



Volunteer Non-Executive Director Role

If you are passionate about tackling fuel poverty and supporting the net zero transition in Burnham, Highbridge and Weston, we encourage you to think about applying to become a volunteer non-exec Director of **Board of Burnham and Weston Energy CIC**.

We currently have **two openings for local volunteer Directors** to join our Board.

As a volunteer Director, you'll join a dedicated team of like-minded individuals to help oversee and shape the future of our organisation and drive meaningful impact.

We are seeking locally rooted people who share our commitment to shaping a future where homes and community spaces are warm, healthy, affordable, and powered by renewable energy.

We particularly welcome applications from people with experience in fuel poverty and energy advice services, low carbon retrofit and social enterprise development.

About Burnham and Weston Energy CIC

Burnham and Weston Energy CIC is a not-for-profit Community Interest Company that owns a community solar farm at Wick Farm, between Burnham-on-Sea and Weston-super-Mare. The 9.3MW solar array is made up of around 36,000 solar panels which generate electricity for the equivalent of over 2,000 homes. It has been up and running generating electricity and income from the sun since 2016.



The solar farm is funded by a £7.4million long-term bank loan from Triodos Bank and a community bond offer which raised £4million. It generates revenue from the sale of electricity to the grid and a feed-in tariff subsidy.

The surplus income from the solar farm—after covering operating and finance costs—is reinvested into supporting local net zero transition and fuel poverty projects, including:

- ✓ **An Energy Advice Service** to support local households facing energy debt and fuel poverty challenges. The service is delivered by Burnham and Weston Energy's small team of trained energy advisors who offer free, independent, one-to-one energy saving service to help residents save money on their bills and improve the warmth and healthiness of their homes. The service helps around 500 households per year.
- ✓ **A Solar Soft Loan fund** to pay for solar panels for local schools and community buildings. Repayments are based on a share of the actual annual savings and Burnham and Weston Energy will use capital repaid to create an ongoing revolving legacy fund. Burnham and Weston Energy expects to put over £1million into the fund over the next 2 years.
- ✓ **A community building retrofit program** which provides free energy audits and retrofit assessments for community buildings, and follow-on grant funding to help fund the recommended measures.
- ✓ **A community grants fund** to support local projects that enhance energy efficiency, household energy savings, low carbon transport, waste reduction, economic development, community support, and skill development. Projects funded to date include a youth climate forum, school visits to the solar farm, community-based retrofit projects, community arts and outdoor learning facilities.

Burnham and Weston Energy CIC is professionally managed by [Communities for Renewables CIC](#) (CfR).

1. The role

As a volunteer member of the Board, you will play a key role in shaping the strategic direction and overseeing the governance of the company. Directors will be fully supported in their role, with administration managed by CfR.

The role of a non-executive Director is to provide a creative contribution to the board by offering independent oversight, constructive challenge, strategic guidance and local connections.

2. What is involved?

- Attend quarterly board meetings (around 2 hours). A comprehensive board pack is prepared by CfR for each meeting covering technical performance and operation of the solar farm, financial performance and community impact.
- Participate in decisions put to the board – which will include approving the annual accounts, company policies, operational budgets and contractor and team appointments.
- Help develop and oversee Burnham and Weston Energy's community impact strategy, including the activities described above.
- Review and determine applications to the [Sunshine Grant Fund](#).

- Ensure CfR discharges its responsibilities to ensure Burnham and Weston Energy complies with relevant legislation, company policies and funder requirements.

Being able to communicate electronically is an important part of being a volunteer non-exec Director – papers and meeting arrangements are made by email and most board meetings are held online. A pack of information and a quarterly board brief is circulated ahead of the meeting. CfR compiles minutes following the meeting. A typical agenda includes:

1. Minutes from last meeting and progress on actions arising;
2. Technical plant performance;
3. Financial performance of the group;
 - a. Management accounts
 - b. Cashflow projections
 - c. Lender compliance
4. Home Energy Savings Advice Service Updates
5. Community benefit;
6. Business development;
7. Operations;
8. Health and Safety;
9. Company policies;
10. Other business.

3. Time

Directors are expected to attend quarterly Board meetings and other meetings and review board papers ahead of the meeting. Directors may also need to respond to urgent matters raised in between meetings.

4. Duration

Appointments to the Board of Directors are for two years, with a review after 6 months (two quarterly board meetings). Directors may be re-appointed.

5. Location

Board meetings are mostly held online but are occasionally held in person in the Burnham and Highbridge or Weston-super-Mare area.

6. Composition of the Board of Directors:

Burnham and Weston Energy's board currently consists of 3 volunteer local directors, with space for up to 2 additional co-opted directors. Biogs for our current board are on our website: <https://www.burnhamandwestonenergy.co.uk/team/>

7. What are the responsibilities of the Directors?

Directors must be aware of their responsibilities under the law and in relation to good corporate governance. The Board's focus is to lead the strategic thinking and focus of the organisation.

The common law duties of Directors are set out in the Companies Act 2006. Some key duties are explained in more detail below:

Duty of Care

Directors have a duty of care, which includes:

- Ensuring they have sufficient knowledge and understanding of the business;
- Understanding the principal risks faced by the business;
- Seeking professional advice when appropriate;
- Delegation of functions when appropriate and supervision of these.

Due diligence

Directors are in charge of the Company's affairs and are fully liable in law. Ignorance is no protection under the law. They must always act with due diligence and will hold greater responsibilities on matters in which they are professionally qualified or experienced.

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Expenses

The Company will cover the cost of reasonable out of pocket expenses of Directors. These are likely to be limited to travel to meetings and meeting refreshments.

Attendance of quarterly routine board meetings and reviewing the associated papers is a volunteer role.

Where local Directors need to take time off work for a Burnham and Weston Energy activity, such as a full or half day strategy meeting, meeting a local community organisation or supporting a school visit to the solar farm, the Company will compensate for lost wages at a standard rate of £200/day (or hourly equivalent based on a 7.5hour day). This should be agreed in advance by the rest of the board. Payment for these occasional additional services are separate and additional to the person's role as a volunteer local Director. The person shall not become an employee of the Company. The Company will make the payment as consultancy services and the Director will be responsible for declaring the income on their personal tax return.

Insurance

The Company will maintain appropriate company insurances, including Directors' and Officers' insurance.

Eligibility

Prospective Directors must:

- Have read and agree to comply with the Articles of Association and policies of the Company;
- Agree with and be committed to furthering the community purpose of the Company;
- Be in a state of mental and physical health and personal circumstances, which allow them to carry out their duties;
- Be able to act in good faith and responsibly to maintain the reputation of the Company;
- Declare any conflicts of interest;
- Not have been convicted of an indictable offence relevant to the roles and responsibilities of a Director or the aims and ethos of the Company, subject to the Rehabilitation of Offenders Act 1972;

Prospective Directors must not:

- Have been adjudged by the Board to have brought the Organisation into disrepute
- Be currently declared bankrupt or compounded with their creditors
- Be subject to a disqualification order made under the Company Directors Disqualification Act

8. Further information

If you would like more information or would like to speak to a current member of the Board of Directors, please contact Jake Burnyeat: jakeburnyeat@cfric.co.uk / 01209 705 423