

## **Minutes of WREN Board Meeting 11<sup>th</sup> February 2022, 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 1730.

The Board approved the minutes of the last meeting held on 26<sup>th</sup> November 2021.

There were no matters arising.

- 1. NZ Com:** Exeter University have appointed Jo Hamilton to work on their element of the project, which had been delayed due to paternity leave. A blueprint for the community carbon calculator is expected by the end of March. WREN will take this forward to commission an online tool for any community to use, to be hosted either by WREN's website or elsewhere, to be decided. Your Co-op energy's work package has been parked for the time being. WPD are approaching other energy suppliers to take this over. Due to the finding that consumers are disengaged with their energy bills, it has been decided to apply to Ofgem to switch the original sandbox trial (energy bills to be calculated in CO<sub>2</sub>) to trialling a formulation that effectively applies a discount for consumers with heat pumps when they shift their use away from peak times. WPD will write the application to include all the partners. The issue of heat pump stocks and installers in the project area was discussed.  
Simon reported that Gary has settled in well. They are both looking forward to more in person meetings and events as people start to feel more comfortable communicating face to face.  
24<sup>th</sup> March 3- 5 pm Exeter University are hosting a workshop to present their future scenario work for the project partners, advisory group and WPD. Chris will send the invite to Board Members.
- 2. Royal Cornwall Show:** It was agreed that WREN should have a presence at the show this year, possibly sharing with Community Energy Plus. Simon will contact CEP about this, and find out the options for spaces either within Wadebridge Street or elsewhere.
- 3. Energy Equality Project:** Tony and Kevin are meeting to produce a short briefing sheet for the parties involved in the buildings to keep them up to date and engaged. A meeting with Dan Turner from Plymouth Community Energy is arranged. An email with costings is awaited from Foot Anstey following a discussion with them about review of the Plymouth rooftop leases. These costings, along with updated energy prices and installation costs, are needed to rework the business case. The Co-op Booster funding has been part paid. The element for the standard mark application was not yet paid.
- 4. Insulation offer from CEP:** Tim Jones has suggested that CEP and WREN could work together to find some geographical clusters of suitable recipients for the Home Upgrade Grant scheme. It was agreed that Tony and Simon should meet Tim to find out more.
- 5. Finance:** Kevin produced the profit and loss reports from the Xero accounting software for both the general WREN finances and for the NZ Com project. All is in line with expectations.
- 6. Memorandum of Understanding:** Kevin has produced a draft MOU regarding Chris and Simon's work undertaken for NZ Com. This reflects an agreement with the Board on how the work will be done and paid for, and consequently their status as independent contractors rather than employees. Chris and Simon will complete the drafts to include their individual schedules of milestones and payments, these then to be agreed by Board email. Simon's invoices already received are authorised to be paid out of WREN's reserves, in anticipation of funds from WPD.
- 7. Transfer of WREN emails to Impress 51:** Kevin had obtained a quote from Impress 51 in October. It was agreed to transfer the emails from Macace, which will resolve the issue of problems encountered sending to gmail addresses and also bring the website hosting and

emails under one roof. It was also agreed to take up the monthly website management package. Kevin will go back to Impress 51 to find out the next steps.

8. **Communications:** A newsletter is to be sent out by the end of February. Simon would like to feature one of the net zero heroes, as well as report on the recent advisory board and focus group meetings. Simon will send Kevin a list of people who wish to receive the newsletter, to cross check with membership and subscriber lists and update as necessary.
9. **Equality Impact Assessment:** Tony will amend the current draft document and circulate to the Board before the next meeting.
10. **Recruitment of new Board members:** Simon and Chris have a person in mind as a possible new Board member – Tony will set up an informal meeting with them and other Board members. Tony will also work up a recruitment process document for circulation.

**There was no other business.**

**NEXT MEETING FRIDAY 11<sup>th</sup> March 3 pm on Zoom**

**(then 8<sup>th</sup> April, 13<sup>th</sup> May, 10<sup>th</sup> June, 8<sup>th</sup> July, 12<sup>th</sup> August, 9<sup>th</sup> September, 14<sup>th</sup> October, 11<sup>th</sup> November, 9<sup>th</sup> December 2022 )**