

## MEETING MINUTES

Date: 20/02/2018 @ 7.30pm

Present: Sheila Clark, Carol Thomas, Peter Thomas, Libby Foy, Agnes Fleming, Chrissie Sugden

By conference call: Cathy Auty, Michael Odumosu

Apologies: Andrew Swann

Meeting Details: Board Meeting #14  
Location Old School, Dalavich

### MINUTES

- 1) **Apologies** Andrew Swann
- 2) **Approval of previous minutes** – Approved.
- 3) **Actions Arising from previous meetings:** AS asked why the December drawdown of funds wasn't included in last month's financial report. It hadn't been processed in xero. It has now been processed and an updated cash report issued to Board.
- 4) **Communications:** These were:
  - Rejection of application to increase SHECT grant
  - Various Invoices – all listed on Xero and included in Finance Report
  - Various comms with SSE (all publicity deferred to February)
  - ECoW report
  - Project progress Reports
  - Energy 4 All final rejection of their proposal
  - Various commissioning & restoration updates
  - Energy4All officially declined to take discussions any further
  - Emails regarding transmission upgrade delays – latest projected date 2023
  - The EGCA amendments requested by our lawyer have been accepted by SSE and we now await SIS Lawyers to give us the green light to sign it
  - G59 Test updates
  - The Village water supply is now on the permanent supply and running clear as a bell. The switch over went largely unnoticed.
  - The ANM commissioning updates
  - Core Path route agreed with FCS & DAM.
  - Draft accounts received for review

- Enquiry from Ruweyda Stillheart, a researcher at Dunelm Energy looking for opportunities for students to complete a piece of research for their dissertation between May-Aug 2018. Replied that we don't have anything to offer at the moment.
  - Various updates re BT
  - OfGem re FIT accreditation application
  - Various updates re maintenance
  - Notification that our accountants Haines Watts have joined Armstrong Watson as partners so change of name.
  - Notification that BT now up and running
  - 14/02 Email re Power failure due to transformer switch tripping. SSE called in. We may need to consider the following to enable effective real-time management of the turbine/powerhouse:
  - Electrical Installation Certificate received. Full installation check required on 13/02/23.
  - Offer from Alister Henderson at FCS to include a small section about hydro on new display panels for Barnaline Car Park. Suggested copy *"Whilst walking the Avich falls Trail, you will be able to see the River Avich Community Hydro Scheme and traces of its Victorian predecessor. The scheme was commissioned in 2018 and all profits go to a Community Benefit Fund."*
  - Acknowledgement received re our ROO-FIT accreditation.
  - The SHECT Grant, in the sum of £38750 was received on 15/02 and posted to Triodos on 16/02.
- 5) **Finance report** – please also refer to Executive Financial Summary, Balance Sheet, and P&L issued to Board members on 05/02/2018, and updated cash summary for December also sent 05/02/2018.
- a. Nothing unusual in the bank reports. Bank balance £122,146.65; cleared funds £79,616.65. The difference is the grant cheque from SHECT.
  - b. David Winter has been invoiced for the water pipe. He has passed to A&B Council for grant.
  - c. Working with the accountants to get accounts finalised for 30/11/2017. AS's help has been invaluable. He resolved an issue re apparent negative equity due to a mistaken allocation of share capital.
  - d. We will receive PPA payments automatically during the month following generation. FIT payments will be paid quarterly.
  - e. We had to hire a Loadbank, which included a deposit of £9,000. We also have an unexpected extra expense coming due to the cost of a meter that needs to be installed at Braevallich.
  - f. AS has put the wheels in motion to claim 100% rate relief.
  - g. The operating budget is progressing.

- h. Share Offer: no progress on a new offer however enquiries are still coming in and people can still buy shares under the previous offer.
- i. AGM date and year end reporting. AS is currently through the reports before sending out to the Board. 1/3 of the elected officers have to stand down at the AGM. This = 2. 2 names were drawn out of a hat. Libby Foy and Sheila Clark's names were drawn. Both are willing to stand again. CT will ask Sam Wellsby to replicate the request for nominations we used last year to send out to the village and shareholders. We can then send out draft accounts, nominations and voting forms.

## 6) Project progress

- a. G59 was completed on 31<sup>st</sup>
- b. Site restoration is ahead of target
- c. DAM will leave the site sometime next week
- d. CT will then stand down as Project Manager assuming the ANM is completed.
- e. Site visits: Had a number of visits from FCS. Good result with Core Path discussions. FCS agreed that the path can remain at 2.5m wide if we put a gate across it to prevent unauthorised vehicular access. FCS will install a couple of picnic tables on the flat area. A couple of shareholders visited the site and were delighted with what they saw.
- f. ANM meter has been installed at Innogy so should be able to get signed off with SSE before our 3 month period is up.
- g. EGCA issue is now solved.
- h. SSEN deferment of grid upgrade: now scheduled for 2023 which is after our ANM agreement expires.
- i. Village water supply is fine. We installed a valve outside the treatment works so the water can now be turned off for working on the plant.

## 7) Operational Issues

- a. SIS are happy that we are compliant.
- b. Operational resource planning – training is complete and we now have a team of 5 local people (Peter, Thomas, Jane, Bill and Roger) carrying out regular maintenance tasks and dealing with issues as they arise. At times an immediate response is required so having local people on the team has proved its worth by minimising down time on the hydro. Ear defenders have been purchased.
- c. The SCADA is now working so we and CINK can monitor remotely. Now visiting once a day; this will eventually reduce to weekly. We are currently generating ~£1596 per day. We are currently viewing the SCADA on a guest version of CINK's Team Viewer. We need our own commercial copy which costs £700 for 1 person, or £800 for 50. We need to consider purchasing that at our next meeting once we have more information.
- d. CS asked whether there is a lightening conductor onsite, given that the village had a very destructive lightening strike a few years ago. PT to find out.
- e. The transformer tripped one day, and SSE had to be called in to re-set it. All problems are being logged.

8) **Any other business –**

- a. Opening ceremony. SC has asked Sheila Saxby to quote for providing a buffet for the visiting dignitaries.
- b. PT has spoken to Iona re getting the grant for Community Benefit fund set up.

**Meeting closed at 9:pm  
Next Meeting 20/03/18 @ 7:30pm**

**Minutes approved at Board Meeting #15 on 23<sup>rd</sup> March 2018.**

A handwritten signature in black ink, appearing to read "Sheila M. Clark". The signature is fluid and cursive, with a long horizontal stroke at the end.

**Signed by Sheila Clark: Chair**