

WREN Board Meeting 7th May 2021, held by Zoom

Present Kevin Smith (KS), Chris Coonick (CC) Ian Welch (IW) Tony Faragher (TF) Simon Miller (SM)

Martin Jackson (MJ) was present for items 1-5,

1. **Apologies** ; Marcus Shirley (MS) Leonie McGregor (LM)
2. Minutes of the meeting of 16th April were accepted as a true record with a correction to item 3 (NZCom) – KS rather than TF had attended the meeting with John Catchpole .
3. **Energy Equality project update.** (a) Wren has been awarded £5000 from the Booster Fund in order to meet some costs of progressing the share offer. There is a need to revisit the financial model to firm up the selling price and look at all the assumptions made in the portfolio. We need to check that we have a financially viable model before we are able to proceed to a share offer. We need to be sure that within the portfolio there is not undue reliance on the Nanstallon installation, and that the other rooftops in the portfolio will if necessary stand alone. KS and CC will test the business case. Having done all the necessary work we need to be in a position to launch the share offer by the 1st of October 2021. We need to ensure the content, layout, and accessibility of the share offer document in order that it can be easily understood by a wide range of people including those who have no experience of buying shares. We agreed that in order to do this part of the work for the share offer we need to subcontract to a competent organisation. TF will lead on the tender documents for this, and CC is happy to review the documents. CC will send specimen documentation to TF. (b) Spend of remaining RCEF / WECA monies. CC has received written agreement from WECA that the money can be spent on the work that SM is doing, on the final report, and on the structural surveys that need to be carried out. The Board gave approval to spend the £7400 in advance of receiving it from WECA (KS proposed, IW seconded). Simon has identified BMG Surveys to carry out the necessary surveys on the buildings in our portfolio. It was agreed to do desktop surveys on most of the rooftops but to Commission an on-site survey for St Issey Village Hall. SM is arranging for the three solar PV installers to give quotations for all the sites . All the installers are very busy at the moment and so no definite dates have been agreed. It was

agreed that although the installers would have satisfied themselves about the roof structures of the buildings that they are visiting, we agreed that for the purposes of our own due diligence in the share offer, to instruct structural surveyors independence of the installers. The board resolved that SM should go ahead and instruct the BMG Surveys. CC and SM reported on a meeting with the RNLI which was extremely positive. RNLI offered to help with community engagement in the share offer. RNLI have large energy requirements and in theory could take most of the energy generated from our portfolio. The price of 11p / unit was attractive to them. The RNLI are fully on board with the energy transition and have plans in place for developing their own solar resources. The schools in the portfolio, and the fire brigade, are happy with the proposed selling price of 11p/unit. SM will follow up with St Breock Home and St. Issey Village Hall to discuss price.

4. NZCom The project is on track to start on the 1st of June as planned. There will be a kick-off meeting for the partners on the 4th of June. Community Energy Plus have already recruited a staff member for the project. Next step is to confirm with WPD that their contract they are offering is acceptable to WREN. Once accepted WPD will then be able to drawdown the money It was resolved that CC has delegated authority from the Board to sign the contract with WPD. CC will then fill out the partner / contractor contracts. Chris has negotiated with her employers to work her hours over 4 1/2 days in order to free time to work on NZCom.

Lena Santoro has been appointed to the role of engagement assistant. Her post with WREN will start on the 1st of June. TF to send a formal offer letter together with a draft employment contract / job specification and outline of duties. SM will be her supervisor / line manager. The contract will specify 15 hours per week ; the pattern of which is to be agreed with her supervisor. TF reported that WREN does not have an adequate disciplinary or grievance procedure in place and he will update these using ACAS templates.

5. WREN social media. MJ was welcomed to the meeting and thanked for his offer to take on the social media role for WREN. The main points arising from the discussion where as follows. MJ

needs to be fed content for his social media posts. Board members are encouraged to send MJ content and other Twitter and Facebook sites to link to. MJ also needs to be informed about timings of releases over the month and we will work out a timings plan with MJ at each Board meeting. It was noted that we need to avoid getting drawn into arguments or disputes on social media. We encourage MJ to refer back to Board members if he needs guidance or a second opinion how to respond to potentially argumentative posts. We noted that photos and pictures will enhance the attractiveness of posts and engagement with WREN's social media activities. It is important that the social media posts tie in with project schedules and needs. SM and LS are to work together to schedule all the things that will need posting for NZCom. SM will arrange for MJ to sit in on LS's briefing session about NZCom so that he can gain an understanding of the project. Kevin has given the authorizations for MJ to operate the Twitter account.

6. Finance matters / bank signatories. (a) It was resolved to appoint CC and SM as additional signatories to both accounts ; Lloyds and Coop. KS & TF remain as signatories. It was resolved that LM be appointed as an authorised person for the Coop account, and as a non-signatory for Lloyds. A security token for Coop will be obtained for LM. TF will retain his security token as back up in the event of LM's absence. (A notification in the form of a Board resolution is attached as an Appendix to these minutes) It was resolved that Jerry Clark and Harriet Wild be removed as signatories from the accounts. (b) The new accounting system will be set up for WREN – it is already in place for WEC. The new system will be particularly helpful in tracking invoices related to NZCom (c) It was resolved to register for VAT asap. (d) Insurance renewal for WREN – the insurers will be advised of increased turnover based on the NZCom budget of £348k.
7. Launch of next round of Treworder Community Fund. Launch date is 17th May, closing date 21st June. A further round will run in late autumn 2021.
8. AOB (a) Matt ?, student from Exeter University will start his project with WREN on the 1st of June. He is currently waiting for

his supervisor to be appointed. His project is to define the roadmap to the share launch for the Energy Equality project. (b) Brighton and Hove Community Energy are interested in learning about NZCom and would like to apply the findings of it in their local area.

9. Dates and times of future meetings ; **18th June, (note the change of date)** [then 9th July, 6th August, 10th September, 8th October, 12th November, 10th December 2021] . All meetings at 3 pm, by Zoom till further notice.