**Three Villages Energy**

**Date 27/11/2020**

**Action Log**

|  |  |  |
| --- | --- | --- |
| **Action** | **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 | Bob | Could be delayed pending finalisation of agreement |
| * Contract not acceptable – marked up and returned – awaiting response |  | Response to the mark up received being considered |
| * Funding Agreement signed | Bob | Could be delayed pending finalisation of agreement |
|  |  |  |
| **Element Energy** |  |  |
| * Inform EE about funding agreement and get agreement to conditions in agreement | Bob | EE informed about the funding agreement – their agreement depends on the finalised funding agreement |
| * Agree kick off meeting date | Bob | Dependent of funding agreement |
| * Sort documents to go in contract   + Programme   + Proposal   + RCEF funding schedule   + Review Governance / reporting etc | Bob | Dependent of funding agreement |
| * Confirm price and payment schedule | Bob | Dependent of funding agreement |
| * Put in place Governance   + Confirm reports and meetings | Bob | Dependent of funding agreement |
| * Sign Contract | Bob | Dependent of funding agreement |
|  |  |  |
| **Line undrawn** |  |  |
| * Agree scope of work | Agreed | Dependent of funding agreement |
| * Confirm price and payment schedule | Bob | Dependent of funding agreement |
| * Put in place Governance | This will be through Bob | Dependent of funding agreement |
| * Sign Contract | Bob | Dependent of funding agreement |
|  |  |  |
| **Community engagement** |  |  |
| * November publicity   + Bob to edit and circulate version without names (Process for meetings main point) |  | completed |
| * Plan support needed for Element Energy | Outstanding – to be discussed next week |  |
|  |  |  |
| **Phase two** |  |  |
| * Consideration of contracting entities | Chris  CCC agreed to underwrite funding for second phase |  |
| * Funding plan | Chris to start helping with this |  |
| * Adviser and consultant procurement | Chris to start helping with this |  |
| * Templates for   + ITT + terms and conditions + specification | Kashca |  |
| * Draft phase two procurement documents | Outstanding |  |