

Grosmont Futures – Minutes of Meeting 10 March 2021, 6.30pm, via Zoom

Present

Jan Chatfield (JC), Oliver Huntsman (OH), Witek Mintowt Czyz (WMC), Jane Moggridge (JM), Deb Nevill (DN), Lynne Potter (LP) (Chair), Jo Whitaker (JW), Mark Whitaker (MW)

Jo Whitaker (JW) joined the meeting at 7.10

Apologies

Peter Willis, Clare Preece GCC

LP thanked everyone for their brilliant work in distributing the questionnaires

1. Minutes of the Meeting held on 02 March 2021

The minutes were accepted as an accurate record.

2. Action Points from the Last Meeting

5.3.2f Prizes – DN had not yet received an invoice from Frameworks
Action DN to obtain an invoice from Frameworks for the cost of the work.

5.3.3 Linolt- WMC circulated the invitation to join Linolt. **JC & DN** had tried it and found that having to sign up was little off putting. It is also possible to amend posts that had been added by other people. **WMC** noted that it is just another tool that could be used to gauge opinion in the community. **JC** suggested that rather than add this to the leaflet we should jazz up the invitation to join Linolt and post it on the website and on Facebook as it would probably appeal to people who use social media. It could also be sent by email to the mailing list held by **PW**. It would be possible to take a screen shot periodically and save it to Dropbox to keep a record of the comments. **LP** asked **WMC** to recirculate the invitation so that other members of the committee could test it out and provide comments.

**Action: WMC to recirculate the invitation to join Linolt
PW to transfer email list to Grosmont Futures**

3 Matters Arising not included on the Agenda

3.1 Energy Audit – WMC reported that the report had not been received, more information is needed requiring another site visit. The report should be available by the end of next week.

3.2 Architects – WMC has discussed the project with three architects:

Morgan and Horowskyj, Abergavenny - too busy at present

Sarah Browne, Monmouth – interested, supportive and helpful

Dan Benham, Cardiff – interested

We need at least one more to tender, please let Witek know any suggestions.

AM asked whether Stephan Horowskyj would share the original drawings for the existing planning, **WMC** noted these were a matter of public record and available electronically.

WMC stated that there were 2 stages requiring input from architect's

1. Repair work possibly funded by the Green Energy Fund (GEF)
2. The main project.

It would be useful, but not necessary for the same architect to be used for both projects. Guideline prices have been obtained for phase 1 as follows:

Sarah Browne - £40 per hour

Dan Benham - £500 for the job (1/2 normal fee @£30 p/hr)

WMC recommended using Sarah Browne as there is a degree of urgency in preparation for the application for the GEF grant.

Action – Committee to forward details of any suitable Architects to WMC

4 Correspondence

LP has received expressions of interest in helping the Group from two members of the Public. One individual is about to move into the village in mid-March and would like to be involved, the other lives in Tollstone Way. Both have previous experience in applying for Lottery funding so could be very useful.

5. Agenda

5.1 Finances

OH, reported that there are still ongoing problems with the Bank, the new PIN Code and card reader do not match. He has requested a new bank card which should resolve the issue, but the account is not yet operational.

An invoice had been received for £67.20p in respect of translating the paper questionnaire into Welsh. Following approval by email from **JC, LP & MW**, this was paid by **AM** using part of the £750 held by Grosmont Events on behalf of Grosmont Futures. **OH**, confirmed that he was running a spreadsheet showing invoices paid and which members of the committee approved the transaction.

Action: AM to transfer money when the account is operational

5.2 Review of Progress against GCH Project Timeline

5.2.1 The GCH Project timeline monitoring sheet was reviewed, good progress is being made, although some tasks need action:

- Line 14. *Explore links to regional Strategies and organisations* – due end of March had not been allocated to anyone – It was suggested that **PW** would be the most appropriate.
- The due date for Line 17. *Design project aims activities and outcomes*, was amended to end of April 2021.

- Line 22 *GCC approves plans* was allocated a due date of Aug/Sept 2021.
- It was agreed to allocate the due date for line 38 *Partnership agreement with GCC* until after the grant application has been submitted.
- A sub-heading is required for the smaller repair work grant.

It was agreed that a copy of the monitoring sheet should be attached to the minutes after each meeting.

Action JC to update spreadsheet and attach to the minutes

5.2.2 – Project Management, As agreed at the last meeting **JC** had been in touch with Peter Clarke regarding Project Management, Peter had made some suggestions regarding Governance and was due to hold a Zoom meeting with **JC & DN** on 11th March to explore things further. **WMC** offered to attend this Zoom meeting as well.

Action JC, DN & WMC to report back

5.3 Feedback from GCC Meeting 8th March 2021

WMC was experiencing connection difficulties so **JC & JM** who had attended the meeting as observers gave a brief feedback. The report submitted by **WMC** to the Councillors prior to the meeting was accepted and agreed by those present. Councillor Stark asked if Llangua residents were being included in the survey and whether GF were intending to publish the number of returns v the number of surveys distributed.

5.4 Community Engagement Feedback

5.4.1 Questionnaires – PW has arranged a Welsh translation and the questionnaires had been amended to include links to this Welsh version and Google Forms e-version. 230 paper copies have been printed and distributed with a final return date of 24th March 2021. **LP** offered to collect paper returns from the Post Office and box under the Town Hall. **LP** will subsequently add the individual paper returns to the electronic version, marking the paper copies with the date they were entered electronically. **JC & DN** will monitor returns and collate contact information.

Action LP, JC & DN

5.4.2. Banner – JC reported that she had not got any further with the banner.

Action: JC, LP and LMC

5.4.3 Mini Display in the Undercroft – It was decided that rather than put up posters publicising the survey a mini display would be set up in the Undercroft. This would be COVID friendly and include information about Rural Futures, the Grosmont Futures Timeline and the GCH Project.

Action DN & JM

5.4.4 - Offers of help received from members of the Community - LP has received offers of help from 2 individuals both of whom have experience in applying for grants from the National Lottery. LP will keep in touch with them and ask them to become more involved at a later date.

5.4.5- Children's Competition – DN has prepared a poster to publicise the competition, which could be included in the Undercroft display. But it was decided to concentrate on encouraging people to complete the questionnaires and prioritise the survey as the closing date for the competition is 14th April. Publicity for the competition could start after 24th March, the closing date for the questionnaires.

5.4.6.-Calor Rural Community Fund – JC provided information about the **CRCF**, this could be another source of funding potentially for the repair work, but timing is tight for the application. **LP** offered to review info and decide whether we should apply. **Action LP to review CRCF Info**

5.5 Next Steps

The focus for the next couple of weeks is to encourage people to complete the questionnaires and ensure the data is recorded electronically. It will be possible to review numbers of replies and comments on-line using the edit link. **OH**, suggested that we add collating and interrogating the Data to the agenda for the next meeting.

Action DN to re-send Google Forms edit link to the Committee

5.6 AOB

LP thanked **JM** for all her hard work with adding information to the Website so promptly.

AM confirmed that Joint Committee meetings would be held on the last Tuesday of the month.

Date of next meeting

Grosmont Futures: Tuesday March 23rd at 6.30 on Zoom.

Joint Committee: Tuesday 30th March 5.00 on Zoom

There being no further business the meeting closed at 7.40pm