



Harborough Energy Ltd Board Meeting Wednesday 2nd October 2024 Minutes

Held on: Wednesday 2nd October 2024 at 2pm

Venue: Zoom Video Conference

Attendees: Peter Jones, Carl Tiivas, John Twidell

Apologies: Darren Woodiwiss

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. PJ apologised as exited the meeting early.

2. Minutes acceptance from 13.08.24.

The minutes were accepted as a true and accurate reflection of the 13.08.24 meeting and duly authorised and signed by PJ.

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

All previous actions points covered and agreed by the Board.

4. Health and Safety Issues

CT noted in Operation Matters regarding the use of ladders. No other issues.

5. Treasurer Role & Financial Report (CT)

a) Overview of operating cash flow

CT confirmed the details below:

Balance in bank 2nd October 2024 £14319.93 delayed billing relating to accurate export. Billing for Woodnewton and Archway for Q2 and Q3 for PPA income and NBJ to be billed in October for period July – Sept 2024.

Outstanding PPA income exc. VAT £ 10424
Projected balance after PPA income paid = approx. £24.7k
Money needed for interest payments in 2025 = £6850

Money needed for 6.5% of original capital repayment in 2025 (minus £3K paid to N.Adams estate = £9187

Balance needed by April 2025 for interest+capital repay + 10k reserve = £26k, therefore all on track.

b) Shareholder interest payments & HMRC Reporting

CT discussed regarding Neil Adams, who sadly passed away recently. Neil Adams estate has been repaid his capital investment of £3000.00, as requested by the relatives and approved by the board at the previous board meeting.

One shareholder requested a tax statement CT to action.

c) Depreciation of assets in accounts

d) Insurance – (CT)

CT confirmed we renewed our Directors insurance and public liability insurance this year. Operations insurance is not needed, but something to review for the future and we hold sufficient reserves.

6. Governance

a) Annual accounts – (CT)

LB requested the accounts to be ready for the AGM from our Accountants. CT to chase.

b) Interest payments

7. Operational Matters (JT)

a) Technical update / analytical report on performance (JT)

b) Output (CT)

CT discussed the output as follows:

Output from Muggleton is good – approx 100% of predicted.

NBJ output is good – approx. 100% of predicted.

KS1/FS2 building output – approx. 90% of predicted.

KS2 building output was about 90% of predicted – probably due to low insulation resistance problem and possibly due to fouling by pigeons.

Archway – output has always been about 85-90% of predicted, but this seems to have dropped to about 75% of predicted. On a recent visit to photograph the meter for our FIT provider, it was

noted that the panels were dirty. Also shading by a tree was probably also an issue. CT discussed the shading issue with Alec Welton. He owns the tree most culpable, but the trees have preservation orders on them, so we would need to apply to the council for planning permission to prune them/it.

CT suspects it would be useful to perform an estimate of the cost of the shading issue and possible cost of remedial pruning before embarking on any action. Alec currently has a ladder installed at the rear of his building, which could be used to facilitate cleaning of the isolated row of panels at the rear of the installation. Cleaning of the rest of the panels could be performed using a short ladder and 22 foot water fed pole brush. JT commented whether the panels would be dirty after severe rain. CT noted there was some moss/leaf debris behind the inverter, which was removed. And will probably need to install mesh to reduce the chance of debris getting behind the inverter.

c) New Tariffs (Rate Reviews)

CT discussed the rate reviews are due on the anniversary of the installation dates:

Woodnewton Installation date: 23/08/2016

Archway Installation date: 24/09/2016

NBJ installation date: 17/12/2018

Woodnewton and Archway have supplied copies of their contracts/billing in application on the anniversary of the installation dates and based on this the tariffs for the next year are shown below based on the PPA agreement. PJ asked about the increase in terms of overall revenue. CT confirmed it has gone down. See below:

Archway 25 p/kWh - Tariff after 18% discount = 20.5 p/kWh.

Woodnewton (now different rates for each building).

Building	Grid Tariff p/kWh	Grid Tariff -18% discount p/kWh
Muggleton	20.4439	16.76
KS1	22.1618	18.17
KS2	22.1618	18.17

JT asked who the energy companies are. It was confirmed it is O & S Energy and Tomato Energy.

d) Site visits

e) Woodnewton

CT confirmed James Page from Joju Solar visited Woodnewton School on the 28th August as he suspected there was a problem with the KS1/FS2 building metering (the only CT clamp meter) – which was showing some export during the night. He was able to confirm that one CT clamp (there are 3 CT clamps – one for each of the 3 phases) had been installed the wrong way round. This was

corrected and this has sorted out the problem with the spurious recording of exports during the night. It does mean that measurements from the KS1/FS2 building up to 28th August are not reliable. It had been noticed that we had a couple of days lost output from the KS2 building recently. This was investigated by James Page from Joju Solar, when in attendance to check the meters on 28th August. He found that there is a recurrence of the low insulation resistance problem for one of the 4 strings on this building, associated with MC4 connector water ingress and deterioration. The problem string has been disconnected for safety, which will result in 25% drop in output from this building temporarily.

I have asked whether they can fix this during the October break. This remains uncertain due to staff changes at Joju Solar, but they thought this should be possible. At the same inspection it was noted that there was pigeon activity under the panels and fouling of the panels. It is proposed to fit pigeon protection and remove any debris from under the panels. This will cost about £200 if we do it ourselves. Possible scaffolding to be put up and pigeon protection to protect the panels and recleaning.

On the same visit James Page also checked that the in line export meters on the KS2 and Muggleton buildings were working correctly. He also configured the metering so that on the Meter Manager Online website, all 3 Woodnewton meters display exports as Forward flow (which is the default direction displayed on log on). Early data suggests that exports will be a little higher than previously thought at about 30% of generation for the year, although more data is needed to improve the estimate.

CT has updated Jason Smith (Operations and Sustainability Manager) at the school and he is pleased that the export metering has now been installed. I explained that we should be in a position to use the export readings for billing starting in the 4th Quarter of the year. Jason supplied August grid consumption data and we have confirmed that this is agreeing with the grid supply meters to within tolerance for the KS2 and Muggleton Buildings. Tolerance for in line meters is about 1% and for CT clamp meters about 2%. KS2 Building export meter August 2024 reading = 99.94% of Grid supply reading. Muggleton Building export meter August 2024 reading = 99.69% of Grid supply reading.

CT noted he will ask Jason for the September grid consumption figures for all 3 buildings, so we can make a final check of accuracy before using for billing.

f) NBJ

CT said he has planned to return to NBJ to recheck the mounting bolts, cleaning the panels, CT clamps with PJ. Is it possible to pay the Engineer who helps with this task. The Board favoured to pay the Engineer for his services c-£1,500k to be confirmed. Carl can you check this figure for the minutes.

Neil Burke has recently contacted us to inform us that he does not want to buy the solar panels from us. This means that there is no pressing need to pursue the possibility of selling our sites.

g) Archway House

CT confirmed Joju Solar quoted at least £3k to fit an export meter at Archway. The price is uncertain as a DNO supervised shutdown of the supply is needed to open up panels safely, which would only

then reveal the details of how the meter could be installed. The potential cost and disruption to business has been discussed with Alec Welton and it has been agreed that an effort to obtain export readings from the existing grid supply meter should be pursued. Alec has been given the contact details of the department that deals with metering and emailed them weekly, but no reply has been forthcoming. Archway are in the process of changing supplier and Alec has said he will pursue the issue with the new supplier. We have offered to pursue the matter on his behalf, if he can give us the authority to do this.

8. All other bids, initiatives and other matters

a) Community Benefit Fund

CT Due to the generation of renewable energy constitutes the community benefit: i.e. outgoings for installing and fixing export meters. Therefore no other CBF will be handed out.

b) Solar4Schools/Energy4All

We did contact Energy4All and Solar For Schools and a sale of Woodnewton and Archway would in theory be a possibility, but it would require detailed financial and generation data for them to offer a price, they would consider buying them. Not in process therefore shelved at present.

9. A.O.B

Greener Future Project – CT discussed about this project and a document to follow : Community Energy project regarding support and mentoring funded by the Council.

Can be seen on the Green Fox Energy Community Website
<https://greenfoxcommunityenergy.org>

10. Date & location of next meeting

No further Board meeting will be held until after the AGM.

The Board discussed the 2024 AGM will be held on Wednesday 20th November 6pm in North Kilworth. No further Board meeting will be held until after the AGM. The AGM meeting will be held as a hybrid meeting.

Operations and Finance report for the year to be prepared by CT with a Chairmans Statement to follow PJ.

Signed
Peter Jones (Chair)

Action Points from Board Meeting 02.10.24

Action	Who	By When
Greener Futures Project write up	CT	
Invoice NBJ for period July to Sept 2024	LB	Done
Payment for Engineer	CT	
Statement for Miriam	CT	
Annual Accounts	MA	
Sites: Grid Consumption Figures	CT	
Return of NBJ	CT/PJ	
Sept Energy Bill from Woodnewton	CT	
Chairman's Statement for AGM – PJ to see CT's report first as below	PJ	Done
Operations and Finance Report for the year	CT	
Equipment for hybrid meeting and dry run on hybrid	CT/LB	