

## **Minutes of WREN Board Meeting 21st January 2014 The Energy Shop Wadebridge**

WREN Board Members present: Jake Burnyeat (JB), John Catchpole (Jn C), Jerry Clark (JC), Tony Faragher (TF), Lizzy-Jane Frankel (LJF), Stephen Frankel (SF), Adrian Jones (AJ), Caroline New (CN), Amanda Pennington (AP), Kevin Smith (KS), Rachel Wigglesworth (RW).  
Dominic Comonte (DC) (operations manager), Leonie McGregor (LM) (minutes),  
Apologies: Richard Alexander (RA), David Atfield (DA), Peter McGregor (PM).  
Meeting started 18.00, closed 20.30.

Board approved minutes of last meeting on 3rd December 2013.

**War Memorial:** feedback has been received from Wadebridge Town Council – problems with the ancient equipment have caused difficulties but WREN will continue working to resolve these.

**Dementia Action Alliance:** TF will contact Tim Jones re dementia awareness training.

**Green Energy Village:** WREN will not now be involved in the running of this.

**Thanks:** The Board wishes to express its appreciation and thanks to both DA and KS for the SWOT and stakeholder communication analysis sessions they individually conceived and ran in December.

1. It was proposed by SF and seconded by TF that Rachel Wigglesworth should be co-opted on to the Board as WREN's director of Public Health - elected unanimously and welcomed by the Board.
2. **Finance:** RA sent a message to the meeting via TF – he has been unable to finalise an accurate forecast for 2014 due to pressure of work deadlines, but this is well in hand, and there appears to be no problem going forward with financing WREN's activities which whilst currently modest in scale have an upward trajectory towards a sustainable future.
3. **2014 Programme:** DC, TF & JC have produced a document detailing WREN's operational projects. These were discussed in turn:
  - **Modern Energy House:** JC is working on establishing partnerships which will complete a comprehensive offer from WREN. These include installers of wood burners, gas combined heat and power (CHP) boilers, windows and diverters. Government supported schemes will be part of the resource. KS & CN are working on ways to promote these offers when complete, primarily through the website.
  - **Wadebridge Energy Company (WEC):** The elements of the smaller portfolio are being progressed by JC & DC. Communities for Renewables (JB) are working on ways to minimise some of the setting up costs of WEC. CN will investigate the costs of possible domain names and circulate ideas.
  - **Superfast:** Target number for research has been met with WREN's support; some of the planned events will take place in the Energy Shop.
  - **British Gas Fuel Switch Project:** Discussions are ongoing with the aim of connecting 2 or 3 streets to the gas network, linked with work on well-being.
  - **Diocese project:** JC is surveying Egloshayle and St Wenn churches to provide energy audits which may result in the creation of a sustainability role within the Diocese.
  - **Sunshine tariff:** WREN is collaborating with Western Power Distribution on an application to the Low Carbon Network Fund.
  - **Big Energy Saving Network:** TF has arranged several sessions in different venues in February and March, and is arranging training for the volunteers who will assist at these sessions. The addition of frontline workers will make up a solid network to continue the work in future. Anyone who has contacts within frontline services should contact TF.

- **BT Building Energy Management system:** a short term project to offer some local large energy users to take part in BT's programme of data capture leading to energy efficiency savings.
- **Community Fund arrangements:** meetings have been scheduled concerning administration of various s106 community funds including St Breock Down.
- **Information Management System:** a secure file sharing system is being sought.
- **Smart Cornwall/Local Energy Market:** no specific project at the moment.
- **Smart Innovation Hub:** an updated document is being produced with input from various Wadebridge bodies following a visit to Falmouth University in December; it is likely that a funded feasibility study will take place.
- **Wales & West:** JC has been invited to attend the Critical Friends panel meetings.
- **Fast Forward:** a test of concept project with BT Cornwall is being planned. The project seeks to make multiple use of superfast infrastructure to include energy monitoring, assistiv and communication technologies.
- **South West Water (SWW):** possible project aimed at matching the energy requirements of pumping with a renewable energy source. SWW has offered to run a water conservation session in the Energy Shop.
- **Wadebridge Energy Futures:** the virtual exhibition will be on the website in the next 2 or 3 weeks.

The Board congratulated DC, JC & TF on their work in producing this document, which it is proposed should form the basis for reporting to the Board and coordinating WREN's operations. Specific project plan documents will exist for each of these headings; it was debated whether more details should be added to the overall document such as significant milestones, and end date.

4. **Stakeholder communication analysis:** Paper by KS discussed. It was agreed that the newsletter should be produced every 2 months and distributed to a wider circulation. The possibility of using a newsletter writing agency was considered; in view of the cost of this it was agreed to continue producing the newsletter in house with contributions coordinated by KS, but to revisit the option after 6 months. A free mailing service such as Mailchimp could be used to streamline the mailing out of the newsletter and would provide some control and statistics. KS will produce a timetable. Updated website content and information bulletins for board members and volunteers were also discussed.
5. **Chamber of Commerce:** it was agreed that WREN should become a member.

#### **Other Business:**

**Observer Ethical Awards:** WREN will enter.

**Neighbourhood plan:** Exhibition in April: WREN membership should be informed.

**Elevator Speech:** KS will circulate latest version.

**Electric Vehicle charging point:** TF has details of a free installation offer.

**NEXT MEETING TUESDAY 4th MARCH 6.PM WREN ENERGY SHOP  
(then 1<sup>st</sup> April, 6<sup>th</sup> May, 10<sup>th</sup> June, 1<sup>st</sup> July, 2<sup>nd</sup> September)**