

MINUTES OF PECT BOARD MEETING

Held on Wednesday 31 January, 2007

At the Green House, 4-6 Cowgate, Peterborough



PRESENT: Ken McKay (Chair), Andrew Heeler, Mike Holland (part), Trevor Gibson (part), Steve Magenis, Nick Sandford (part)
In attendance: Hugh Cripps, Sharon Dawson (minuting), Rachel Huxley

Action

1 Apologies

1.1 Chris Gerrard

Although a quorum was present (TG, AH, KMck) the Board wondered whether the meeting should be postponed. It was agreed to deal with matters 6 and 7 at this meeting.

7 Proposed new PECT Company Members

7.1 It was agreed unanimously to approve Joanne Haywood's (EA) application for Company Membership. Peter Johnson (Kier Eastern) has been sent an application form and his membership was also approved pending the arrival of his application.

6 Greener Futures – Funding update

6.1 In confidence

6.2 At this point TG arrived followed shortly by NS and in view of their arrival the Board decided not to postpone the meeting and carry on with the rest of agenda.

6.3 In confidence

2 Minutes arising

2.1 **4.2** – KMck, HC and MH still need to meet to define some objectives for PECT's PR and marketing. AH pointed out that articles by HC had appeared in two editions of Nene Living and that this kind of exposure is exactly what PECT needs.

**KM/HC/
MH**

2.2 **5.1** – KMck has still to arrange a date for a meeting with NS and AH regarding Succession Planning for the Board.

**KM/NS/
AH**

At this point MH arrived.

2.3 **7 – Eastex presentation** – Plan to do this at the next Company Members' meeting.

HC/IT

3 Finances

- 3.1 KMcK stated that he found the commentary really useful.
- 3.2 A discussion followed about the possible uses of using the money available at the end of the financial year. HC confirmed that he was planning a staff training day funded by some of this money. MH queried whether PECT should be looking at designating a building fund and AH suggested moving some of the money to a long-term account. HC confirmed that PECT already has a long-term account. Part of this money has also been designated to cover the costs of employing a Funding Manager. HC said that the post has already been advertised through REACH website but this had not generated any response. The Board agreed that it would be difficult to find the right person with the necessary skills and that PECT should be looking to find a retired professional who would like to work a couple of days a week paid or unpaid. The Board asked HC to use the personal approach and dig out names at Probus/Rotary (Stamford and Oakham)/Voluntary Bureau. Any prospective names should be circulated via emails to the Board.

4 Staffing updates

- 4.1 Julia Chatterton started on 8 January as the Green Festival Co-ordinator. Her contract is until the end of June 2007. HC asked the Board to bear in mind if the knew of any projects that needed an events co-ordinator as it would be good to extend her contract at PECT.
- 4.2 Hazel Burt is starting as BeMS Business Support Officer on 19 February 2007.
- 4.3 Katie Bliss and Richard Devanney have left ESTACA.

5 Third quarter KPIs

- 5.1 MH congratulated SSC on their excellent work, especially in view of the fact that there has been a total change of staff for this project. HC confirmed that PECT has received confirmation of next year's funding from EAF and Anglian Water. RH pointed out that HC had done the work to bring in the funding.
- 5.2 ESTACA – HC stated that he had had a meeting earlier in the day with EST and representatives from the North East and Northern Ireland Centres. EST had stated that although some of ESTACA's targets had not been met they were very happy with the amount of work done. ESTACA is on target with its customer services but not its carbon target – the other Centres are not on target for either. HC told the Board that this year we pass on all invoices to the EST but next financial year we will be changing to a day rate and PECT is trying to agree the level of management fee it should charge EST. It was agreed that cash flow could therefore become a bit risky and it was important to get the day rate absolutely right. The Board advised HC to aim for charging EST a minimum management fee of 10%. HC confirmed that the relationship with EST was radically different to a year ago. It is now very positive and constructive.

6 Greener Futures – funding update

Dealt with earlier.

7 Proposed New PECT Company Members

Dealt with earlier.

8 Agenda for the next Company Members' Meeting

8.1 TG informed the Board that PCC were showing 'The Inconvenient Truth' at the Key Theatre on Monday 12 March, followed by a discussion at the end of the film led by Michael Collins, Environment Advisor to the Commonwealth. TG wondered whether PECT could assist in pulling together a programme for the evening and combining the Company Members' meeting with this event. It was therefore agreed to move the Company Members' meeting scheduled for 20 February to 12 March. TG would arrange a room in the Key Theatre to hold the Members' Meeting prior to the viewing. The meeting would include a presentation by IT on Eastex.

TG
IT

TG said that he would check that the 12 March was a definite date and relay the information to SD who would then email Company Members regarding the change of dates.

TG
SD

Project leaflets and Company Members' application forms could be handed out to the audience prior to the viewing.

9 Calendar of Board Agendas

9.1 HC had circulated a paper with a draft table of proposed annual programme of key agenda items for the Board's information. **This was agreed**

9.2 KMCK pointed out that he would be unavailable to attend the Board Meetings scheduled for Tuesday 25 September and Tuesday 18 December and asked whether the dates could be changed. The September Board Meeting will now be held on **Wednesday 26 September 2007** and the December Board Meeting will be held on **Wednesday 19 December 2007**.

10 Any Other Business

10.1 HC stated that he had been asked to write a piece regarding the proposed Waste Incinerator but had not done so as yet as he wanted to seek the Board's advice on what PECT's stance should be on this controversial issue.

TG declared an interest and took no part in the debate.

AH thought that it was OK to write a paper but that it should not be written to express that PECT was for or against the project but rather to educate and inform people that other choices were available. MH suggested that PECT should seize the initiative and wondered whether there was time to organise a public debate meeting, with an impartial Chair to look at the plus and negatives of the scheme and to get different viewpoints aired. before the Scheme is approved to raise public awareness. AH agreed that now was a good time as people are now receptive to education about how to prevent global warming.

The Board decided that a public debate will be held.

It was decided that the meeting should be held on 20 February at the John Clare Theatre since Company Members would already have this date in their diary for the Members' Meeting which has now been moved to 12 March. The City Council and Global Olivine should be informed so that they can commit themselves to the debate and Fiends of the Earth, UK CEED also be invited to give their comments.

HC
SD

Media and Nene Valley Living to be informed.

Company Members' to be informed via email.

- 10.2 SM asked whether risk assessments had been done on the buildings and whether visitors were warned particularly regarding the steep stairs in the building. RH confirmed that building risk assessments were done annually or as required and SD added that Andy Baker, head of PCC Health and Safety Department had visited the building to give us his advice. Signs regarding the stairs and use of handrails together with fluorescent strips had been added to the stair treads. SM was concerned that the stairs are a problem and will seek further advice.
- 10.3 RH will forward an email she has received regarding Friends' of the Earth packaging protest at Tesco on 3 February. Anyone attending will be doing so as an individual and not as a representative of PECT.
- 10.4 KMck informed the Board that both HC and SM were speaking at Opportunity Peterborough's Environment Summit on 2 February 2007.

SM

11 Date of next meeting

Tuesday 27 February 2007.

The Meeting finished at 8.05 pm.