

DRAFT

Grosmont Futures – Minutes of Meeting 1 June 2021, 6.00pm, via Zoom

Present

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

Apologies

Peter Willis (PW). Jo Whitaker late arrival.

Minutes of the Meeting held on 18th May 2021

The minutes were accepted as an accurate record.

Action Points:

2.5 From Minutes of meeting held on 4th May 2021 – **The Linolt link** is not working, **WMC** has not had time to do it. **Action: WMC will continue to persevere.**

From the last Meeting 18 May: **3 Bat Survey** – **LP** had been in contact with Sue Price regarding dates for Dawn and Dusk Surveys. A number of dates have been put forward in June and July, as surveys are weather dependent. Access Town Hall is not required. **Action LP will inform GF of dates when known.**

All other **Action Points** were on the main agenda and would be discussed as they arise.

Matters Arising not included on the Agenda

None

Correspondence

None

Agenda

1. **Finances** – **OH** – the balance remains at £436.79 but a request has been made by **DN** for £35 for Frameworks for the framing of the picture of the Childrens Competition Entries to go up in the Town Hall. The two approvals are from **AM** and **JC**.

DN asked whether we had had feedback regarding a thank you to Richard Brown for the use of his scaffolding for the bat survey. **JC** – a bottle of wine that he liked at £9.99.

A discussion followed on where the money for it would come from, as the monies in the GF account are supposed to be for Community Engagement, **OH** suggested calling it a Gratuity for use of scaffolding.

JC enquired when the cash flow spreadsheet would be updated – **OH** will update when the above 2 payments have been made.

Action OH update spreadsheet after payments.

Action JC to check with PW regarding use of funds.

2. **Review of progress against the GCH project timeline** – **JC** Everything is still dependent on getting the Project Plan Finalised so that the Capital Development Grant application can be submitted before turning things from orange to green on the spreadsheet. Next things we should be doing is applying for the Capital Development grant (should have been done in May) and appointing an architect, which are all in progress.

MW enquired whether we were being held up by waiting for the survey of the town hall and repairs to be done. **JC** – on the timeline this is yellow and under review, and discussions need to be had on

where we are going from here and how to get the money for the repair work. Feedback from the Joint Committee meeting may help a bit.

WMC – with regards to getting funding for the repairs the first step would be to follow the advice from the Architectural Heritage Fund and make use of the Heritage officer's offer of a preliminary survey on what is likely to be required. The advice would be very useful in applying for a capital development grant from the AHF. The purpose of such a grant would be to fund a full structural survey.

CP interjected at this point as she had some up to the minute information to report. For the record she has contacted numerous Chartered surveyors and tried really hard to get more than one quote but it has come to her attention that this is a very specialised field (listed buildings) and that she has found it very difficult to find 3 quotes but has managed to nail down a very experienced surveyor, from Wormbridge, that does know the building and is prepared to carry out the survey. His name is Mark Nicholls from Alcocks and she suggested we accepted his quote – for a detailed survey of the whole building which would evaluate the structure and building as a whole and provide recommendations for urgent repairs, priority repairs and a planned maintenance strategy say on a 5 yearly basis. Fees for provision of a report would be £800 plus vat of £160 (GFCC get £160 back). Payment to be received within 7 days of receipt of the report and will be met from the money set aside in the precept for the GCH Project. They are very busy at present and so the lead in period is 3-4 weeks minimum.

There was confusion over the cost of the pre-application survey. **WMC** reassured **CP** that GF did not have to pay £289 before the pre-application survey could be done. **WMC** has already submitted a pre-application that is a gratis process because we are a non-profit organisation and is ongoing. **WMC** went on to explain:- Our allocated Heritage officer at MCC is Jonathan Morgan who has been on leave and who has not got back to him yet. The pre-application process is to make sure that our application when it comes in, both for planning and for listed building consent, is appropriately structured. So we can commission the survey now -using allocated Community Council Funds or we can apply for Capital Development Grant from the Architectural Heritage Fund to pay for the survey which would take time. Or we can do both of those – we can commission the survey (seeing how they are not able to do it for at least a month) and in the meanwhile apply for a grant and if we get it we will not need to use the Community Council Funds to pay for the survey (approximately £1,000 which would leave the whole £5,000 precept for the-project). **CP** voiced that she thought this a good idea.

JC checked twice to make sure that this one survey was to be comprehensive enough that it could be passed to the architect and used for the development as well and that no further surveys would be required. She also asked whether the Architectural Heritage Fund could be applied for to pay for the repairs too. **WMC** said there were other funding streams available if they don't have the money themselves e.g. Cadw who may have funds for this kind of repair work but their funding is match funding.

CP pointed out that, as she understood it, it would be necessary to be seen to be carrying out the repairs in order to submit a successful grant application to the Lottery. She also asked whether to go ahead and apply for the Architectural Development Fund for the grant to meet the costs of the survey as well as engaging the surveyor.

WMC added "for the record" the council needs, in any case, to have a valuation on the town hall.

CP agreed and said it should be on the asset register but is valued at zero, assuming the council

doesn't own it but it does. And whilst the council don't have a duty of care to maintain it they can be enforced to maintain it so it's in the best interests going forward to do so.

LP checked and it was **unanimously** agreed that **CP** should go ahead with engaging Mark Nicholls to do the survey as it needs to be done anyway. **OH** did ask whether we were comfortable that the Community Council will indemnify us against the costs as we haven't got enough money to underwrite them. **CP** was reassuring, and again backed up what **WMC** has already said, that basically the Surveyor has to be paid 7 days after the survey has been carried out which does give us a month in which to see if we can get the money from the Architectural Heritage Fund if not the bill will be met out of the Community Council's £5000 earmarked money put aside for this project. It is the **FIRST** hurdle that **has** to be got over before the rest of the project can go ahead. The Council don't have to agree to how the money is spent as the money has been allocated to the project and **WMC** and **CP** have the authority to spend the money.

LP referring back to project timeline – in conclusion there are lots of things in progress, but we won't see much more movement until the survey is done.

Action: CP to engage Mark Nicholls to do survey and also to make an application for the Architectural Development Fund.

3. Feedback from Joint Committee meeting 26/05/21 – AM - A long debate was had about how to move forward with regards to bat survey, woodworm, problems with damp covering much of what was discussed in point 2 (above). Getting the fabric fixed needs to be sorted before the project can go ahead.

Clare's input has been very helpful and insightful about the town hall's and GCC responsibilities around the town hall were structured.

Main points were:

1) A survey is required so with the information we get from that we can move the project forward,
2) If the Community hub and repairs and maintenance to the town hall are going to move forward together we will need to look at how we manage the project between ourselves and GCC to ensure it is joined up and co-ordinated from the beginning and throughout the project.

JC added, that it was discussed that where possible ~~Clare~~ **CP** should be copied into all relevant emails as she is our conduit to the Community Council and as such it is important that she is kept informed.

LP asked if minutes had been taken of the meeting. **JC** was awaiting feedback from AM & WMC before sending them out although there is a copy in Dropbox.

In the meeting it was also discussed how we access the £5000 set aside in the precept, for which Clare is accountable for and has to be audited. ~~So~~ When a cheque is raised Clare has to inform the Grosmont Community Council. There was a requirement that our financial standing orders are updated to reflect this (and possibly in the Framework document).

Action: CP to be added to GF Committee emails

JC to send out Joint Committee meeting minutes

OH to update finance document and record any precept money that is spent.

4. Project Plan Development – Architect's Brief. **WMC** thanked everyone for their comments and will adjust the paperwork accordingly to reflect the feedback but will not be putting everything in as he felt there was too much.

Action – WMC will circulate the amended document before sending it on.

5. Visits to other Community Hubs – Fact-finding visit to Peterchurch on Weds 26th May. **JC, JW and DN** met with Holly (Project Co-ordinator/Manager) and had a very informative and valuable meeting with her. A joint document about the meeting was prepared and distributed to the rest of the committee. Photos were also taken by **JC** which need to be attached to the document at some point. Both **WMC** and **AM** remarked on how informative it was and that there were some important pointers and guidance for us particularly when we develop the details of the business model. Lots to think on for the moment.

OH wanted to suggest and agree in principal that we would not be in competition with The Angel Inn, for example we shouldn't be offering meals at the same time as the Angel is and emphasised the need to be open with Jim and Chloe throughout the whole process.

JC said that one of the most important things that she took away was the need for continuous grant funding, they are coming to the end of a 3 year lottery grant which has been mainly used to cover staff training and pay wages, all of which are part time. They said it was difficult to make the cafe profitable as the main reason was to serve and interact with the members of their community. So there was a large number of volunteers needed for this and also they try to keep the price of the food competitive to ensure that the community engagement is a priority not the foot fall from visitors.

AM went on to say that we should start with an unambitious plan and not assume we will get £20 - £30,000 of grant money a year in this economic climate, but it is something for us to think about.

JC (**JW** and **DN** were in agreement) also went on to say that the other thing she took from the visit was that she felt there was not enough room in the undercroft for a kitchen and a lift and storage and still have enough tables to make a cafe viable.

WMC did point out that no decisions could be made about the design work until we have seen the architect's ideas taken from our brief and the limitations of the envelope of the building.

LP responded by saying how important and valuable it is that we go on these visits to see exactly how the spaces look and feel in comparison with the space we have got. Tomorrow we are meeting, via Zoom, Craig Hooper, Chairman of Garway Village Hall.

OH also brought up the issue we would need to address is the relationship between paid workers and volunteers where sources of friction could occur.

Action – Zoom meeting with Craig tomorrow re. Garway Hall with sub-group.

6. Meeting with Digital Officer – **WMC** No firm arrangement made as yet as **PW** is on holiday at the moment but before he went he sent out an email asking us when would be the best time to have a zoom meeting with him.

Action – **PW** to set up meeting on return.

7. Community Green Energy Fund – **WMC** Has looked into the AV system costings. Audio side of things will cost a couple of grand. Visuals – Exploring what is available. At the moment there is nothing in writing but continues to be a work in progress. **Action** – **WMC** continue investigations.

LP asked for details of dates for the application for the funding. **JM** found the information in the link. Application forms available from 15/05/2021 and Deadline for application is 10/07/2021.

AM pointed out that if we have 5 weeks to submit the application and **WMC** is very busy. **WMC** requested that it would be helpful if someone would look at drafting the application and he would complete the technical parts. **AM** happy to draft it to help keep moving the application forward.

LP thanked **AM** for supporting **WMC**.

Action – **AM** draft application and **WMC** to complete it.

8. Feedback from presentation of Prizes for the Children's Competition on 22/05/21

LP and DN – Good event at the back of the pub. Chloe and Jim were very accommodating, although busy and were clapped by all in way of thanks as well as visited and thanked by **LP** afterwards.

It was also an opportunity for those present to see who we were and put a face to a name. The children were delightful and were really pleased with the prizes, all the families loved seeing their friends and the parents were thrilled to see their children's work in poster form.

Action: DN to include photos of children in a short write up for the Church Link.

9. Summer Event – Draw results. DN – suggested a sub-committee and a definite date. The 17th of July was set as the date. Several members will be **absent** on the day but names put forward were **JM, LP, MW, JC** and **DN** all to help with the planning. **AM, JW, MW, JM** and **DN** to help on the day.

Action: DN to arrange a SC meeting before next GF meeting.

10. Display – **JC** and **LP** not had time to do it yet but will do.

11. Banner – Suggestion for Community Hub Logo worked on by **LP, JC** and Mark Potter – interlinking people with the castle in the centre. There were 6, very similar examples and GF voted for the 3rd one, where the Grosmont Community Hub was written at the top in English and the bottom in Welsh.



The Welsh on the banner to be checked. Creamy background and writing the same colour as the Grosmont Logo. The original Grosmont Logo has been lost and the resolution is too low and needs to be redone. After some discussion about who could help Mark Whittaker happily volunteered to redraw it and **DN** will ask Patrick to photograph/scan it and digitalise it to make it into a Jpeg which we can use on other things.

JC pointed out that the community fund logo for the National Lottery has been put on the banner and it was agreed that it should stay there even though there is a chance we may go for alternative funding.

Action: JC to check the Welsh translation and get a price for the banner.

MW to redraw the Grosmont Logo for digitalisation.

12. AOB: LP (and **JM**) suggested that we put **GF** on the Parochial Church Council (PCC) Agenda to make them aware of what we are doing and to share information with them. Information also needs to be shared with The Angel Inn.

Dates of next meetings:

Sub-group meeting Craig on Zoom at 6pm tomorrow to talk about Garway Village Hall.

GF meeting on Tuesday 15th June at 6pm via Zoom

GF & GFCC Joint Committee Meeting; Tuesday 29th June at 5pm Via Zoom

Project Planning Subcommittee meeting as soon as possible after **PW** gets back from holiday week starting Mon 7th June (include **CP**).

Summer Event Planning meeting: TBC

Meeting finished at 7:15pm.