

MINUTES OF PECT BOARD MEETING

Held on 27-02-08 at 6pm
At the Green House



Present: Ken McKay (Chair), Mike Holland, Chris Gerrard, Andrew Heeler

In attendance: Hugh Cripps, Rachel Huxley (minuter), Nyree Ambarchian, Ashley Baxter

		<u>Action</u>
1	Apologies Trevor Gibson, Nick Sandford, Ian Ripley, Steve Magenis	
	Agenda items 3 and 7 and ESTAC update brought forward:	
3	PECT marketing plan revised budget	
3.1	KMK to meet with NA and BP to discuss revising the PECT website.	KMK
3.2	The revised marketing budget was agreed except for the £4K proposed for market research. If this is felt necessary then a separate more detailed case would need to be presented to the board.	
3.3	NA presented ideas for the 15 year celebrations and asked for any more thoughts from the board. NA to circulate slide of ideas round board members to prompt more ideas.	NA
3.4	NA to present a list of options for and Environment Capital website.	NA
7	BeMS rebranding It was agreed that the current acronym was not fit for purpose and that the minimal resources required for a re-name as part of the wider re-brand process should be invested. None of the proposed names were suitable. MH, KMK, NA, RH + BeMS to meet to generate a new name, Weds 5 th March, 12.30 at PECT.	
9	ESTAC update	
9.1	The 3 year pilot comes to an end 31-03-08. EST have offered us a 6 month extension subject to receiving funding from DEFRA, this is likely.	
9.2	The PQQ has been submitted for the East of England (although it will be split into two regions the tender process is being undertaken together). The next stage is the invitation to tender, we will have 40 days to complete the tender and then two weeks until a decision is given. It is expected that the targets and money will be reduced. The contract is for 3 years (from April 1 st 2008) but will be subject to renewal every year. The two other pilot centres have retained their contracts. We are bidding for the North of the region alone and for the South in partnership. The competition we are aware of is the Essex EEAC who are bidding for both the North and South. We have not bid for the East Midlands but have contacted those that have to let them know we can support should they win the contract. TUPE implications of winning/not winning contracts were discussed. AB/MP to contact Trevor Richards to inform him we may face these issues in September.	
9.3	ESTACA will be delivering resource efficiency advice on water and waste from April 1 st onwards as part of the Green Home Service. It is not thought that this will significantly impact on operations but there is the opportunity to build on this in the long term.	AB/MP

- 9.4 PECT have received funding from EST via GOEast to set up the EESI project; working with the insulation partnership to set up an insulation referral scheme.
- 9.5 The board congratulated ESTAC on their continued good performance with targets and finances.
- 2 Minutes of the previous meeting
(30th January 2008)
- 2.1 These were agreed as a true record and duly signed
- 2.2 Matters arising
- 2.2.1 RH apologised for not presenting a bid summary and analysis, this will be presented at the March board. RH
- 2.2.2 HC has spoken to National Express regarding the 4 green stations. They indicated they are looking for stations where they may receive match funding for work done and that they have some concerns over investing in the current station given the plans for rebuilding it. HC to discuss with TG. HC
- 4 Finances
- 4.1 Management accounts
Eastex had been omitted from the management accounts; commentary provided below:

Eastex	6, 21, 36 & 51	Income has decreased by £8,500 due to not securing corporate sponsorship, it is hoped that this will be secured next financial year as part of the franchise work. Expenditure has decreased by £31,128, this is due to under spend in marketing which should be made up by the end of the year as well as general under spend which can be carried forward to next financial year to help continue the project. The overall effect on c/fwd is positive, increasing by £22,628 to £54,940.
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- 4.2 Draft budget for 2008/09
RH explained that the budgets were incomplete due to a number of projects with unconfirmed funding for next financial year. Although income from PCL has not been included it is expected that PCL will generate sufficient profits to be able to gift aid money to PECT.
It was requested that the PECT board see the PCL budget for 08-09 and that a paper regarding the options for investing PCL profits is presented to the PECT board. MR
- 5 Staffing
Lisa Taylor will be starting as the new Office Manager / Company Administrator on March 10th.
- 6 Project updates
PP presentation from Hugh.
- 6.1 HC to check whether implications of EESI referral system and whether our insurance covers this activity. HC
- 6.2 Design for the ban the bag ' Get a Green Grip' campaign needs to be adjusted to reflect the Environment Capital ambition. RH
- 9 AOB
RH requested a signature from the board for a funding application
- 10 Next meeting Wednesday 26th March 2008 at 6pm