>11. Any Other Business</u> NBJ to be kept in contact i.e. ensuring are kept in keeping. CEE looking for a Finance Director CT to attend via Zoom 13.06.22 2pm. Introductory boards does CEE have a standard format they recommend? CT tbc attending on line meetings.</p>	CT	
<p><u>11. Any Other Business</u> David Robbins contact Les on his return from leave re: Handover</p>	DR/LB	