



Recovering Energy from Waste

## Board Meeting Minutes

**Tuesday 2<sup>nd</sup> May 2017**  
**2pm at the Registered Office**

Present: R Gray (Chairman)  
P Johnson  
C West  
K Starkey  
C Penson

In attendance: S Kaur - Minute Taker

	Action
<p><b>1. Minutes of Previous Meeting</b> The minutes of the previous meetings held on 27<sup>th</sup> February 2017 were agreed and signed by the Chairman.</p> <p><b>2. Matters Arising</b> Mr Starkey confirmed that the Jacobs Structural Engineering Survey report will take a few months to update and complete .It will then be circulated to Board members.</p> <p><b>3. Environment, Health &amp; Safety Report</b> Mr Starkey began his report by referring to the trend charts for injury frequency rate and he gave a summary of injuries by type. The graphs continues to show excellent progress as considerable focus is placed on site's health and safety performance.</p> <p>There was 1 injury involving a member of the public. There was also 1 minor injury involving a staff member which took place in April.</p> <p>There were 19 hazard reports raised all of which are being actioned. There were no environmental incidents, no complaints received, no breaches of our operating permit and no instances of abnormal operation.</p> <p>IOSH Managing Safely courses are underway for managers and supervisors and also the new health and safety awareness video system is in place.</p>	KS

Mr Starkey concluded his report by referring to the 2017 Improvement Programme, there is a delay with item 10 but all the remaining projects are on track to be completed within the designated timescales.

**4. Commercial Report**

Mr Starkey updated the Board on the current status of issues relating to certain waste contracts.

**5. Company Performance Report**

Mr Starkey presented the Plant Performance for the 12 months ended 31<sup>st</sup> March 2017.

Waste throughput was 9% ahead of budget and 2% higher than last year.

A and B shareholder waste throughput was 1% lower than budget and in line with last year. C Shareholder waste throughput was 9% ahead of budget and in line with last year. Non shareholder waste was 27% ahead of budget and 6% higher than last year.

A and B Shareholder waste accounted for 48% of total throughput compared with 49% for same period last year.

Plant availability was 91.2% compared with a budget of 86.5% and a prior year performance of 89.9%, and average waste throughput per unit hour was ■■■ tonnes against a budget of ■■■ tonnes.

Electricity export was 4% lower than budget and 15% lower than last year. The lower than budgeted performance is mainly due to the extension of the G1 outage.

Mr Starkey provided a summary of the G1 major overhaul, detailing the extensive work carried out on the generator and also on ancillary equipment.

Mr Penson reported to the Board on the Company's Financial Performance.

The profit before tax and pension provision for the year is £7,292k before adjustment for exceptional items relating to the G1 overhaul and £7,656k after adjustment for exceptional items. The number stated after exceptional items is £3,436k ahead of budget and £32k higher than last year. Revenues are £2,022k higher than budget which is due to higher than expected waste sales, a higher than expected throughput rate and better availability.

Mr Penson commented on EfW costs which are £1,310k lower than budget before adjustment for exceptional items and £1,674k after adjustment for exceptional items due to cost savings in most categories, notably utilities, insurance and depreciation.

	<p>Mr Penson reported on the year-end cash position of £11.9m which is higher than the forecast due to better anticipated trading and later than anticipated capital expenditure.</p>	
6.	<p><b>Review of Risk Register</b> Mr Starkey presented the Risk Register to the Board. After the presentation it was agreed that the review of Best Available Techniques Reference Document (BREF) should be added to the risk register as well as the government's review of embedded generation benefits (Triad payments).</p>	KS
7.	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	■
8.	<p><b>Insurance Renewal 2017-18</b> Mr Penson presented a summary of the insurance renewal for 2016-17 which was reviewed and noted by the Board.</p>	
9.	<p><b>Draft Board Contract Authorisation Procedure</b> Mr Penson presented the draft Contract Authorisation Procedure to the Board. It was agreed that this should be amended to state that a list of all potential contracts for Board authorisation will be presented at Board meetings twice a year.</p> <p>Mr Penson will amend the Board Contract Authorisation procedure and circulate to Board members.</p>	CP
10.	<p><b>Senior Management Bonus Approval</b> The Board approved the payment of the Senior Managers' and Directors' bonus in the May 2017 payroll.</p>	CP

<p><b>11. Any other business</b></p> <p><b><i>Management Review Meeting - 18<sup>th</sup> September 2017</i></b>  Management Review Meeting on 18<sup>th</sup> September to be moved to 9<sup>th</sup> October with a 9 am start time.</p> <p><b><i>Private Wire</i></b>  The next meeting to include 'private wire' as an agenda item. Mr Starkey to give an update to the Board.</p>	<p>CP</p> <p>KS</p>
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**Dates of next meetings**

The dates of the next meetings were confirmed as:

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|---------------------------|--|
| Management Review Meeting | Monday 12 <sup>th</sup> June commencing at 1.30pm at the Registered Office |
| Shareholder Panel Meeting | Next meeting in June, date to be confirmed                                 |
| Board Meeting             | Monday 10 <sup>th</sup> July commencing at 2pm at the Registered Office    |

There being no further business, the Chairman closed the meeting at 4.10pm.

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Chairman