

MINUTES OF PECT BOARD MEETING

Held on Tuesday 31 October, 2006

At the Green House, 4-6 Cowgate, Peterborough



PRESENT: Ken McKay (Chair) , Chris Gerrard, Andrew Heeler, Mike Holland, Steve Magenis, Nick Sandford
In attendance: Hugh Cripps, Sharon Dawson (minuting), Rachel Huxley, Amanda Swinford (Greener Futures Co-ordinator), Ian Tennant (Eastex Regional Co-ordinator)

Action

1 Apologies

1.1 Trevor Gibson.

2 Minutes of the previous meeting (26 September 2006)

2.1 The following corrections were noted:

7) Green Wheel should read Green Festivals

3.3) 'is' in the second line of the first paragraph should read 'its'

3.3) 'serviced' in the second line of the second paragraph should read 'service'.

The Minutes were then agreed as a true record.

2.2 Matters Arising

There were no matters arising.

3 Finances

3.1 Financial Commentary – Reforecast Management Accounts

MH queried the word 'surplus' in the first line of the summary. RH confirmed that the word 'surplus' should be replaced by deficit – the sentence therefore should read: *The **deficit** for the period has decreased by £71,137 to -£3,287.*

3.2 Current VAT situation

HC presented a paper on the current VAT situation. HC and Janet Herbert (who does the PECT accounts) had had a meeting with Graham Jones and Ken Craig (VAT expert) from Rawlinsons.

HC confirmed that there was no issue with the VAT regarding ESTACA as PECT invoices the EST and includes VAT. The only possible concern was regarding the Eastex project. Rawlinsons are still awaiting a decision from Customs & Excise. AH confirmed that account records need to be kept for six years – however HC and RH stated that, according to Rawlinsons, a VAT investigation would only look at records going back three years if the C&E thought that a VAT decision had been given due consideration and PECT had acted reasonably.

The Board agreed the CE's request that all new projects, where there is an element of doubt, are to be discussed with Rawlinsons re VAT implications before PECT commits to delivery. The Board also confirmed that any opinion PECT receives should be a written opinion so that should a dispute arise with C&E in the future then we would be able to show that we acted with due diligence.

4 Quarterly KPIs

4.1 SM asked whether these were distributed to staff. RH confirmed that individual staff did their own and that successes and links to other projects were discussed at team meetings so that staff were aware of how other projects were performing.

4.2 RH also confirmed that there were no KPIs for ESTACA press releases. She had checked with ESTACA and it was not a requirement to report press releases to EST.

5 Eastex Presentation

Ian Tennant, Eastex Regional Co-ordinator, gave a powerpoint presentation on the project.

AH advised IT to get in touch with Cambridgeshire Chamber of Commerce's Construction Section. IT confirmed that he had met Helen Bossett and Alistair Turner from CCC but to date no construction events had been held to enable him to network. AH received Eastex leaflets from IT to distribute at a Hegarty event on 1 November.

All the Board members agreed that the project had great potential but time constraints meant that ideas could not be discussed at this meeting. KMCK suggested that Eastex should be a future agenda item (at a meeting with a shorter agenda) so that members could exchange ideas on how the project could be developed.

KMCK thanked IT for an interesting and stimulating presentation.

HC

6 Greener Futures

Amanda Swinford (Greener Futures Co-ordinator) gave a powerpoint presentation about the new Greener Futures KS3 website, featuring a questionnaire and an interactive game, which is nearing completion. The game is aimed at 11-14 year olds and has been designed by Crystal Presentations, working with PECT. Initial stages of the game have been tested by KS3 pupils from The King's School and Hampton College. Workshops have been arranged with both schools at the end of November to launch the KS3 website. The eventual aim is to roll out the website nationwide and that this will be done through AS offering workshops for teachers and local authority staff.

AH asked whether this could be rolled out as a business and stated that we should try to find ways to market the database. HC confirmed that the database has huge potential as it enabled comparisons of data by postcode/local authorities/local education authorities/ etc and that we were the owners. Crystal Presentations are keen to see the game as a stand-alone game.

The Board agreed that the website offered tremendous opportunity when the whole thing is up and running.

KMCK thanked AS and confirmed that this had been another interesting presentation.

7 BeMS Option Paper

HC presented a paper on BeMS' current status and options for the future. He listed the opportunities stated in the paper and confirmed that there were lots of potential - however BeMS is constrained by limited staff resources. RH is spending a lot of her time line managing the project because BeMS currently has no manager, and the two support officers only have contracts until the end of December 2006.

RH has drafted a budget for the next 18 months for a team of three people. Signing up to BETI Plus and REC contracts would generate funds to cover 2 members of staff. This would still mean that we would need £35k from membership (£7k this financial year and £28k next financial year) to break even. RH confirmed that this has been budgeted for based on new, increased membership fees. It was raised that the only way BeMS could expand and generate more income was by securing and retaining three members of staff. MH agreed that it was important that in order to build up relationships with businesses that we retain staff, otherwise experience and knowledge is gained and then lost. KMck stated that there were huge opportunities for BeMS to grow and generate income but that a lot of organisations in Peterborough were unaware of its existence.

RH was questioned as to whether there was a conflict between BeMS, which charged for membership and the REC which didn't. RH has questioned the BeMS staff as to how they feel about the conflict – they are both comfortable with the situation. BeMS is aimed at SMEs and REC's original aim was to work with 8-10 large companies. She has tried to distinguish the services on offer to members of the two schemes and some organisations that have joined REC have gone on to join BeMS because of the special services it can offer them. RH re-iterated that it was important to make sure that the services on offer to BeMS members encouraged organisation to join and warranted the membership fee.

The PECT Board agreed the following:

- PECT to sign the BETI+ Project Service Agreement after seeking legal advice.
- Submission of a renewal bid to the Resource Efficiency Club
- The appointment of a BeMS Manager, when funding confirmation is received from the above two projects
- Extending the contracts of employment for the two current Business Support Officers until 31 March 2008.

CG left at 8.00 pm.

8 PCL Business Plan

8.1 HC presented a report on the PCL Business Plan for 2006/7, which had been circulated to the Board members for approval. HC confirmed that PCL was looking to produce a Business Plan for the financial year 2007/8 by the end of this financial year.

8.2 MH raised the issue of whether those members of the PECT board who were also on the PCL board needed to declare an interest. AH confirmed that it should be minuted that MH and SM had confirmed an interest as PCL Board Members at this meeting and that PCL Board Members' interest should be noted at every discussion regarding PCL at PECT Board Meetings.

8.3 AH stated that as a trading company any profit above the allocated amount is subject to corporation tax unless it is gift aided to PECT which, as a charity, is free from corporation tax. AH also stated that PECT should not expect to receive any profit from a trading company in its first year of business and agreed with SM that the current forecasted surplus should be used to develop PCL.

The Board agreed unanimously to approve PCL's Business Plan for 2006/7 and that PCL should retain 100% of its profits for this financial year to develop the business.

8 Any Other Business

- 8.1 HC confirmed that AH had prepared all the necessary notice papers for the AGM on 28 November 2006 and SD had circulated these to Company Members and Rawlinsons.
- 8.2 HC confirmed that the Annual Review has been booked for Tuesday 28 November 2006 at the Broadway Suite, Broadway Theatre, Peterborough. Alan Simpson, MP has been booked as the keynote speaker.
- 8.3 KMck & HC are attending Opportunity Peterborough's Environment Cluster Events Planning Meeting on 1 November 2006.
- 8.4 AH stated that the Board needs to consider succession planning for Board Members and Officers and KMck agreed that it should be an item on the agenda for the December Board meeting. **HC**
Once a proposal has been agreed by the Board then it should be put to Company Members for approval at the next Company Members' meeting.

9 Date and time of next meeting

Tuesday, 28 November 2006 at 6.15 pm (5.45 pm for buffet) at the Broadway Suite, Broadway Theatre, Peterborough.

The Meeting closed at 8.25 pm.