

Minutes of WREN Board Meeting 8th October 2021, Zoom

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

Meeting started 1500, closed 1700.

The Board approved the minutes of the last meeting held on 10th September 2021.

There were no matters arising.

1. **Energy Equality Project:** Cornwall Council's draft rooftop leases are still awaited; Tony has been assured by their legal department that these will be received within 2 or 3 weeks. For the share offer: the estimated cost of the charter marque is around £1,000 and can be paid for with some of the Co-op Booster funding. Now this has been clarified WREN can invoice the fund, and Tony will start approaching the previously identified list of organisations to tender for producing the share offer document.
2. **NZCom:** The project is on track. Chris will be attending the first in person meeting of the project partners at WPD in Bristol. The second invoice to WPD has been submitted and approved by them. The invoice includes the Exeter University report work, Community Energy Plus's work on the first workshop, as well as WREN's project management and community engagement work.
 - The first workshop took place on 29th September attended by 12 members of the public. A further workshop is booked at The Betjeman Centre for the evening of 10th November. The plan is to go direct to local groups: these include invitations to speak to a group of business women from the Betjeman Belles and to attend Wadebridge School's eco day. A focus group meeting is planned to take place in Padstow in January. Tony will send Simon a list of people to contact such as recipients of community funds and also parish councillors. Any further names/groups/contacts to be forwarded to Simon.
 - Recruitment: Vicky Smyth is working with Simon on a temporary basis until the post of community engagement officer is filled. Simon will rework the job description and upload onto various recruitment sites. Tony will put posters up on local notice boards as well as onto the Government website and Cornwall Voluntary Sector Forum. Closing date for applications to be 1st November. The interview panel will be Chris, Simon, Tony and Ian.
 - Chris presented a full update on the project at the AGM. Simon's summary of the first workshop will be loaded onto the website and included in the next newsletter.
 - Planet A's decarbonisation roadshow is taking place at the Showground this weekend. Simon will represent WREN and photograph the event.
3. **Finance:** Kevin circulated a general expenses report for the first 6 months of the financial year generated using Xero. These are roughly in line with expectations. Kevin will consult Kevin Cornford at Alexander and Co on the legal situation regarding payments to company directors via payroll or invoices.
4. **Communications:** It was agreed that full administration rights for WREN's social media accounts should be with a Board member, currently Simon. Tony will contact Amanda Pennington to check she has now relinquished her access to the accounts. All Board members should continue to send any items of interest for posting to Martin Jackson and copy in Simon.
5. **Community Funds:** Tony had circulated an information paper on the current status of all the funds.
6. **Equality Impact Assessment** – Chris had circulated a paper. It was agreed to bring this item back to the agenda at the next meeting. It was also agreed to adopt the Environmental Policy, subject to the previously agreed amendment.

7. **Recruitment of new Board members:** it was agreed that WREN should advertise. A clear mission statement and updated business strategy for the website are the first steps. Tony will edit these and bring back to the Board for discussion.

Other Business:

- Kevin was congratulated for his interview on Radio Cornwall.

NEXT MEETING FRIDAY 26th November 3 pm on Zoom

(then 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)