

MINUTES OF PECT BOARD MEETING

Held on Wednesday 19th December 2007

6.00 pm

At the Green House, 4-6 Cowgate, Peterborough

PRESENT: Ken McKay (Chair), , Chris Gerrard, Andrew Heeler, Mike Holland
Andrew Heeler, Nick Sandford (arrived 7pm)



In attendance: Hugh Cripps, Rachel Huxley, Isabel del Burgo, Janine Starling, Nyree Ambarchian

1 Apologies

Trevor Gibson, Steve Magenis, Sharon Dawson

2 Minutes of the previous meeting (31 October 2007)

2.1 These were agreed as a true record and duly signed.

2.2 Matters Arising

2.2.1 NS pointed out that the Company Members' Minutes should have been an agenda item.

2.2.2 PECT have appointed Richards HR Solutions to deliver the Trust's HR requirements. The first element of work will be a review of the Trust's HR Policies and Guidance. Thanks were expressed to AH for the recommendation.

3 Seeding Sustainable Communities

3.1 Isabel delivered a presentation on the current status of the project including progress on meeting the KPIs and the options for funding post March 2008

3.2 CG asked if the SSC figures could be used to calculate the tonnes of CO₂ and tonnes of waste diverted from landfill/reduced, as these would link to the Governments current agenda. This was considered to be very difficult but if an agreed formula could be identified it would be worth calculating.

3.3 The total cost of the project over the three year period was approx £300,000 which made the cost per home visit expense, but as this was a pilot project focussing on quality, the lessons learnt would enable the £per visit to be greatly reduced in any further work.

3.4 The Board requested a costed Business Plan be produced for rolling out the project across the City of Peterborough – thanked the SSC team and gave them their full support.

4.0 Brand Awareness

4.1 Nyree gave a presentation on the results of the exercise undertaken with Company Members at the AGM in November 2007. One of the main outcomes was the polarised views on our target audience. E.g. the general public vs movers and shakers.

IB

4.2	KM was keen to see more presentations to the movers and shakers and for a larger print run of the Annual Report distributed in a targeted way. Other suggestions for raising awareness included environmental awards linked to the environment capital initiative.	
4.3	The Board considered the proposed budget was fairly minimal and suggested a bigger contingency and costed award event.	NA
4.4	The Board also agreed that the PECT name should not be worked into the logos of the various projects. Instead a standard paragraph of text about PECT should be included on all project literature.	
5.0	Finances	
5.1	No issues were raised and RH was congratulated on a well presented set of management accounts.	
6.0	Greenenergyswitch.com	
	HC presented the latest on-line version of GES.com demonstrating how the site not only provides the user with an opportunity to switch to a green energy supplier but can also provide information on renewable, insulation and allows the recording of pledges.	
6.1	HC explained that if this website is successful then PCL would wish to establish further green switch sites e.g. green holidays, green finance etc. The domain name 'greenswitch' to be secured. The question was raised over the data protection issue of someone recording a pledge then their house potentially being identified on the on-line map if they lived in a rural area with few homes per postcode. This issue to be investigated.	HC
6.2	The design company had expressed an interest in becoming a partner in the project for an agreed equity share and then to use their expertise to raise venture capital in order to roll the project out UK wide. This issue is to be investigated.	HC
7.0	Staffing	
7.1	Sunit Karia has been appointed as the Green Festival co-ordinator. Juliet Nichols and Clare McIntyre are the new ESTACA Advisors. Michael Cosford is the new East Norfolk County Operations Manager and lead on Sustainable Transport.	
8.0	PECT Office Relocation	
	HC informed the Board that the Landlord on the current premises was willing to offer a 9 month notice period between now and March then a 9 month notice period plus a quarter's rent for any time after that. This agreement is to be confirmed in writing. This will allow the outcome of the ESTACA bid(s) to be known before a decision is required on the medium term office accommodation. A potential site on Priestgate has been identified, the Board agreed to register interest in the site but nothing further at this stage.	HC HC
9.0	Any Other Business	
9.1	PECT Annual General Meeting 2008 HC asked that the Board considers the format of next year's Annual Review which is due to be a larger more public event. Agenda item for the next Board Meeting.	

9.2 Ian Tennant has secured £12,500 funding for a feasibility study for a consolidation centre.

9.3 The environment capital partnership has drafted a letter re the North Westgate development to say it is not green enough but that the partnership is keen to work with together to improve plans. A positive response has been received from the developers.

Date of Next Meeting 30th January 2008

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Signed on behalf of the Board

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Date