**Three Villages Energy**

**Date 13/11/2020**

**Action Log**

|  |  |  |
| --- | --- | --- |
| **Action** | **Who** | **When** |
| **Parish Council agreement** |  |  |
| * Agreement |  |  |
| * + Tydy up and get to PCs | Bob/Martin | 14/11/2020 |
| * Parish Council meetings | Bob/Ian/Emma | All by 19/11/2020 |
| * Finance regulations waiver (Janet) | Bob | 19/11/2020 |
|  |  |  |
| **RCEF** |  |  |
| * Check we have the funding to deliver the project | Bob | End of Nov |
| * Funding Agreement signed | Bob | End of Nov |
|  |  |  |
| **Element Energy** |  |  |
| * Agree kick off meeting date | Bob | End of Nov |
| * Sort documents to go in contract   + Programme   + Proposal   + RCEF funding schedule   + Review Governance / reporting etc | Bob | End of Nov |
| * Confirm price and payment schedule | Bob | End of Nov |
| * Put in place Governance   + Confirm reports and meetings | Bob | End of Nov |
| * Sign Contract | Bob | End of Nov |
|  |  |  |
| **Line undrawn** |  |  |
| * Agree scope of work | Agreed | End of Nov |
| * Confirm price and payment schedule | Bob | End of Nov |
| * Put in place Governance | This will be through Bob | End of Nov |
| * Sign Contract | Bob | End of Nov |
|  |  |  |
| **Community engagement** |  |  |
| * November publicity   + Bob to edit and circulate use version without names (Process for meetings main point) |  |  |
| * Plan support needed for Element Energy | Outstanding – to be discussed next week |  |
|  |  |  |
| **Phase two** |  |  |
| * Funding plan | Chris to start helping with this |  |
| * Adviser and consultant procurement | Chris to start helping with this |  |
| * + ITT draft + terms and conditions | Chris to start helping with this |  |
| * Draft form | Outstanding |  |