

Grosmont Futures – Minutes of Meeting 21/01/2021 18.30 by Microsoft Teams

Present:

Peter Willis (PW) Rural Futures
Lynne Potter (LP) Co-Chair
Deb Nevill (DN) Joint Secretary
Oliver Huntsman (OH) Treasurer
Jan Chatfield (JC) Joint Secretary

Mark Whitaker (MW) Co-Chair
Jo Whitaker (JW) Committee Member
Witek Mintowt-Czyz (WMC) Committee Member
Alex Minford (AM) Committee Member
Jane Moggridge (JM)

Apologies:

None

Correspondence:

Nothing received.

Minutes of previous meeting: 13/01/2021

The minutes were agreed as an accurate record of the meeting.

Matters Arising -

13/01/21 - 2. Agree Constitution – JC noted that she had updated the draft constitution with the names of the committee members and suggested that for ease during COVID – 19 restrictions rather than adding electronic signatures, the document should be stored on the Padlet to include a comment to the effect that it has been agreed as stated in the minutes 13/01/21. This was unanimously agreed by the committee.

13/01/21 – 4. Framework Document – WMC confirmed that the covering letter had been written and sent to Grosmont Community Council (GCC) together with the draft framework document on 18/01/21. The Framework Document will be discussed at an extraordinary meeting of GCC on Tuesday 26 January 2021.

13/01/21 – 5. Funding – PW had met with the Funding Officer and circulated a summary of the meeting to the rest of the committee – see e mail dated 14/01/21. In essence the Funding Officer has given an early indication of support, it will be possible to apply for a Capital Development Grant to fund the pre-application stages. It should be possible to use part of the £750 grant already provided, but it will require a changed application in order to repurpose the loan. PW noted that the Stage 1 Application should be referred to as Capital Development Grant and stressed that as stated in his email the uses/ activities and services the hall will host have to be defined and must demonstrate how the hall will better serve the community. This underlines the importance of developing and documenting community engagement in the project.

13/01/21 – 5. Funding – At the GCC precept meeting on 20/01/21 WMC asked GCC to include funding for progressing the stage one grant in their precept for 2021. After some discussion

GCC agreed to include £5,000 in the precept for 2021-22 in support of the pre-application to the National Lottery.

13/01/21-6. Next Steps- PW has written the announcement which was circulated to the Committee for comments by e mail on 20/01/21. AM suggested adding a paragraph about the long-term vision and some minor tweaks were suggested by WMC and DN, these were agreed by the committee. It was also decided that LP should be the contact point for people in the community rather than PW. The finished announcement will be distributed as follows; electronically on Grosmont Village Website and Facebook pages, Church Link, and hard copy on the village noticeboard.

AGENDA

1. Joint committee for the Town Hall Renovation.

Nomination of individuals from the GF Committee to be represented on the joint committee:

OH asked how many people were needed on the Joint Committee and questioned whether the subcommittee was actually needed. Grosmont Futures has a wider remit than the Town Hall project and it was felt that a small, flexible working group would be the most efficient way of working with GCC to progress the project. The Joint Committee would be dissolved once the project was completed.

JC proposed that AM & OH represented GF on the Joint Committee this was seconded by LP. PW noted that JC and DN had offered to act as Joint Secretary for the Joint Committee and queried whether this was as a full member with voting rights or in a purely clerical capacity. It was decided that the role would be a Full Member with 1 vote and that JC & DN would have special responsibility for developing the Community Engagement side of the project. OH commented that this would give GF the advantage in any voting situation and also queried whether WMC was in a conflicting position as he was part of GF and also a Councillor on GCC. This should be discussed at the first meeting of the Joint Committee and is likely to come up when GCC discuss the framework document on 26/01/21. One solution might be that any conflicts are taken back to GF and GCC for resolution by their respective committees. This needs to be clarified and defined so that both GF and GCC are in agreement.

PW asked where individuals providing external support would fit in to the process, would they be Ad Hoc members of the GF Committee/Joint Committee? LP noted that anyone who wanted to be involved in GF has had ample time to apply previously. It was agreed that any such involvement would be in a supportive/advisory capacity only.

Peter's role with regards to the Joint Committee and GF

PW stated that his principal role was that of a "Critical Friend" providing support and letting the group know if they were going in the wrong direction, not to disempower but to fill

in the gaps if the group were struggling. There are areas where his experience would be valuable and save time.

Peter will act in a similar advisory role to the Joint Committee and attend their meetings where possible.

Frequency of Joint Committee reporting to Grosmont Futures.

Reporting would necessarily be on an ad hoc basis dependent on activity of the Joint Committee. Minutes from the Joint Committee meetings will be made available to both GCC and GF with any specific significant issues being flagged as they arise.

WMC noted that GCC only meet every 2 months, meaning they will have a broad-brush oversight of the project. JC asked what degree of autonomy WMC and the Clerk would have? WMC replied this would be finalised at the GCC meeting on 26th January, it was likely that they would delegate powers to WMC & the Clerk and accept any decisions other than those specifically disagreed previously.

2. Renaming of the project and subsequent changes to the Draft GCC cover letter and Draft Framework documents

In his email of 19/01/21 AM suggested that the name for the project should be “Grosmont Community Hub” / “Canolfan Gymunedol Grysmwnt”. JC proposed that this be adopted, this was seconded by AM and unanimously agreed by the Committee.

The draft Framework document will have to be updated accordingly before ratification by GCC.

Action: DN/WMC to amend document

3. File storage and collaboration

Distribution of Minutes and agendas: It was agreed that minutes of meetings would be sent electronically to committee members for ratification at the next meeting. Once agreed as a true record minutes would be sent to all attendees at the meeting and GCC, with copies posted on; the GF Padlet, Grosmont Website and the Grosmont Community Hub page on Facebook as well as a hard copy on the village noticeboard.

Padlet: It was agreed that the GF Padlet would be used to store finished documents as PDF files for access by the public.

Dropbox: It was agreed that Dropbox should be set up as a repository for working documents, with access by the members of the committee and PW. It could also be used for storage of any documents not intended to be in the public domain (but these should be kept to a minimum).

Action DN/JC to seek advice and set up Dropbox

4. Finances

Bank Account: AM proposed that GF set up a Lloyds On-line Bank account similar to that used by Grosmont Events. This was seconded by OH and agreed by the committee. The £750 microgrant money being held by Grosmont Events on behalf of GF will be used to open the account.

Action: AM/OH to set up account

Funding: WMC was asked when the £5,000 from the GCC precept would be available, he replied that it would probably be in April 2021 in line with the 2021-22 financial year, but that he would seek clarification from GCC. Additionally, GCC has some reserves that could possibly be used if necessary.

JC proposed that as time was short this evening and some funds were immediately available, further discussions on funding should be postponed until the next meeting.

Action: WMC to clarify when Precept money will be available

5. Timeline / Project Plan

Following the brainstorming session on 20/01/21 PW, AM, OH & WMC produced a comprehensive timeline for the project which was circulated to the committee prior to the meeting. The aim being to keep to tight deadlines so that the final application can be submitted in October 2021. To this end, the Project Initiation actions have been completed as planned in January the next step being Project Design and Feasibility.

PW noted that whilst it is not an immediate priority, we have the opportunity for a free energy audit to be carried out by one of his colleagues in February.

MW noted that Community Engagement formed an integral part of the project design and wondered how to best take this forward.

PW stated that we have to be sure of what we want to achieve and engage with the community to explore uses for the hall that will be of benefit to the community. This will be complicated by the COVID restrictions, but there are digital ways of engaging.

A lot of work has been already done over the last couple of years, it will be necessary to review the data that has already been collected and use this to inform the next steps. The work will not need to be repeated, rather firmed up. In particular there were comments made about people feeling socially isolated but with little data to back this up.

We need to take stock of what data we have and identify any gaps, then determine what methods of engagement will work under the COVID restrictions.

OH suggested that we talk to other community groups too - such as Ewyas Harold, Skenfrith and Garway to find out what their Halls are used for.

OH- suggested that when we do list of things to do in Town Hall, we give it a rating - how much we value it and how much weight the funder would give to it. MW stated that we have done some of this work already. PW stated it is not about second guessing what the funder will be interested in - it is more about putting down what we want to do in a convincing way.

A lot of the data is already on the GF Padlet, but PW will circulate any useful data already collated for discussion at the next meeting.

A concern was raised that the lift will gobble up all funding - it will not. Previous quotes indicate it should be between £15-£20k. JC noted that some work has already been completed on the downstairs (toilets, shower etc.) and part of framework for the lift is already in place.

Action: PW to circulate data

6. Next steps

A meeting focusing on how to engage with the community to determine what the hall is going to be used for in the context of the needs of the community so that it can be used to inform the regeneration project.

7. AOB

None raised

8. Next Meeting

The next meeting will be on Wednesday 28th January 6.30pm on Microsoft Teams. Please think of ideas for how to achieve community engagement for discussion at the meeting.

Action: DN/JC to convene meeting

All to familiarise with data circulated by PW

There being no further business the meeting closed at 20.00