

Grosmont Futures – Minutes of Meeting 02 September 2021, 6.00pm, via Zoom

Present

Deb Nevill (**DN**), Lynne Potter (**LP**) (Chair), Mark Whitaker (**MW**), Jo Whitaker (**JW**), Alex Minford (**AM**), Jan Chatfield (**JC**), Peter Willis (**PW**), Clare Preece (**CP**) who left the meeting at 7.00.
Also in attendance Peter Clarke

Apologies

Jane Moggridge (**JM**), Oliver Huntsman (**OH**)

LP welcomed everyone to the meeting, especially Peter Clarke who would be sharing his expertise in Project Management.

Minutes of the Meeting held on 09 August 2021

The minutes were accepted as an accurate record.

Action Points from minutes 09 August 2021:

4. Consider and approve draft constitution for the Grosmont Futures CIO

AM confirmed that the constitution can be amended as necessary.

PW confirmed that the CIO must be in place before the grant application can be submitted.

5. Structure for continued working with Grosmont Fawr Community Council (GFCC)

PW noted that the Job Description for the Project Manager role would be discussed on the agenda.

JC stated that as a number of key members of Grosmont Events (GE) are on holiday during September it was planned to hold the GE AGM in the first week of October after which she would report back.

JC & DN have a copy of the Peterchurch volunteering policy and a template but have not yet drafted the policy for GF.

CP has not looked at the insurance policy in depth but noted that public liability up to £2.5 Million is in place and any activities carried out in the Hall should be covered by GFCC insurance. But it was not clear whether Grosmont Futures personnel working on behalf of the Community Council would be covered. **WMC** suggested that GFCC should minute that Grosmont Futures is acting in partnership with them.

AM said that the insurance situation was very vague and requires clarification to ensure that coverage matches the proposed activities.

8. Paths to Well-Being Project

LP has contacted Andrew Stumpf and agreed a written statement of support for the project which was then copied to the GF Committee.

Matters arising not included on the agenda

CP noted that she needs the Grosmont Futures Bank details from **OH** in order to pass over the Green Energy Grant.

Action: CP to contact OH

Correspondence

LP reported that Sue Price has completed the Bat Survey and has been in contact with Sarah Browne (Architect) by email to discuss her findings.

Agenda

1. Project Management – Peter Clarke

LP welcomed Peter and suggested that he speak for around 20 minutes to give a flavour of effective project management.

Peter started by saying that he had been given access to Dropbox and as far as he could see documents were well written and that we had done a good job so far. But he made the following comments:

- A lot of information has been gathered but this could be structured better in Dropbox in line with the steps of the project.
- Actions and specific responsibilities need to be better defined.
- The project plan is in place but is in need of review and we need to establish how we are going to run the project.
- The relationship with GFCC is key to the project
- It is evident that there has been a good deal of slippage in adhering to the timeline and more visible milestones are needed
- When slippage occurs, it should be clear what actions are needed to get back on track, otherwise will just drift further
- Agendas for meetings should include standing agenda items based on the milestones.
- Discussion should happen before the meeting via a subgroup who then report back to the main meeting

Members of the committee responded to Peter:

WMC agreed that we need to re-plan.

AM commented that we have lost focus somewhat and need to adapt the timeline as some of the milestones are very broad.

JC said that we need to expand the timeline and make the milestones more visible

MW stressed the interdependence of the project with the repair work

LP thanked Peter for his input and asked whether he would meet with **JC & DN** to help them re-organise Dropbox, identify milestones (including an understanding of how the project is integrated with GFCC and the repair work) and ret-set the timeline.

Action JC & DN to meet with Peter Clarke

2. Finance to include re-submission of Microgrant application

Prior to the meeting **OH** had circulated a copy of the spreadsheet for the bank account which is saved in Dropbox. There have been no payments since the last meeting payments and the current balance of the account is £310.79.

PW explained that the Microgrant previously received from Rural Futures had been for a specific community engagement project that had to be cancelled due to COVID. The Funder is happy for the monies to be continued to be used to facilitate community engagement but requires the application to be re-submitted explaining how the money will be/has been spent and by when. **PW**

suggested a short meeting of a sub-group to take this forward. **DN, JC & LP** agreed to be part of this subgroup with **PW**.

Action: PW to arrange a meeting of the subgroup (Weds or Thurs preferred)

3. Progress on grant(s) for repairs to the Town Hall

CP reported that GFCC had received two quotes for the repairs based on the surveyor's findings. They have set up a sub-committee to apply for grants, but some Funders need very specific information about the work required – e.g., Monmouthshire Building Society. Councillor James Stark is leading on this and considers that if the repairs are delayed the building will further deteriorate.

AM expressed a concern as to the time this will take as we can't submit the application for the Capital Development Grant (CDG) until we know if GFCC can get the funding to carry out the repairs. **CP** stated that GFCC might consider applying for a Public Capital Works loan in the short term. Quotes for the repairs have been circulated to the Councillors and the issue is on the agenda for discussion at the September GFCC meeting. GFCC need to ensure that the grants applied for will be sufficient to cover the cost of the quotes.

4. Approve draft constitution for the Grosmont Futures Charitable Incorporated Organisation (CIO).

Prior to the meeting **AM** had circulated the revised draft constitution for the proposed CIO and had received comments from the committee by email indicating approval following minor amendments. He has registered Grosmont Futures with the Charity Commission and started to gather documents for submission. In his opinion it is a good draft and ready for submission. **PW** noted that prior to submission we should ensure that several pre-determined areas surrounding objectives as prescribed by the Charity Commission are incorporated. **AM** replied that he had prepared the draft following the template and guidance provided by the Charity Commission, so hopefully that is covered.

MW proposed that we should formally approve the latest draft and submit to await feedback from the Charity Commission. This was seconded by **WMC** and unanimously approved by the committee.

Action: AM to finalise CIO application and submit to the Charity Commission

5. Approve draft Partnership agreement for continued working with Grosmont Fawr Community Council (GFCC) as suitable for CDG application.

Prior to the meeting **AM** had circulated a draft partnership document for consideration by the committee.

WMC thanked **AM** for his work in drafting the document saying that in his opinion it is a very competent document and ready for approval. Refinements may be needed over time as the project progressed, but the "Oversight Committee" links GFCIO and GFCC. It was noted that the proposed agreement needs to be approved and agreed by GFCC. as well and that we should aim to provide a draft for approval at the next GFCC meeting on 13th September.

JC proposed that we approve this draft and provide copies to the GFCC Councillors for discussion/approval at the next GFCC meeting on 13th September. This was seconded by **MW** and unanimously approved by the committee.

Action: AM to finalise draft agreement and forward a copy to CP for inclusion on the GFCC meeting agenda 13/09/21

6. Capital Development Grant Application to include setting up a team to lead / execute drafting of CDG Application as a priority

PW, AM & MW met and prepared an overview of the tasks and decisions that need to be completed before the application can be progressed. The next step is to set up a sub-group to work on the application so that it is ready to be submitted once the GFCIO is established. **JC, MW & DN** offered to work with **PW** on the application.

Action: PW to set up a meeting of CDG Application sub-group

7. Feedback from Meeting with Social Business Wales to include setting up a team to lead / execute finalisation of proposed Business Model / Business case to support CDG Application as a priority

Prior to the meeting **AM** had circulated a document summarising the meeting with Rhys Williams from Social Business Wales. **AM** reiterated that Rhys was more used to working with larger more complex organisations, but that he was happy to act as a sounding board for the group.

PW reminded the group that Gwent Association of Voluntary organisations was also a source of support on policies.

JC commented that it was clear we need a well-structured Business Plan. **AM** agreed that financial planning was required and queried whether we need to look elsewhere for funding.

LP said she would like to look at an example Business Plan and suggested contacting Lesley at Llandewi Rhyderchi as she has offered help with documentation.

AM noted that it was important to include **OH** in the creation of the Business Plan as he is experienced in this area.

Action: LP to ask Lesley for a copy of the Llandewi Rhyderchi Business Plan

8. Governance Checklist Review

JC and AM had carried out the Governance Checklist review and circulated the findings prior to the meeting. The review covered 29 points over 5 categories, and it was evident that there is a lot of work required in some areas such as business planning and networking, with the majority being either only partially compliant or not met (3 compliant, 9 partially compliant, 17 not compliant).

PW was pleased that the review had been completed and whilst he agreed there was a lot of work to do, it had identified where the shortfalls were.

JC agreed and said the review provided a baseline and that she envisaged further reviews every couple of months to gauge progress as the project develops.

9. Visits to other Community Hubs

LP & MW had visited Llanddewi Rhydderch and circulated a report on their visit to the committee prior to the meeting. Their contact Lesley, was very welcoming and accommodating offering to help in any way she could. The main points of interest were:

- The Debenture scheme provided a good source of income.
- There is no Pub in the village, so the Bar is also a good income generator.
- Broadband was provided by Broadway partners as a one-off advertising project
- Apart from the cleaner there are no salaried staff, rely on a small group of volunteers
- Welsh Lottery Grants "Awards for All" up to £10,000 a year

PW reminded the committee that GO Share website would provide details of other funding options

10. GFCIO Secretary role

DN had had a re-think about her resignation from the role and said that her main problem with the was minute taking. She and **JC** had discussed the role and agreed that **JC** would take the minutes in future and that **DN** would continue as Joint Secretary.

OH, commented that he didn't think that the minutes needed to be so detailed and that they could be streamlined. **JC** disagreed saying that the minutes were an opportunity to let the community know what we were doing and provided transparency and accountability.

JC commented that there were a lot of emails between committee members and queried whether these should be saved in the interests of transparency? **WMC** suggested that relevant emails be saved in Dropbox, but this is not possible due to capacity.

JW offered to investigate ways of storing emails going forward.

Action: JW to investigate ways of storing emails

11. Feedback from Joint Committee meeting 31/08/21

AM explained that there were two main issues:

Had GFCC known that there could be a tower available for the Surveyor to use for getting into the Town Hall roof space it would have saved time. **CP** felt that we need to co-ordinate better and look at opportunities to work in a more joined up way.

WMC is to prepare a report for presentation at the GFCC meeting on 13/09/21, it will be circulated to the committee first to ensure we are collectively happy with the content.

12. Review of progress against the GCH project timeline

The updated timeline will be reviewed at the next meeting

13. AOB

The Rocyn-Jones family has given **LP** a copy of the proposed alterations to the Town Hall as proposed in the 1930's. It makes interesting reading and may be useful in discussions with the Heritage Officer. It was suggested that a copy of the document be shared with Sarah Browne (Architect). **LP** noted that it was not easy to copy due to its age and layout, but that everyone was welcome to have a look at it.

Action LP to let Sarah Browne know about the document.

Date of Next Meeting

Thursday 21st September 2021 at 6pm via Zoom

Dates to be confirmed for additional meetings before the next Committee Meeting:

MW, JC, DN & PW to meet to discuss Capital Development Grant application

DN & JC to meet with Peter Clarke to work on Dropbox and the timeline

JC, LP, DN & PW to meet to discuss the Microgrant re-submission

There being no further business the meeting closed at 7.50pm