

**Westmill Solar Co-operative
Minutes of board meeting**

27th October 2015 at 14.00 at Blake Morgan

Present:

Martin Allman (MA), Richard Benwell (RB), Mark Luntley(ML), Nicola McConville (NM), Tom Parkinson (TP), Bob Pedley (BP), Philip Wolfe (PW),

In attendance:

Sarah Flood (SF), Adam Lewthwaite (AL) – Ethex
Holger Wagner, Ron Manouach – Abacus
Daniele Sole, Victoria Ramsden – OST Energy

Agenda Item	Discussion, decisions and actions	by
1. Approval of minutes and matters arising	<p>Matters arising</p> <ul style="list-style-type: none"> • The Registry Trust will provide details of any remaining uncashed interest payment cheques for the next board meeting. • The Westmill Solar dropbox will be upgraded to a business account. • Changing signatories on the bank mandates • RB is in the process of trying to arrange a visit to Westmill Solar site for labour shadow ministers in order to raise publicity of renewable energy. • The community fund payments have been completed. <p>Approval of minutes</p> <ul style="list-style-type: none"> • The minutes of the last meeting were approved 	<p>Registry Trust</p> <p>Ethex</p> <p>Ethex</p> <p>RB</p>
2. OST report	<ul style="list-style-type: none"> • The plant condition and generation is good and performed well despite the low levels of radiation. • Since Adam Twine stepped down from the board there is no longer a Westmill contact on site to provide access or health and safety briefings. Therefore a new procedure is currently being put in place with regard to site access and health and safety. This is being designated to the relevant organisations Abacus, OST and Adam Twine so that responsibilities are defined and understood by all parties. • OST has been purchased by Edif • The board agreed to continue with a performance related fee for Abacus but the board has been delighted with the plants performance to date. • It was noted that the main warranties on site equipment run out before the end of the O and M contract. 	

	<ul style="list-style-type: none"> The inverter warranty extension needs to be reviewed. Abakus will provide a quotation for warranties to be extended. 	OST/MA
3. Ethex Report	<ul style="list-style-type: none"> Westmill wind is currently investigating Handlesbanken rates and ML will report back to the Westmill Solar board if a better rate can be arranged. This quarter members had two communications instead of the usual one as there was an additional communication regarding the FIT consultation. The board requested that the ongoing biodiversity study results be shared. There have been 2 trades this quarter to an existing member at £1.25 a share. Data on the plant generation has been added to the Westmill Solar website. Westmill has been contacted by the British council in China to be a case study; this will be included in the next newsletter. 	ML
4. Management accounts (up to Q3 2015)	<ul style="list-style-type: none"> SF to contact OST regarding their predicted cost of Abacus premium payments for the accounts. The VAT Liability is currently an anomaly and therefore needs to be fully investigated. 	Ethex
5. LCPF	<ul style="list-style-type: none"> ML will draft the documentation for LCPF 	ML
6. Audit 2015	<ul style="list-style-type: none"> The accounts need to be signed off so that they are ready before the AGM and this may therefore affect the date of the AGM. The Critchleys accounting contract is due for renewal. This is being arranged by BP and SF. Critchleys are going to complete the financial model and SF to review the timescale that this will occur to ensure that the accounts will be ready for the AGM. The 1st board meeting of the year will be moved to mid-February so that the draft accounts can be reviewed by the board. 	BP/SF Ethex
7. Co-operative services contract renewal	<ul style="list-style-type: none"> Renewal is in progress and being led by TP. 	TP
8. Piclo – incl. Selling to local industrial park	<ul style="list-style-type: none"> TP presented Piclo which allows renewable generators sell their excess electricity directly to local commercial consumers. Westmill are currently trialing the service. 	
9. Westmill 2016 AGM	<ul style="list-style-type: none"> The hall for the AGM is booked on the 21st but not the night before, all set up work will be completed on the morning of the event. 	

	<ul style="list-style-type: none"> • ML has stood down as chair of Westmill Wind and as a trustee of WeSet. • SF to invite Maurice to the 26th April board meeting as a member who stood for the board last year. 	
Items for future meeting	<ul style="list-style-type: none"> • Website Review • Communications Strategy 	
Next meetings	<ul style="list-style-type: none"> • 23rd February 	

