

## Grosmont Futures – Minutes of Meeting 28 July 2021, 6.00pm, via Zoom

### Present

Deb Nevill (**DN**), Lynne Potter (**LP**) (Chair), Jo Whitaker (**JW**), Alex Minford (**AM**), Oliver Huntsman (**OH**), Jan Chatfield (**JC**), Jane Moggridge (**JM**), Clare Preece (**CP**), Peter Willis (**PW**)

### Apologies

Mark Whitaker (**MW**)- joining late,

**LP** welcomed everyone to the meeting and noted that a good deal of work had taken place since the last meeting and that there were several important decisions to be made around how the Town Hall would be run as the Grosmont Community Hub.

### Minutes of the Meeting held on 06 July 2021

The minutes were accepted as an accurate record.

### Action Points from minutes 06 July 2021:

**1. Management of Town Hall / Visits to other Community Hubs.** **LP** reported that the sub-committee (**LP, JC, DN, JM & MW**) had met on Zoom and arranged a visit to Llandewi Rhyderchi Hall on 6<sup>th</sup> August. Talgarth and Yarpole Halls had also been considered, but it was thought that these were possibly too big/well established for comparison. **JC** had noted that we really need to visit Halls that were functioning as Community Hubs, rather than Village Halls. **PW** suggested that a visit to the Hall in the Bryn might be useful, **DN** has already contacted them and is awaiting a reply.

**4. Appointing an Architect-** **LP** confirmed that she has been in contact with Sarah Browne in Monmouth to offer her the brief, dependent on Grant Funding being available and that she was delighted to accept.

**8. Summer Picnic-** **LP** explained that this had been discussed by the Community Hub sub-committee, most things were in place although helpers were short on the ground. The barriers would be set up at 9.00 am on Saturday morning with the tables etc being set up at 11.00. Volunteers required for manning the display and answering any queries. **CP** reported that she had asked for a member of GCC to be present to do the draw, but no one was available. **DN** has asked Richard Brierley to do the draw and suggested that we should provide him with Sausage and Chips from the Angel as a thank you, this was unanimously agreed. The prizes in the draw will be allocated in no particular order with each prize being announced together with the name of the donor and then a winner drawn at random.

**AOB. CDG Application-** The subcommittee (**MW, AM & PW**) met on 14<sup>th</sup> July on Zoom, but it was clear that the project is constantly developing, and a significant number of things must be determined before the application can be progressed.

### Matters arising not included on the agenda

None

## Correspondence

1. **LP** has received an email from the Architect Sarah Browne stating that she is looking forward to working with GF.
2. **LP** has received an email from Sue Price regarding the woodworm discovered during Bat Survey. This wasn't picked up by the GCC'S surveyor and it transpires that the Surveyor didn't actually enter the roof space. This was felt to be less than satisfactory, and **CP** offered to contact the Surveyor and specifically request that the roof space be investigated to establish the extent of the woodworm damage.

**Action CP to contact Alcocks.**

## Agenda

### 1. Finances

Prior to the meeting **OH** had circulated a copy of the bank statement from Lloyds as of 1<sup>st</sup> July and the spreadsheet for the bank account which are saved in Dropbox. There have been two payments, all duly approved subsequent to the Bank statement date and the last meeting. The current balance of the account is £316.79.

### 2. Review of progress against timeline

A good deal of work has been going on, but decisions need to be made about management of the Hall as a priority.

Line 38, liaison with planners, technical surveys, bats etc, planned for completion in July 21 is in progress.

Line 44, Partnership Agreement **PW** to confirm whether the agreement needs to be in place before the grant application is submitted.

**Action PW**

### 3. Funding Application

*Update on working party in readiness to submit CDGA / Consider and approve setting up a CIO / Consider and approve structures for continued working with GFCC – roles and responsibilities / Confirm Project Plan*

**JC** expressed concern that a lot had happened over the last couple of weeks and that some important decisions needed to be made, but that she felt rather overwhelmed and was not comfortable with making decisions as she did not fully understand the implications of the various options. Other members of the committee agreed with this, and **LP** asked **AM** to clarify the issues.

**AM** identified the bigger questions for discussion.

- Should GF become a Charitable Incorporated Organisation? If so, what are the implications?
- The Relationship with Grosmont Fawr Community Council
- Money flow between the parties – GF, GFCC & the Funder

**PW** noted that GFCC as owner of the hall would have to be the lead applicant for any grant funding and that GF becoming a CIO would be the best fit solution to meet the requirements of GFCC and satisfy Audit Wales. The funder will need to know the management structure of the GCH and although being a CIO adds more bureaucracy, a stronger structure will give a better chance of attracting funding.

**CP** advised that at the July meeting of GFCC the Council had the view that a group would be needed to run the Town Hall and voted on a CIO being established to take this forward, expressing a willingness to hand over the responsibility. The Local Government Act is all about Community Engagement and GFCC must demonstrate their social contributions.

Following a lively discussion, it was agreed that setting up a GF as a CIO would make things more straightforward and restrict the individual liability of GF members as well as meeting the requirements of the various stakeholders.

**JC** commented that she agreed that a CIO was the way forward for the management of the GCH but queried whether GF had a big enough team with the commitment to carry this forward over the likely duration of the project, as required by the funder.

**OH**, stated that in his opinion the project would run better with a paid part-time worker who would manage the facility and the volunteers being ultimately responsible to GF.

**DN** agreed, saying that Peterchurch have a part-time employee for 30 hours a week who co-ordinates the various activities and manages their hub, as well as looking for additional funding opportunities – A list of the roles (job description unavailable) for this individual is available in Dropbox).

**PW** commented that concerns had been raised previously over the costs and responsibilities regarding employing staff. Realistically the running costs for a part-time employee would be in the region of £20,000 P/A and additional funding would be needed to sustain this. Originally it had been decided not to apply for additional funding, but this may need to be revisited. Funding brings with it paperwork and an element of additional work.

**LP** brought the discussion to a close stating that we needed to agree the way forward in principle, with the finer details to follow.

**OH**, formally proposed that:

- Grosmont Futures should become a Charity Incorporated Organisation (CIO)
- Grosmont Futures Committee Members would commit to be the initial Trustees for the CIO
- Grosmont Fawr Community Council remains as the lead applicant, with a formal management agreement outlining the shared responsibilities.
- Grosmont Futures would run the Hub, but with a paid part-time worker to manage and promote the Hub
- Obtaining the Rural Futures/National Lottery ring-fenced grant of £140,000 would be the primary objective, with additional funding being sourced later.

**All those present agreed with this proposal.**

**PW** commented that if the funder sees that we are proposing to provide a salary, then they would be concerned as to the viability of the project within the funding proposed. There is also a need for funding for the repair works, without which the project would be compromised.

**AM** noted that he had circulated a document summarising the organisation and obligations of a CIO and suggested that members re-read this and explore the links provided. He also agreed to

update the draft Community Hub partnership agreement and associated documents before the next meeting.

**PW** noted that Social Business Wales (SBW) may give support to the project, especially help with business planning, and agreed to contact them on behalf of the group.

**Action – AM to update documents**

**PW to contact SBW**

**All to familiarise with documents circulated**

#### **4. Repair Work**

**CP** reported that she had been investigating funding for repairs on behalf of GFCC, but there needs to be collaboration with the overall project. The aim is to obtain funding for the total estimated repairs (approx. £90,000). So far, she has investigated grants from Ikea and Screw Fix, both in the region of £5,000. She has a good contact at the Architectural Heritage Society for Wales who provided ideas for funding to repair and restore the Town Hall, but it is early days, and her time is limited. Councillor James Stark has offered to help research grants, any funding would be paid to GFCC. CP was planning to set up a separate bank account to facilitate any grant funding being transferred for the project via independent financial regulations.

**Items 5, 6 & 7 on the agenda were covered under action points from the previous minutes – see above.**

#### **8. AOB**

**PW** informed the meeting that he would be on annual leave for 2 weeks from the 2<sup>nd</sup> of August.

**MW** asked if people could refrain from using acronyms in written documents without first making it clear what they meant as it was very confusing.

**JC** suggested that although it was short notice perhaps GF could participate in the proposed village craft sale on 7<sup>th</sup> August as this could be a source of funding for incidentals that might not fit in with the requirements of the funder. It was decided by the committee that was not appropriate and could possibly give the wrong image. **PW** reminded the group that a micro-grant could be available from Rural Futures and that the online portal “Funding Wales” would provide suggestions for funding.

#### **Date of Next Meeting**

Monday 9th at 6pm via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/88392153024?pwd=TIAXRDgrTkhuTUFjd3RNQTlrZ3pRUT09>

Meeting ID: 883 9215 3024

Passcode: 618465

**There being no further business the meeting closed at 8.05pm**