

**Minutes of the LLES LTD Board meeting
Wednesday 11th February 2009**

Present:- Gwen Prince, Graham Brand, Kevin Carey, Diana Berriman, Andrew Capel, Tony Shaw, Michelle Boudin

Apologies for absence: None

Minutes of last meeting accepted.

Actions from previous meetings

Date	Actionee	Action/Update	Status
10/12/08	Andrew	<u>to take list of Gwen's duties to members to find volunteers</u> 14/1/09 Andrew has list of duties and is tying up people from the skills audit.	Ongoing
10/12/08	Andrew	<u>to change registered address of LLES from Gwen to TBD.</u> 14/1/09 It was agreed to use the Resource Centre as the registered office but the RC directors should be consulted and their approval sought first. 11/2/09 Andrew to contact Geoff Pedley.	Ongoing
10/12/08	Andrew	<u>to get a copy of Mem & Articles to confirm 5 board members is enough for a quorum.</u> 14/1/09 Andrew reported that only 4 members are required for a quorum but that the Committee should have a Chair, Secretary, Treasurer and 5 other elected members. Raises issue about the difference between the Committee and Board which needs to be clarified 11/2/09 Andrew presented relevant sections from Mem & Arts	Closed
10/12/08	Kevin	<u>to look into the possibility of hiring an Infra-red camera.</u> 14/1/09 Cheshire group cannot loan their camera outside Cheshire. It's in constant use but Tanya Sayer invited Kevin to see it being used in April. Marches group rents theirs out for £25 a day. They give training. Insurance need to be looked into as it's worth £3000. 11/2/09 SWEA has one that LLES could use.	Closed
10/12/08	Diana Graham	<u>to look at how the new grant would affect Diana as there is now more grant (ie hours) per week.</u> 14/1/09 Meeting arranged. 11/2/09 Budget allows Diana to work 12 hours per week.	Closed
10/12/08	Diana	<u>to ask SWALEC to donate some smart meters.</u> 14/1/09 It has to go to regional manager, they are keen but haven't got back yet. 11/2/09 LLES bought 6 meters from SWEA for £20 each.	Closed
10/12/08	Nick	to talk to local estate agents about energy surveys for selling homes and rental properties with a view to a business plan/proposition for a member to become qualified to perform the surveys in Llani. This would not conflict with the aims of the charity as it would be considered Primary Trading.	On hold
10/12/08 Dec8	Diana	to contact previous open house participants to see if they are willing again. Also contact the people in Abermule with the heat source pump installation and find out if Graham Jones' new installation will be up and running by then. 11/2/09 They have agreed to take part.	Closed
10/12/08 Dec9	Gwen	a local sustainability group has an infra-red camera and she will find out who it was. 11/2/09 SWEA one LLES can borrow	Closed
14/1/09	Andrew	It was agreed that the minutes should be resent a few days prior to the Board meeting.	Closed
14/1/09	Andrew	Chairs Report, Treasurers Report. Open House Day, 2020 should be added to the agenda.	Closed
14/1/09	Diana	to send email to all LLES members asking for volunteer to do training Feb 6 th , Mar 14 th with a view to conducting paper surveys. 11/2/09 Email sent but it seems not everyone got it. New action below.	Closed
14/1/09	Diana	To confirm if capital from SWEA should be deferred till next financial year. 11/2/09 No capital to defer	Closed
14/1/09	Nick	to contact Andy Roland in Aber about using their infra-red camera. 11/2/09 No longer necessary as we can borrow SWEAs.	Closed
14/1/09	Diana	to contact Richard to look at Y Fan Pool site. 11/2/09 Hasn't been able to get hold of him.	Ongoing
14/1/09	Nick	Offered to look into various funding options	On hold
14/1/09	Nick	Approach Paul Jervis about volunteering to attend Eisteddfod meeting on behalf of LLES	On hold
14/01/09	Diana	At public meeting (5 th Feb) tell members they can attend Board meetings and give a	To do

		presentation if they got prior approval. 11/2/09 Diana to send out email to LLES members	
14/1/09	Diana	Request LLES member volunteer to attend Eisteddfod meetings as an observer. Diana to send out email	To do

Matters arising:- None

Chairs Report

Nothing to report.

Energy Surveys – feedback from Lightfoot meeting and discussion

Diana, Gwen, Kevin went to presentation on 6th Feb and came back with booklet given to householders which was distributed to Board. Everyone who attended thought what LF was doing is impressive. Discussion followed – consensus that the booklet had involved a lot of work but opinion varied on its impressiveness and usefulness. Was it specific enough? It was repetitive in parts and needs polishing were some views. It also needs updating as it refers to Ludlow and Shropshire facilities. Discussion moved on as to whether LLES should adopt LF's surveys or continue with own as LLES is committed to doing 100 energy surveys for LCCP.

Kevin:- LLES survey simply needs extending if it is to be kept. Size of house, type of boiler, window size needed to calculate heat loss. Infra-red camera image and use of smart meter would add to “appeal” of energy survey. Afraid of “giving it away” to LF and LLES no longer owning survey reports.

Gwen:- Concerned that LLES has been going for 8 years and not close to achieving Llani as a zero carbon community. LF is well organised, with lots of advisers, newsletters and other resources. Would be a lot for LLES to take on to match their organisation. Rhayader seemed confident they could raise their part of the £20K to cover cost. Graham pointed out its easier to get startup funding for new projects rather than continuation funding.

Diana:- LLES already has the expertise to produce a similar energy survey to the LF one but it's still a question of finding time and volunteers to do the surveys even if LLES adopts LF scheme. There is more to do than just spending 1.5 hours performing survey. Hiring a survey coordinator who could arrange volunteers, do follow-ups, collate information, produce feedback was a possibility.

Graham estimated it would cost roughly £2500 to employ a survey coordinator to do for 8 weeks work pro rata.

Tony:- 2.5K would be cheaper than trying to find £10K funding for LF surveys. £100 was a lot of money to find for each survey and thought it would be detrimental to LLES if people found out cost. Would rather give each householder £50 instead or buy Smart meters. For same price as 100 surveys LLES could buy 1000 Smart meters – almost enough for every household in Llanidloes. Feels that LF is a “money making scheme” which has got stuck finding people in Bishops Castle as source of income and is now expanding outwards.

Andrew pointed out that according to Graham's figures that would mean each survey done by LLES would cost £12.5 each. However Graham said that when the costs of overheads were included the total would be nearer £6000, which would mean £30 per survey based on 200 surveys.

Conclusion :- Glasu has funded LLES to attend follow up LF training in March so LLES will attend.

Action Kevin :- offered to rework energy survey for review at next meeting

Action Graham :- To send out email to all Board members about carbon footprint websites he has found.

Action All Board Members:- To look at websites Graham is sending out.

Action Diana/Andrew:- Diana to send LLES member email distribution list to Andrew to double check all members are present and correct. There is also one new member to be added.

Open House Weekend

Diana reported leaflets finished ready to be distributed by volunteers – Llani Builders/Wynstay popular locations. Needs volunteers to man houses as still have lots of gaps in rota. £2 per house donation will be suggested. Gift aid forms needed – decided that LLES board would arrange Gift Aid rather than volunteers. SWALEC may sponsor will hear tomorrow. 6 smart meters purchased which will be installed in open houses if possible. Nothing done regarding book selling. Undecided whether to get Bookshop to stock books or sell them the houses or Kevin's barn. Open house continued....

Action Andrew:- Update Gift Aid forms to reflect change in amount that can be reclaimed (now 25p in the pound – previously 28p). Print off membership application forms for open house so people can join.

Action Andrew:- To photocopy flyer (20 per house) Please check with Diana first.

Report on LCCP

Kevin gave his apologies for absence at scheduled meeting. Meeting held with just Diana and Graham – sorted out treasury items. Diana can work 12 hours per week. However Diana worked 70 hours in January therefore may have to contribute LLES funds as its unfair to ask Diana to work unpaid. No capital project yet. Required before grant applications can be made.

It was decided that some of Diana's work should be offloaded onto volunteers. A rota should be setup – i.e. volunteers agree to work a few hours per week in turn with Diana in the office.

Action Kevin:- Produce a signup sheet to recruit volunteers to help Diana

Action Graham/Diana/Gwen/Kevin:- to get together for a follow-up discussion

2020

Andrew read out recent email update from Richard Beale:-

The working group have completed the initial round of discussion with major stakeholders, County Council, Welsh Assembly, AM/MP etc. We are now meeting with various partner organisation e.g. most recently Severn Trent Water. However the main activity since Xmas has been to review the various strategic planning docs that are relevant to the initiative and preparation of a business plan for the project. The latter is still ongoing. It is clear from the work completed to date that the 2020 initiative fits well with the strategic policy approach of the Assembly Government and thus likely to meet with support from the main governmental stakeholders.

Budget/Finances (Treasurers Report)

Graham reported not enough funding for LCCP. Need to find capital. People have cancelled standard orders. Not huge dip – still solvent but LLES needs to operate in budget this year.

Green Festival Report

Andrew:- a few speakers have been signed up.

Tony:- a debate between, politicians, farmers and experts about methane/slurry is to be arranged.

Gwen :- David Stevenson, local historian keen to speak at Green Festival.

Any Other Business

Action Andrew Contact PAVO to arrange Employees Liability insurance.

Tony suggested that all LLES flyers should have the words “*In order to save paper, please pass on*”.

Action Andrew Update Website to advertise Open House as next event. Check Green fair dates are there.

Action Andrew Ask Geoff Pedley if LLES can use Resource Centre as its registered address

Date of next meeting **Wednesday 11th March 2009 at 7.30pm at The Mount Inn**