MINUTES OF PECT BOARD MEETING

Held on Wednesday 26 September 2007

6.00 pm

At the Green House, 4-6 Cowgate, Peterborough

Peterborough Environment City Trust

PRESENT: **Ken McKay (Chair), Chris Gerrard, Trevor Gibson, Ian Ripley (part), Nick Sandford**

In attendance: Ashley Baxter (part), Hugh Cripps, Sharon Dawson (minuting), Rachel Huxley, Graham Jones, Rawlinsons (part)

1 ESTACA DVD

The Board were shown the EST Sustainable Energy Centre promotional DVD.

2 Apologies

Andrew Heeler, Mike Holland, Steve Magenis

3 Minutes of the previous meeting (25 July 2007)

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

3.2 Matters Arising

3.2.1 **2.2.1** - KMcK, NS and AH have met to discuss Succession Planning.

3.2.2 **7 – PECT Accommodation.**

3.2.2.1 The Wildlife Trust and Sustrans will be moving out of the Green House on 1 October 2007. Both they and PECT need more office space, so the move is of mutual benefit.

3.2.2.2 Mid and long-term accommodation – HC reported that there are several options for PECT. IR is working on a paper to present to the Board in October. TG to investigate what the situation is with the Corn Exchange so that we know whether it's worth spending time pursuing it as an option. IR reminded the Board that we have earmarked money to the Sustainable Building Fund. If we are also thinking about the possibility of renting in the Green Quarter, then PECT needs to do a Statement of Intent regarding the Sustainable Building Fund to satisfy the Auditors and the Charity Commission. This was **agreed**. **IR/TG**

4 Finances

4.1 PECT Audited Accounts to 31 March 2007

Graham Jones from Rawlinsons circulated draft copies of the Audited Accounts to 31 March 2007 and stated that he had been through it with Hugh, Rachel and Janet.

GJ gave a detailed explanation of each section. NS asked why Trustees had the name of organisations next to their names when they were on the Board as individuals. GH explained that this was a Charity Commission requirement for disclosing associated organisations.

KMcK pointed out that on page 11 PECT Consulting Ltd should be changed to PECT Consultancy Ltd. **Rawlinsons**

HC had received a letter from the Co-op Bank regarding the high interest account. The money needs reinvesting and it was agreed that this should be reinvested in the one year account. KMcK signed the letter to this effect.

IR queried whether any money left over in the unrestricted fund could be moved to the high interest account rather than the current account deposit. It was felt that the interest rate risks need to be investigated.

The Audited Accounts were approved by the Board and can be presented at the 2007 Annual General Meeting.

IR stated that Rawlinsons' work provided PECT with outstanding value for money. HC thanked GJ and also asked him to pass on PECT's thanks to Natalie Brown from Rawlinsons for all her hard work.
GJ left the Meeting at 6.55 pm.

4.2 Management Accounts to 31 August 2007
These had been previously circulated. IR stated that for the purpose of investing money we need to be aware of unrestricted funds and invest as much as possible.

5 Staffing Update
Nigel Stannett, ESTACA Norfolk County Operations Manager, leaves on 28 September.
Ben Pawsey is starting on 1 October as Greenenergyswitch Project Officer on a three months' contract.

6 BeMS Business Plan
The BeMS Business Plan had been circulated to Board Members and RH did a presentation on the key part of the Plan. This was followed by a discussion.
TG stated that Steve Clarke from Business Link's Peterborough based office would be a good contact for BeMS. TG is happy to set up a three-way meeting with TG/SC/RH. **TG**
RH stated that both she and Clare Turner, BeMS Manager, think the Plan is deliverable and are seeking the Board's approval.
IR stated that we need to get on now to get the Plan up and running by 1 April and that we need to invest £20k rather than the £15k requested. The Board agreed that they would be comfortable with a 20K deficit this year and the **investment of £20k from Core funding was AGREED, with BeMS to pay this back over a five year period.** BeMS to come back with a breakdown of management time and what they are doing with the money. **RH**

It was also agreed that BeMS staff should have permanent contracts with immediate effect to reflect the Board's backing to the Scheme.
KMcK suggested that we should look at repackaging BeMS' branding as if it were a commercial company. KMcK stated that he is happy to come along to a BeMS Marketing Meeting to help with the marketing push. PECT needs to invest management and Board time to the Scheme. IR to sit down with HC/RH to discuss management time.
It was agreed that the BeMS staff should present their sales pitch to the Board just as they would do to a Board of Directors of an external company. **IR/HC/RH**
TG stated that BeMS needs to target a large number of companies quickly to get the market share. **CT/BM/HB**
PECT needs to consider whether the Scheme should remain with PECT or go to PCL since it is a Trading Company. HC stated that there was a PCL Board Meeting on Friday 28th and this would be discussed at the meeting.

7 In confidence.

8 Draft Environment Capital Manifesto
KMcK reported that the Greater Peterborough Partnership Board had met earlier on in the afternoon and Board had given the Manifesto its total support. The refreshed Community Strategy has been approved by the Board, so the Strategy now has 'Creating the UK's Environment Capital' as one of its four new priorities.
The targets for creating the UK's Environment Capital can now be fed into the Local Area Agreement, which will enable Peterborough to bid to get government funding to achieve its aims. The Strategy now has to be ratified by the Council.
KMcK will circulate an up-to-date manifesto to the Board for comments and additional targets. **KMcK**

9 Any Other Business

9.1 HR Support

HC advised the Board that although we had a Service Level Agreement with PCC regarding HR support and advice, we should be considering maybe getting external assistance on certain issues. He also mentioned that PECT could consider targeting a CIPM member to come on to the Board.

CG mentioned that the WT uses a good external company for HR issues.

AB to consider cost of external HR support when bidding for the SEN centres. **AB**

9.2 HC stated that often on bid forms there was a question which asked whether the organisation's Board approved the bid. HC asked if he could answer 'Yes' on behalf of the Board without having to formally asked the Board each time. The Board was happy with this arrangement.

9.3 SD and RH were asked to leave the meeting at this point as HC had a personal matter to discuss with the Board.

The Meeting finished at 8.55 pm

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Signed on behalf of the Board Date