

1. What is the objective ?

A grant of £140,000 is potentially available from National Lottery to fund a project to regenerate the Town Hall in Grosmont to enhance its role and capabilities as a hub for the local community. The hub would prioritise improving access to a range of services, reducing rural isolation and positively impact rural poverty. The grant will be to Grosmont Community Council (GCC), as owner of the Town Hall, with Grosmont Futures (GF), a community led action group, supporting the application, taking a lead in developing the design of the renovation and ultimately supporting the management of the Town Hall to facilitate delivery of services.

It is expected the application would need to be submitted before the end of 2021. This is also when we expect *Rural Futures* support for GF to end. The aim should be to submit the application much earlier and thereby to maximise *Rural Futures* support available through to implementation /delivery.

2. What is the purpose of the Framework?

This framework will govern how GCC and GF will work together initially to prepare and complete the funding application which will include:

- development of an articulation of how the regeneration work would improve access to a range of services, reducing rural isolation and impact rural poverty; and
- development of outline project plans for the Town hall revival and the subsequent submission of a funding application.

If the application is successful, and subject to appropriate permissions etc being obtained to enable carrying out the renovation, it is proposed that this framework would be extended with the approval of each of GCC and GF, to manage the regeneration project. This framework will be used flexibly; for example, to adapt to changes in circumstance or the need for additional expertise to the initial membership. It is likely to evolve into a more formal partnership agreement with greater detail about specific responsibilities as they are discussed and agreed. This will likely be an expectation from the funder, so they fully understand the project and who is accountable.

The Illustrative Project stages (1 – 6 below) cover areas that might be considered for additions at a later date below; for now, this framework will focus on stages 1 – 4:

1. Public announcement of the initiation of project planning/invitations for expressions of interest.
2. Agree who will initially lead on the work-skills and governance
- 3a. Feasibility work and project development
 - Pre app visit by heritage officer and look at what work's been done previously
 - Community and other stakeholder engagement – needs and wants, proposed uses/ Design requirements (inc inviting input as appropriate)
 - Agree vision, aims, objectives and outcomes
- 3b. Possible capital development grant application to obtain funding for
 - Planning/ designs/ surveys etc.
 - Liaison with planners, technical surveys etc
 - Tenders, Designs and costings
 - Finalise project plans inc. activities
4. Full funding application completed and submitted
5. Building works

- Appoint building contractors
 - Building work completed (possibly partly overseen/managed by design team)
6. Ongoing administration and management of activities and monitoring

3. Who is Involved?

Both GCC and GF are independent and separately constituted bodies. This framework will allow them to work together on this application, through a Joint Committee, answerable to their own constitutions and the oversight, but creating a sufficient delegation of authority that an application can be efficiently and effectively prepared and submitted. To this end

- Each of GCC and GF will nominate individuals to comprise a Joint Committee to manage the application process;
 - Each body will nominate successors and / or additional Joint Committee members as required
 - The Joint Committee will work within the terms of the constitutions and authority limits of each of GCC and GF
- For GCC the individuals will be the Clerk, Clare Preece, and Cllr Mintowt-Czyz as minuted by the GCC on 09 Novemeber 2020.
- For GF the individuals will be Alex Minford, Oliver Huntsman, Deborah Nevill and Jan Chatfield as nominated at the GF Meeting on 21st January 2021
- Jan Chatfield and Debbie Nevill have offered to be joint secretaries for the Joint Committee

The Joint Committee will select:

- a Convenor, who would chair meetings and ensure effective briefing of GCC (via the Clerk and Cllr Mintowt-Czyz) and GF;
- a Secretary, who would ensure documentation of discussions and decisions; and
- a Financial Adviser, who would scrutinise financial aspects of the project and advise on financial recording and reporting (this will likely be administered by the GF Treasurer).

The Joint Committee may co-opt individuals as needed from time to time to provide for example specific technical or other expertise.

4. What are the responsibilities of the Joint Committee?

The Joint Committee will be responsible for:

- Maintaining the integrity of the application and support for its development – communicating to each of GCC and GF on a regular and timely basis to obtain formal approvals for the application;
- Meeting the aims, outcomes and conditions of the Grosmont Community Hub (GCH) programme set out by the funder;
- Communicating with the funder through the application process;
- Developing a project outline and related on going community programme to improve the social, economic, environmental and cultural wellbeing of the Grosmont community;
- Developing outline plans for regeneration together with initial estimates of costings;

- Subject to funding and approvals, develop robust mechanisms for monitoring and evaluating the GCH programme implementation ahead of the funding application;
- Work in partnership with other organisations to ensure the successful implementation of the GCH programme;
- Organising joint Informing sharing events, training and volunteering opportunities;
- Engaging key stakeholders including community members, project participants and organisations operating in Grosmont area; and
- Present and disseminate project successes;

As part of the application process the Joint Committee will:

- Document all discussions and decisions taken in developing the application – these will be distributed to GCC and GF and form part of their publicly available records; and
- Ensure all records and evidence of receipts and expenditure relating to the application are complete and accurate – it is assumed that minimal costs would be incurred at the pre-application stage; see also 5. below

5. Funding the Application

To avoid a “chicken and egg” situation the GCH programme will seek to apply for a “capital development grant” from the National Lottery to cover costs (especially any professional costs) associated with preparing a viable and feasible application. It is anticipated (and needs to be confirmed) that such funding is not repayable if the application were not successful as long as grant conditions had been met. GCC has made provision in its budget for financial support to the project up to £5000 in order to facilitate preparatory work.

6. How will any differences be resolved?

Both GCC and GF will work cooperatively and reasonably to complete the application and use best endeavours to avoid conflict. The Joint Committee will be responsible for the early identification of any differences and to resolve any differences as may arise. In the case that the Joint Committee cannot resolve differences, the Joint Committee will prepare a statement of fact and a proposal for resolution which each of GCC and GF can endorse or not, recognising that without the joint support of GCC and GF the application is unlikely to be submitted.

The individual members of the Joint Committee will be responsible for declaring any conflicts of interest relating to the application or subsequent implementation of the GCH programme.

If there is any conflict between funder’s terms and conditions of grant and this or any other agreement, the funder’s terms and conditions of award will always take precedence.