**Three Villages Energy**

**Date 4/12/2020**

**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 not seen final funding agreement but they have been informed and willing to agree to the funding terms |
| * 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
 | ChrisCCC 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 |  |