



## Harborough Energy Ltd Board Meeting Tuesday 29th August 2023 Minutes

**Held on:** Tuesday 29<sup>th</sup> August 2023 at 7pm  
**Venue:** Zoom Video Conference  
**Attendees:** John Twidell, Carl Tiivas, Stephen Rankine  
**Apologies:** Darren Woodiwiss, Peter Jones  
**In Attendance:** Lesley Burrows – My Admin Support (minutes)

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

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

CT welcomed all to the meeting.

**2. Minutes acceptance from 18.07.23**

The minutes were accepted as a true and accurate reflection of the 18.07.23 meeting and duly authorised by CT and signed by PJ at a later date.

**3. Action Points from previous Minutes (if not covered in Agenda below)**

CT Discussed with SR to run through our financial records and documents to assistant CT. **CT/SR**

**4. Health and Safety Issues**

No Health and safety issues arising.

**5. Treasurer role & Financial Report (CT)**

- a) Overview of operating cash flow / balances : CT confirmed bank balance approx. £28,516.01 to date we have been paid for billing for Woodnewton, NBJ and Archway which we billed Archway up to the end of May because of the meterage issues.

CT confirmed Good Energy payments coming in September no large bills due to come in at present. Master Accounting are in the process of doing our accounts which is c£800 and insurance which is due on the 6<sup>th</sup> September c£1500. The year end is 31<sup>st</sup> July and the return to the FCA c.Jan/Feb 2024. A date to be agreed for the AGM mid November 2023 **(LB)**

CT confirmed Master Accounting have agreed to carry on with our accounts with SE being held back for a year.

CT discussed insurance issues: Naturesave have asked us for much more information regarding our operations and sites than was previously required. They have also given us a checklist of MCS

recommended checks for our systems. They state that one of their insurers would not quote for insurance unless these checks are carried out. Discussions with Sharenergy revealed that they thought these checks were expensive and relatively impractical and that they did not perform all these checks on their sites. We have provided Naturesave with the information they asked for and we await quotes. We should discuss what constitute reasonable checks on our systems going forward and whether we should have a contract with an MCS installer for this. Our renewal date is 6<sup>th</sup> September 2023. JT commented we should engage with who fitted the panels on the school roof now they have experience with the Woodnewton site. CT mentioned possible quote from EE. SR suggested the insurance company should recommend some contractors if they are dealing with similar businesses.

- b) Shareholder interest payments & HMRC Reporting –
- c) Depreciation of assets in accounts
- d) Share Energy - CT confirm this is on hold for at least a year due to administrative issues. SE wanted a large amount of documentation which we couldn't provide in time of the contract starting. CT could not locate an amount of documentation to start and go through the archive paper records. CT mentioned that the list of Directors on our FCA wasn't up to date, although we did put a form to change this which has been sent back re: more precise dates to be confirmed from the Directors. JT mentioned any records that the school has got needs to be compared with what HS1 have. CT confirmed that another FCA registration for the Directors will be going through and the dates checked. CT discussed Share Energy confirmed that inverters tend to go down every 10 years on average and have given CT fires of what pay.

## 6. Governance

- a) Annual accounts – (MB/CT)

## 7. Operational Matters (JT)

- a) Technical update / analytical report on performance (JT)
- b) Output (CT)

I have updated my original crude spreadsheet model to include the inflation suggestions you have made. I have also include a word file that attempts to explain what I have done and contains a summary at the end. The model isn't intended to be perfect and there are many points that could be debated, but hopefully it should give us a rough idea of where we are. The model calculates the PPA income from Woodnewton and Archway combined and there is a % export factor that you can experiment with. This reflects that we should be charging just for generation that is used on site going forward for these sites. I have initially set the export % to a ? pessimistic 50%

The first page of the spreadsheet is repeated on the second and third sheets where I have inserted John and Peters suggestions for inflation.

The fourth page just shows the income calculations.

The spreadsheet is designed to be experimented with, so you can change all the cells in green that contain assumed values and change % inflation for income and costs for each year.

CT created an assessment for the energy consumption as below:

	<b>2013</b>		<b>2014</b>		<b>2015</b>		<b>2016</b>
Jan	9597	310	8368	270	9205	297	10116
Feb	8366	299	7713	275	8835	316	9289
Mar	9350	302	7026	227	8000	258	8912
Apr	6499	217	5517	184	5409	180	7612
May	5700	184	5601	181	5160	166	5680
Jun	4794	160	5738	191	5527	184	5628
Jul	5503	178	6673	215	5567	180	5519
Aug	3894	126	3570	115	3325	107	
Sep	4914	164	5278	176	4543	151	
Oct	5550	179	6280	203	5557	179	
Nov	7207	240	7237	241	7118	237	
Dec	7770	251	7303	236	6643	214	
<b>total</b>	<b>79144</b>		<b>76304</b>		<b>74889</b>		<b>52756</b>

- c) New Tariffs (PJ)
- d) Site visits (JT) see (e)
- e) Woodnewton (JT)

JT confirmed information has been received from the Technical Officer Jason Smith. They have 3 separate connections to the grid and 3 utility smart meters therefore paying for 3 land lines, they do not have a meter reader going to the school but they should record export. An appointment has been made on Friday 01.09.23 with JT and CT . Possibly some are exporting whilst some are importing. CT asking the question whether there is 1 meter per building for the grid metering. Which will be confirmed at the meeting on the 01.09.23. **CT/JT** JT mentioned we shouldn't be responsible and with 3 separate meters it proves difficult getting a balance of readings. CT mentioned we would need to access to the 3 meters if possible however, JT said we need to find out to see whether they have been exporting in total.

Roof 3 Output Low - output figures up to end of July 2023 show that Roof 3 has generated 70.7% of predicted output over the last year. We asked the roofing contractors if they were able to quote for assessing the system whilst they were on site. We are awaiting a decision on this. Roof 4 (Muggleton Building Reroofing) – should be finished shortly and we have been invited to view the re-installed panels when completed as well as look into the metering at the school to try and ascertain whether export metering figures are possible without installing new meters. Metering and billing:

I have received feedback regarding the history of the PPA agreement (signed by Ellen Wallace CEO of Woodnewton at the time and David Robbins director of HS1) and billing at Woodnewton. It was stated that an agreement was made with the school that export metering (costing £800 per building) would not be installed and expressed surprise that the clause on the signed PPA agreement stating that export metering would be installed was still in the PPA as the intention was that this should be removed.

CT confirmed there was an assessment made (see outputs) that the energy consumption in the Muggleton Building, which we had been provided figures for before PV installation (see table below), would be far in excess of the PV generation which was expected to be 2100 kWh in the peak summer months. It was likely that this was the case for the other 2 buildings, which are larger and therefore likely to have higher electricity consumption. Overall it was felt that all the PV generation would be used on site.

JT mentioned JS said there is a slight snag with the solar panels. The original mounting system that was used is not compatible with the Bauder roofing system, so we need to replace this with an approved system so that the warranty on the new roof is not invalidated. The cost is around £9,000. Would we be covering the costs? CT mentioned that in the PPA if any re-roofing was carried out we would have to carry the bill of uninstalling and reinstalling the solar, an agreement to be made if some payment is to be made.

CT mentioned that the solar panels are not obvious from ground level.

A good relationship is to carry on with the school and deal with

PJ confirmed he is in agreement to anything decided basically to have a meeting with their bursar re the new price and if need be agree a contribution of up to 50% if they agree to a new rate of 20p per KWH.

CT confirmed Woodnewton have an annual review on the anniversary of the installation which is in August.

- f) NBJ – early sale issues  
Generating reasonably.
- g) Archway House (JT)
- h) Generating reasonably.
- i) Risk Register

**8. All other bids, initiatives and other matters**

- a) Community Benefit Fund – no decision has been made as yet – rethink.
- b) Big Solar Co-op
- c) Good Energy

**9. A.O.B**

**10. Date & location of next meeting**

Dates circulated to HS1 Board to agree a date in September 19.00 via Vidcon **LB**

Signed .....  
Peter Jones (Chair)

**Action Points from Board Meeting 18.07.23**

Action	Who	By When
Meeting at Woodnewton with Jason Smith	JT/CT	
Documentation: list of Directors for new FCA form	CT	
Run through financials and dropbox	CT/SR	
Sent SR details of google drive/dropbox access	LB	
Circulate dates for next Board meeting Sept 2023	LB	
Community Benefit Fund	CT/PJ	