

Harborough Energy Ltd Board Meeting 9th November 2022 Minutes

Held on: Wednesday 9th November 2022 at 6pm

Venue: Zoom Video Conference

Attendees: Peter Jones (Chair), John Twidell, Darren Woodiwiss, Carl Tiivas, Stephen Rankine

Apologies: None

In Attendance: Lesley Burrows – My Admin Support (minutes)

Actions in bold and list of actions at end of minutes

1. Welcome and apologies

PJ welcomed all to the meeting.

2. Approval of minutes of meetings held on 28.09.22

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

- a) Legalities of new Director and informing FCA to be checked and noted. SR received generic documentation, Data Protection regulations, Privacy Policy, Roles and Responsibilities to follow. **(LB)**.
- b) Any Directors who have stepped down are picked up via the Annual Return via the FCA as discussed with them direct and notifying Stephen's address and contact details once registered onto the portal.

4. Health and Safety Issues

No issues arising.

5. Action Points from Succession Planning Meeting

- a) Items have been duplicated/covered in these minutes and actioned.
- b) Roles and responsibilities in progress and eMig monitoring successful.

6. Treasurer role & Financial Report

a) Overview of operating cash flow / balances

- Operation of Cashflow : bank account configuration: c£24 in the HS1 bank account.
- It has confirmed Harborough Energy is now closed closing date of 05.11.22 along with the final accounts into Harborough Solar One – as an administration charge by HS1 to HE leaving a balance of zero on the HE bank account. Closure form lodged.
- Outstanding direct debit from the Information Commissioners Office regarding data protection coming out of the account in December 2022. Keep the account live for HS1, check who is registered on the website. HE to lapse and HS1 to be registered - pending DW is the new contact for ICO and to follow up. **(DW/CT)**
- Good Energy: Not all payments received from Good Energy **(LB)** to follow up once again for Woodnewton as in 9 (c).

b) Shareholder Interest Payments

- Confirmed HS1 paid out half the money for deceased member in August, another payment is due August 2023. Cashflow to cover interest payment for Projects 1 and 2 – leaving c£11k rising for the remainder of the year.
- End of the year we will have repaid 14% of project 1 and 14% of project 2.
- Interest payments due in November to be calculated and emailed to members **(CT)**.

c) Depreciation of assets in accounts

- Now satisfied

d) Share Energy

- Formally signed by Share Energy and Peter Jones accordingly.

7. Governance

a) Annual Accounts

- Turnover down based on the various installations and extra payments to members and interest payments have been increased.
- On schedule and agreed with the Board.
- Exports: Woodnewton and Archway 5.4p per kw/ hour, and export 6.4 per kw /hour and NBJ 5p per kw / for hours exports.
- Charges for the sites have gone up 14.4 k/w for Archway and Woodnewton.
- Contact NBJ regarding calculation layout. **(PJ)**
- Response from Neil O'Brien : the Government are implying they will charge super tax and will be reviewed on services we make. **(PJ)**
- We recognise the government price cap for the next 6 months has artificially reduced the price and under the terms of our agreement that we adopt that on the basis in the agreement, we need to point out that they won't be charged that in 6 months and are they happy with that.
- Each of our sites were being charged each year and write to them after that. Letters to all our projects and annual review **(PJ)** Price increase letters, email to PJ **(LB)** There was discussion on whether the Board should apply the net 18% discount price on commercial regardless or whether a more flexible approach could be adopted. It was agreed to consider each case on their merits at review dates in March/April 2023 by which time we would have a clearer understanding of longer term price cap levels and our exposure to excess profit taxation".
- Master Accounting have provided interim Annual Accounts, once approved, enter into the FCA portal for submitting **(LB/CT)** List of Board members to be updated accordingly prior to submitting to the FCA.

b) Members opting in /out

Members have been contacted in order for an up to date list is available. Keep up to date **(LB)**

c) HS1 AGM

LB has confirmed the time and venue of the AGM to be held on Wednesday 16th November at 6.30pm at Our Lady of Victories Church, access Nelson Street. Time and date are highlighted on the Harborough Energy Website and social media by DW. Bacs details confirmed and to be paid after the event. Equipment tested and BBC snippet made available to view.

Generation information/commentary on projects/financials/operational output/Government Policy to be provided by **PJ/CT/JT/DW**

Chairmans report for the summary of the year to cover the issues regarding price increase, Government strategy etc **(PJ)** to be conducted at the AGM and shown on the website **(DW)**

8. Harborough Energy Ltd – Winding Up

- HE closure of bank account – form sent to the bank to formally close.
- DS01 form to be sent 3 months after closure date c 05.02.2023
- Master Accounting advising the HMRC of Harborough Energy closure/striking off on the 5th November 2022.
- Roles and responsibilities – to be updated by all accordingly

9. Operational Matters

a) Technical update / analytical report on performance

- John confirmed they systems are working as checked with eMig.
- Site visit complete at Archway and Woodnewton in order for ALOM compliance. Western Power have confirmed compliance accepted. Evidence is available readily.
- Electrical person to be appointed for inspections. **(JT/CT)**

b) Site visits (JT/CT)

Site visits carried out by JT/CT – photographs of inverters, meters, inspection equipment all successful

c) Woodnewton (JT/LB)

Site visits carried out by JT/CT – photographs of inverters, meters, inspection equipment all updated and forwarded to Good Energy for approval and verification by LB. Awaiting verification **(LB)** to follow up. **(CT)** to contact the caretaker.

(PJ) to contact the Burser to raise: monitoring the output.

d) NBJ

Meeting date to be selected and photographs to be provided for evidence **(PJ)**

Exploring energy costs, adding an energy surcharge to their tenders, optimization of power supply, additional solar array to roof tops, awaiting a meeting with Neil O’Brien to discuss rural business level. PJ forwarding contacts at Share Energy.

e) Archway House

Site visits carried out by JT/CT – photographs of inverters, meters, inspection equipment all updated and forwarded to Good Energy for approval and verification by LB. Awaiting verification **(LB)** to follow up.

f) Bottestford

No action

g) Good Energy / FIT – photographs

Confirmed FIT payments are coming in successfully. Woodnewton still to be clarified with Good Energy they have the clear meter reading **(LB)**

h) Risk Register (All)

To be updated accordingly

i) Compliance (PJ/CT)

Identified the issues around notification of closure of HE Ltd, Companies House and the FCA which will be clarified.

j) Charges on Hosts

Price increase letters /summary to be viewed **(CT)**

10. All other bids and initiatives

a) New Directors

CV received from Stephen Rankine and filed accordingly. Notes in 3(a) regarding legalities.

b) Learn AT

No action

c) Community Benefit Fund – pending

d) Tugby Parish Council – pending

e) Big Solar Co-Op – pending

f) Husbands Bosworth Glider Club

No action

g) Big Green Week

Feedback from St Hughes Church expressed interest in an array of solar panels on the large south facing roof. PJ has advised accordingly. Medbourne Sports Club had some interest.

h) New Project NBJ - pending

i) Gartree School

j) File Sharing / Dropbox (DW)

(DW) the options are using the Google Drive, clean up of old files no longer needed, (LB) advised the team how to access the Google Drive via Loom Video, other options to consider work in progress. Key large documents to be moved on the Google drive (DW).

k) Contractual Terms (PJ)

Pricing letters to be reviewed (PJ) see 7a.

11. Any Other Business

The meeting closed at 7.27pm.

12. Date and location of next meeting

Harborough Energy Limited/Harborough Solar One Limited AGM – Wednesday 16th November 2022 6.30pm held at Our Lady of Victories Church.

Harborough Solar One Board Meeting - Wednesday 18th January 2023 6pm via Zoom

Signed

Peter Jones (Chair)

Action Points from Board Meeting 09.11.22

Action	Who	By When
Legalities of new Director, generic documentation received.	LB	Pending
Inform Master Accounting of the correct Directors for the Annual Return HS1	CT	
Register onto the FCA portal	SR	
Catch up on financials, meeting to be help	SR/CT	
Check Good Energy have verified Woodnewton and Archway.	LB	
Information of Commissioners Office	DW	
Shareholder Interest payments	CT	
Contact NBJ regarding calculation layout	PJ	
Price increase letters due for review	PJ/LB	Emailed to PJ
Share Energy signature	PJ	Complete
DS01 for to be sent February 2023	CT/LB	
Roles and Responsibilities	All	
Produce Annual Accounts for HS1 after interim	MA	
Neil O'Brien to be chased up re: Supertax and rural business level.	PJ	
Members opting in/out Keep list up to date	LB	Ongoing
Generation information/Commentary for HGM	PJ/CT/JT/DW	
Chairmans report and shown on website	PJ/DW	
Advice HMRC of HE closure date	MAC	
Appoint electrical person to inspect each site? /Contact caretaker at Woodnewton	JT/CT	
Contact Bursur at Woodnewton to discuss monitoring the output	PJ	
Meeting date to be selected and photographs to be provided for evidence at NBJ and forward Share Energy contacts	PJ	
Risk Register to be viewed	All	
Files to be moved into the Google Drive	DW	