# Harborough Energy Ltd Board Meeting Tuesday 13th June 2023

# Minutes

**Held on:** Tuesday 13th June 2023 at 7pm

**Venue:** Zoom Video Conference

**Attendees:** Peter Jones (Chair), John Twidell, Carl Tiivas

**Apologies:** Darren Woodiwiss, Stephen Rankine

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

**Actions in bold and list of actions at end of minutes**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Welcome and apologies for absence. (PJ)**

**PJ welcomed all to the meeting.**

1. **Minutes acceptance from 14.03.23**

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

1. **Action Points from previous Minutes (if not covered in Agenda below)**
	1. **Good Energy Contract : CT in contact with GF to discuss signed copy.**
	2. **Diocese Church in Leicester: no progress: the church is not in a position to progress with a contract. PJ commented the National Grid and windfarm costs having an impact on the economy.**
	3. **Risk register amended accordingly to reflect HS1 teams duties.**
2. **Health and Safety Issues**

**No issues arising.**

1. **Treasurer role & Financial Report (CT)**
	1. **Overview of operating cash flow / balances : bank balance at date 12.06.23 £25,400.**
	2. **Shareholder interest payments & HMRC Reporting**

**Capital repayments prefer to pay back in bulk, CT showed the Board a spreadsheet showing site output: CT enquired to Share Energy regarding reserves and an estimated payback of 20% of capital by the end of this year**

* 1. **Depreciation of assets in accounts**
	2. **Share Energy - CT emailed Share Energy regarding the start of onboarding procedures which was confirmed will be in the next week or two c.03.07.23 and payment schedule. c£4,000 plus VAT per annum and to be paid quarterly. Share Energy to give advice regarding buy-back and terms and conditions concerning NBJ and what is reasonable (CT/PJ)**

**Purchase value of the assets, current profile and projections on pricing strategy: a possible framework. To be reviewed and commented at the AGM.**

**Share Energy to possibly handle the transfer of James Waddington deceased shares into June’s name – possibly need proof of probate? (CT)**

1. **Governance**
2. **Annual accounts – (MB/CT)**

**HS1 Annual Return – submit to FCA – CT confirmed Accountancy fees to be paid out end of July 2023 C£800-£1,000 and Administrative Fees.**

**Harborough Energy have now been removed from Companies House (BCC) on the 6th June to be posted on the website (DW).**

1. **Interest payments due, CT confirmed all interest payments for this have been paid out. c£9.000 capital repayment to the Deceased Estate.**
2. **Operational Matters (JT)**
3. **Technical update / analytical report on performance (JT)**
4. **Output (CT)**
5. **New Tariffs**

**Price increase letters to go out and combine with discussions on Community Benefit Funds. The commissioning date is confirmed for Woodnewton is 30.08.23, Archway’s commissioning date is 24.09.23 and contact both Woodnewton and Archway for their expected tariff rate. Letters to be drafted up and incorporate PPA (18% ) require evidence tied in however have unexpected circumstances and at the end of the year we would like to translate into car charging unit. (PJ)**

1. **Site visits (JT)**
2. **Woodnewton JT confirmed eMig readings were not connecting. JT contacted Pad Technology to query. A password has been provided from Pad Technology to access the readings.**

**CT provided a spreadsheet which showed the** monthly output figures from eMig. This shows the output from Roof 3 at Woodnewton has dropped to about 60% of expected, so now needs action for someone to visit. Losses of £1,000 per year are likely. JT suggested the schools electrician to inspect/CT suggested EE, and is there an error log on on the inverter. We have 7 days in May of no activity. (JT) log on each day for activity. (CT) to provide log on details to JT from Pad Technology. A list of equipment is needed prior to attending.

1. **NBJ JT confirmed eMig readings all ok.**
2. Archway House – booster aerial **Archway House JT confirmed eMig readings all ok. Booster aerial to be fitted, CT contacted Pad Technology and EE with no advice.** Advise PJ would like to attend site visit.
3. **Risk Register – now updated.**
4. **All other bids, initiatives and other matters**
5. **Community Benefit Fund**
* **CT shared a document from 2021 : suggesting how we use the Community Benefit Fund**, c£2,000 is the available planned spend and discussed in the original business plan and the Board are to revisit a final discussion where the funds are distributed and definitive costs.
* The Well in Kibworth (independent charity with a café and clothes shop whose aim is to develop resources and services to benefit Kibworth and the surrounding villages.
* Suggestions we use funds to combat fuel poverty with the cost of living crisis, possibly to buy draughtproofing/radiator foil for households.
* Harborough District Children and Young People's Charity (HCYC). They work with isolated young people including young Gypsies and Travellers in the Harborough District.
* It was suggested to contact Woodnewton School to display what is being generated at the school as no PV is being shown publicly. Suggestions for a display board (Demonstrator Learning Unit) to educate Children/Governors/Teachers.
* Car charging unit ideas for Woodnewton School teachers and charge out to their staff at a subsidised rate. Costings of charger/ battery (PJ). This could lead to local newspapers : Times Educational Supplement/media potential having interest in our funding ideas.
* Car charging unit for Archway to be another possibility (PJ) JT commented the car charging unit would be an excellent idea, PJ commented meaningful in a community sense and would act as local demonstrator.
* **Sustainable Harborough Community – Cost of Living Crisis -** Sustainable Harborough Community : would like to take some action on the cost of living crisis. CT contacted them advising possible community benefit funds to be available for a possible purchase of a thermal imaging camera to investigate heat leakages in houses costing c.£500. JT commented it is difficult with external insulation and hard to read due to light etc. PJ commented we would need to know whether this is covered by professional management. JT commented the idea of using a camera in the schools.
1. **Big Solar Co-op – suggested NBJ interested in install panels on their roofs. No action. CT asking anyone available in our group to contact BSC, now left for NBJ to contact them.**
2. **Cable Theft - Suggestions on security measures what action can be taken. It was suggested what does NBJ have in place with regard to theft: CCTV/Insurance cover and any vulnerabilities on the boundary and the gliding club. (CT) to look at HS1 insurance policy.**
3. **Sustainable Harborough Community – see a) above.**
4. **Good Energy : Good Energy Contract : not located – CT in contact with Gavin awaiting reply**
5. **A.O.B – no other developments occurring.**
6. **Date & location of next meeting**

 Tuesday 18th July 2023 – 19.00 via vidcon.

Signed …………………………………………..

Peter Jones (Chair)

**Action Points from Board Meeting 13.06.23**

|  |  |  |
| --- | --- | --- |
| **Action** | **Who** | **By When** |
| Good Energy Contract in contact with GF. Write to Good Energy concerning the signed contract.  | CT/PJ |  |
| Stephen Rankine re: HS1 involvement | PJ |  |
| Check cost of car charging and how much to install | PJ |  |
| Contact Joe Bentley – Share Energy re: possible sale of buyback for NBJ : reasonable suggestions | PJ/CT |  |
| Contact Philip Pad Technology: systems are not registering on the link for Woodnewton  | JT | Complete |
| Contact EE (Environmental Energy)  | CT | Complete |
| Log into eMig every day to check activity | JT |  |
| Visit Archway to fix aerial  | PJ/CT |  |
| Check insurance policy | CT |  |
| Theft: Email NBJ re: insurance arrangements  | PJ |  |
| Woodnewton/ Archway price increase letters  | PJ |  |
| Advise Share Energy re: James Waddington deceased and transfer of shares | CT |  |
| Share Energy to provide details of PPA agreement costs | CT |  |