**Three Villages Energy**

**Date 08/1/2021**

**Action Log**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Current status** | **Who** | **When** |
| **Parish Council agreement** |  |  |  |
| * Agreement |  |  |  |
| * + Tidy up and get to PCs |  | Bob/Martin | Completed |
| * Parish Council meetings |  | Bob/Ian/Emma | Completed |
| * Finance regulations waiver (Janet) |  | Bob | Completed |
|  |  |  |  |
| **RCEF** |  |  |  |
| * Check we have the funding to deliver the project | RCEF have promised funding.  Checked with EE and they have agreed to take the contract clauses and keep their price | Bob | Completed |
| * Contract not acceptable – marked up and returned – awaiting response | Response received from Maxime – with an acceptable contract |  | Completed |
| * Funding Agreement signed |  | Bob | Completed |
|  |  |  |  |
| **Element Energy** |  |  |  |
| * Inform EE about funding agreement and get agreement to conditions in agreement | Agreed to conditions | Bob | completed |
| * Agree kick off meeting date | 15th January | Bob | contract agreement to be confirmed |
| * Sort documents to go in contract   + Programme   + Proposal   + RCEF funding schedule   + Review Governance / reporting etc |  | Bob | Done |
| * Confirm price and payment schedule | EE to confirm | Bob | Done |
| * Put in place Governance   + Confirm reports and meetings |  | Bob | Kick off meeting agenda to be confirmed with EE |
| * Sign Contract | Exchange of emails | Bob |  |
|  |  |  |  |
| **Line undrawn** |  |  |  |
| * Agree scope of work |  |  | Agreed |
| * Confirm price and payment schedule |  |  |  |
| * Put in place Governance |  | This will be through Bob |  |
| * Sign Contract | Revise proposal needed | Bob |  |
|  |  |  |  |
| **Community engagement** |  |  |  |
| * November publicity   + Bob to edit and circulate version without names (Process for meetings main point) | Given delay no further publicity was agreed until January 15th copy deadline |  | completed |
| * Plan support needed for Element Energy |  |  | Kick off meeting |
|  |  |  |  |
| **Phase two** |  |  |  |
| * Consideration of contracting entities | CCC agreed to underwrite funding for second phase  Chris to map out the likely support needed | Chris | End of jan |
| * Funding plan | Chris to start helping with this |  |  |
| * Adviser and consultant procurement | Follows the piece of work above |  |  |
| * Templates for   + ITT + terms and conditions + specification |  | Kashca | Completed |
| * Draft phase two procurement documents |  | Outstanding |  |
| **Other matters** |  |  |  |
| Letter to Djanogly | Team to comment on draft | Bob | sent |
| Mail chimp email system to be set up |  | Janet |  |