

Minutes of WREN Board Meeting 10th September 2021, Zoom

WREN Board Members present: Chris Coonick, Tony Faragher, Simon Miller, Kevin Smith, Ian Welch.
WREN ops assistant: Leonie McGregor (minutes).

Meeting started 1100, closed 1250.

The Board approved the minutes of the last meeting held on 23rd July 2021.

Matters arising: Tony will contact Martin to strengthen the connection now that Marcus is no longer a director. Martin's photo and biography have been added to the website. Simon has contacted Amanda Pennington regarding Facebook administrator status.

1. **Marcus Shirley resigned from the Board on 23rd July 2021.** Marcus was thanked for his valuable contribution and will be much missed.
2. **Energy Equality Project:** Cornwall Council's draft rooftop leases are still awaited. Chris and her contact at BRE have been chasing this weekly. Tony and Simon will try through other contacts they have at Cornwall Council. Tony and Kevin have produced a scoping document for the share offer. There is a list of practitioners to consult via Community Energy England's forum, and Jake Burnyeat has also been contacted. Kevin is following up on WREN's request for clarity on the Co-op Booster funding.
3. **NZCom:** The project is now in full swing.
 - The first deliverable has been achieved with Planet A's review of technology approaches ranked to provide a top 6 to take forward to the next stage of assessment. Exeter University are at the draft stage of their future scenario scoping review, which incorporates methodology around carbon accounting. Community Energy Plus are working with Simon on the first workshop, applying their extensive experience of supporting vulnerable customers. Co-op Energy have had a slow start due to the requirement to consult with their parent company Octopus at each stage. The dates for their deliverables are in the process of being reorganised.
 - The cash flow for the project is not running smoothly at the moment. WREN is awaiting payment on its invoice to Western Power Distribution, but has an invoice to pay from Planet A that will soon be overdue. It was agreed that WREN should pay Planet A out of its own funds on this occasion, but it will not be possible to bankroll the project going forward. It was agreed that the partners should be asked to invoice earlier than the month end, to ensure WREN can invoice WPD in good time for their payment stream. Simon to invoice for his work, to be signed off by Chris and Kevin. Chris's invoice to be signed off by Kevin and Tony.
 - Simon is finalising the community engagement plan. Paul Travis will taking over the role of community engagement officer from Lena Santoro and will be working with Simon from mid-October.
 - The format of the workshop at The Betjeman Centre on 29th September was discussed. The workshop can accommodate up to 30 people: WREN members are the first invitees. The aim is to gather feedback which will inform the focus group meetings. These may be held in venues in Padstow and Rock. A budget of £100 was agreed for logoed flags. It is hoped that the Betjeman Belles WI Group, or another local group, will provide the refreshments. Simon will share his draft schedule for the workshop with the Board and arrange a meeting next week to gather more ideas and firm it up. It was agreed that the workshop/focus group meetings will be in person only, but will be followed up with evening webinars – to be announced once the meetings have taken place. Simon has 6 people for the project advisory group, and is seeking recommendations for others, up to 15.

- The Padstow and Wadebridge Network panel meeting is taking place on 16th September - Simon and Ian are attending. Tony will talk to Robin Moorcroft about Cornwall Councillor involvement in the project.
4. **Finance:** Kevin has started work on the annual accounts and these will be ready as soon as possible. The Board will agree these by email. Kevin and Leonie are in the process of getting WREN set up on Xero. There is an outstanding authority for the Co-op account to be uploaded – Tony to sign and send to Kevin. Simon is to become a signatory for the Lloyds account, paperwork to be dealt with as soon as possible.
 5. **Communications:** A newsletter was sent yesterday focussed entirely on NZ Com and the upcoming workshop. A further newsletter is planned to follow up with more aspects of NZ Com, including promoting Planet A's event at the Showground. Kevin will organise a webpage for the project.
 6. **WREN Sustainability Policy:** Tony has circulated the latest draft incorporating further amendments. It was agreed that section 6 on influencing should be strengthened. The policy should be ready to be adopted at the next meeting.
 7. **Date of WREN AGM:** Tuesday 28th September 7 pm by Zoom. Tony will produce the agenda for Kevin to post on the website in time for the invitation being sent out by 14th September. Tony will check the rules for number of directors to resign this time. Chris will do a presentation on NZ Com. If the AGM is not quorate, a second meeting will be arranged, possible date 12th October.
 8. **Board Dates for 2022:** Leonie will draft some dates for next year – Friday afternoons ideally avoiding NZ Com meetings.
 9. **Other Business:**
 - Chris will send her NZ Com slides to Simon for his use.

NEXT MEETING FRIDAY 8th October 3 pm on Zoom

**(then 12th November, 10th December 2021
and 14th January, 11th February, 11th March, 8th April, 13th May, 10th June, 8th July, 12th August, 9th
September, 14th October, 11th November, 9th December 2022)**