

**Kelsale-cum-Carlton Community Energy Ltd**  
**(Industrial Provident Society (IPS) registration no: IP032347**  
**and trading as *Power4KcC*)**

**Draft MINUTES**  
**ANNUAL GENERAL MEETING**

Held on Wednesday, 17 April 2019 at 6:00pm  
at The Village Hall, Bridge Street,  
Kelsale, Saxmundham, Suffolk IP17 2PB

**Present:**

**Board members:** Director and Chair, Keith Dickerson (KD); Director and Acting Society Secretary, Tim Roberts (TER); Director, Chris Burslem (CB); Ex-officio, Keith Beacham

**Shareholders and members of the community:** Jeni Aird, Anne Allen, Janet Barnes, Jan Cavanaugh, Chris Colchester, Lesley Covington, Richard Covington, Edwina Galloway, Sue Granville-George (self and Kelsale VHC), David Granville-George, Nigel Hiley, Joanne Littlejohn; Penny Mackay, Susan Major, Penny Robertson, and Maggie Strutt

**Apologies: Directors:** Mike Scott (MS); **Shareholders and grant aiders:** Sir Peter Batho, Jenny Bridson, Pam & Mike Garratt, Cllr Richard Smith (SCC)

**1. Introductions: KD**

It was established that most present were shareholders and were, therefore, entitled to vote. KD reminded non-shareholders that they could **not** vote on agenda items, although they were most welcome to take part in the meeting. Proxy votes were held by the Chair for Peter & Susan Rowberry, John and Diana Ball and Charlotte Dickerson. Susan and David Granville George also held the proxy votes for Pam & Mike Garratt respectively.

KD reminded attendees that the Society had established four objectives at its start:

1. To help the village hall and social club save money
2. To improve our community's energy resilience and reduce energy dependence
3. To build a significant community project in which we could all share
4. To use our previous LEAF grant (£65,000) for the continuing benefit of the community. For example, we have improved the insulation of the village hall, as well as providing free electricity.

In addition to these objectives, KD reminded everyone present that Power4KcC still wished to extend its activities, wherever possible, and help improve community energy resilience through further education programmes and grant aid, as in the ESC Warmer Homes initiative.

**2. Approval of the minutes of the last AGM held on 18 April 2018**

KD reported that under point (3), as agreed at the last meeting and in line with the Society's rules, only a short-form financial statement and bank reconciliation had been prepared for cost-saving reasons, but these had been independently verified by a chartered accountant. In addition, the minutes of each AGM to date had been posted on the Society's website.

The minutes were approved and signed and KD has undertaken, separately, to publish all the latest official documents on the site (see (3) below).

### 3. Matters arising from the last AGM

There were no substantial matters arising and KD reported that the last financial and operational years had been highly consistent as this was to be further demonstrated later during on. KD explained that the resourcing of the Society had continued to be problematic and, that, in effect TER was running the community energy project with KD managing the meter readings and invoicing matters. The Directors nominated at the last AGM were yet to be fully tasked.

TER also reported that he had submitted a further (the second) annual return to the FCA who regulates this IPS, and further annual returns would be submitted as required, despite the huge amount of work required relative to the financial significance of Power4KcC.

### 4. The receipt of accounts, balance sheet and reports of the Board and its Auditor

TER presented the latest accounts in respect of the financial year to 31 March 2019, which had only just been prepared given the 17 days available. These were not audited in full in line with the shareholder agreement from the first AGM motion, which was once again renewed in line with the Society's rules. Copies of these short-form accounts are available from TER, if desired, and will be posted on the Power4KcC website shortly.

*Trading position (see Fig 2):*

The accounts are now in good order and prove that KB's original calculations were correct.

<u>KELSALE-CUM-CARLTON COMMUNITY ENERGY LIMITED</u>				
<u>INCOME AND EXPENDITURE ACCOUNT</u>				
<u>FOR THE YEAR ENDED 31 MARCH 2019</u>				
	£	2019 £	£	2018 £
<u>Income</u>				
Feed in tariff	735		1,177	
Social club	183		255	
		918		1,432
Less vat provisions		(35)		(59)
		883		1,373
<u>Expenditure</u>				
Insurance	280		290	
Data protection registration	35		35	
FCA registration	67		65	
Community England subscription	120		-	
Hall hire	9		18	
Amortisation	843		843	
		1,354		1,251
Operating surplus/deficit		(471)		122
Tax		-		-
Net (deficit)/surplus for year		(471)		122
Retained (deficit)/surplus brought forward		54		(68)
Retained (deficit)/surplus carried forward		(417)		54

**Fig 1. Our FY 2017/2018 trading position**

Cash position at HSBC Bank  
This is as shown below:

We have, therefore, made a net gain of £4,038.70 and this is forecast to increase by £1,800 - £2,000 per annum for the next 21 years which will cover the Society's original investment. The slight fall over the last financial year was due to the repurchase of £500 of shares (number 20).

Our FiTs payments, which are obviously a major source of revenue as desired, will increase in line with the CPI each year.

*Solar panel and financial performance*

KD reported that KB's original forecast for power generation and revenue generation agreed well with what had been generated (see Fig 2). The slight dips in actual output were due to power trips (2015) and the vagaries of the weather (2016).

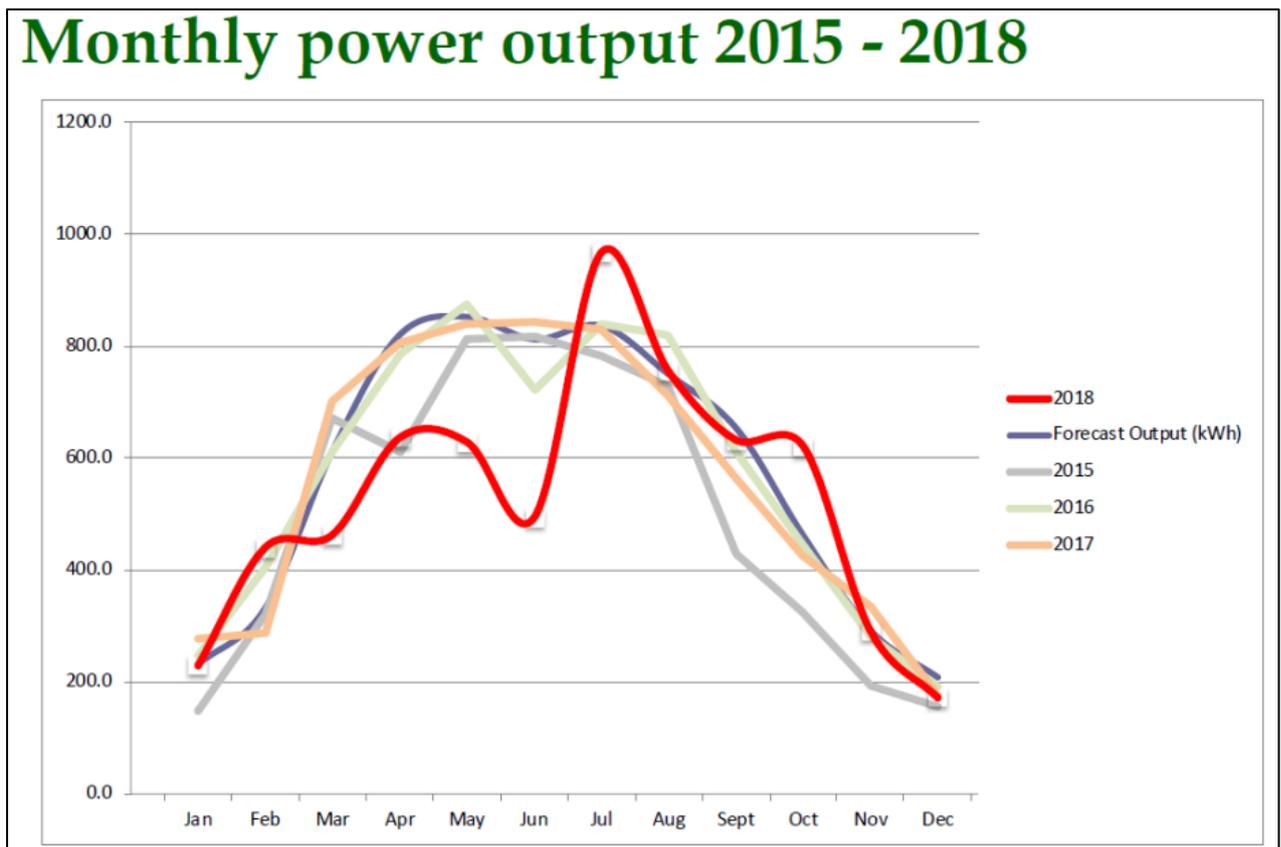


Fig 2. Output of our solar panels

TER monitors the output of the solar panels on line 24/7 to monitor their efficiency.

	estimated	actual	estimated	actual		actual
	1	2016	2	2017	3	2018
<b>Assumptions</b>						
FIT Annual increase						
Export & sales fee annual increase						
Units produced	6862	6116	6807	6833	6752	6833
FIT fee per unit	14.38		14.8	15.3	15.3	15.3
Electricity sale per unit	7.0		7.4		7.7	
Export fee per unit	4.77		5.0	4.9	5.3	4.9
Deemed export amount	50%	50%	50%	50%	50%	50%
Electricity sold	0%		0%		0%	
<b>Income</b>						
FIT income	£987	£919	£1,008	£1,063	£1,030	£1,177
Electricity income	£0	£0	£0	£135	£0	£255
Export income	£164	incl in FIT	£170	incl in FIT	£178	incl in FIT
VAT provision		£-65		£-58		£-59
<b>total</b>	<b>£1,150</b>	<b>£854</b>	<b>£1,179</b>	<b>£1,140</b>	<b>£1,208</b>	<b>£1,373</b>
<b>Outgoings</b>						
insurance	£170	£265	£170	£274	£170	£290
maintenance		£444		£42		£0
admin & legal	£1,000	£60	£200	£95	£200	£118
<b>total</b>	<b>£1,170</b>	<b>£769</b>	<b>£370</b>	<b>£411</b>	<b>£370</b>	<b>£408</b>
<b>EBITDA</b>	<b>-£20</b>	<b>£85</b>	<b>£809</b>	<b>£729</b>	<b>£838</b>	<b>£965</b>
interest on savings	£3	£0	£5	£0	£9	£0
tax	£0	£0	£0	£0	£0	£0
depreciation	-£843	-£843	-£843	-£843	-£843	-£843
<b>Profit after tax</b>	<b>-£860</b>	<b>-£758</b>	<b>-£29</b>	<b>-£114</b>	<b>£4</b>	<b>£122</b>

**Fig 3. Financial performance of our solar panels**

## 5. The appointment of an auditor

TR explained that to employ an Auditor would cost £1,500 - £2,000 per annum, which would wipe out the Society's income. However, as our asset base is less than £2.8 million and our turnover is less than £5.2 million, we can instead opt to produce a financial statement which would be far cheaper and fully in line with our Society rules, if accepted by a quorum of shareholders. Once again, the meeting voted unanimously to do this.

## 6. Further Board nominations and appointment of Chairman and Directors

Keith Dickerson, Tim Roberts, Richard Covington, Mike Scott, and Chris Burslem stood for re-election to the Board and were approved unanimously.

## 7. Proposed motions. To consider:

### a. The application of any profits

Based on the advice of the Society's auditors, it was decided that all profits to date would be held by the Society until they were deemed significant enough for distribution by award of a dividend, and only if then voted for by a quorum of shareholders. The advice of the auditor will also be sought again for the next AGM, based on the latest financial statements prepared. Many of the shareholders present voiced their interest in keeping the Society well-funded, long-term in line with its principal aims of helping power these important village buildings as opposed to the purpose of short-term individual gain.

**b. The withdrawal of any shareholdings**

TER explained the rules on the above matter (*please see the 2018 AGM slide presentation on the Power4KcC website or the original Society prospectus for full details*) now that the Society had been trading for over three years.

**c. Future power supply tariff rates**

Once again, it was agreed that the current tariffs would continue until the next AGM for the same reasons expressed by the majority of shareholders. The Village Hall will retain free solar electricity and the Social Club would contribute 50% of the cost of its solar power at the equivalent tariff from its current supplier.

**d. GDPR compliance**

TER reported that the Society continues to subscribe to and be registered with the Information Commissioner's Office (ICO) and that the board will review the use and secure storage of all shareholder and other stakeholder data held in connection with the Society.

**8. To transact any other business which may be properly transacted at this AGM.**

In line with the options proposed by the agenda, there was a brief discussion about how the Society's activities might be expanded using grant-aid, further crowdfunding or technology donations and the Board agreed to do its utmost to promote the Society, its aims and future within the capabilities of its meagre resources.

Recorded and issued by order of the Board, Saturday, 28 August 2021 (due to the Covid-19 pandemic, no AGM could be held in 2020)

Signed with the agreement of shareholders:

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**Keith Dickerson, Chairman**

**Saturday, 28 August 2021**