

Grosmont Futures – Minutes of Meeting 21 September 2021, 6.00pm, via Zoom

Present

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

Apologies

Alex Minford (**AM**),

MW welcomed everyone to the meeting

JC informed the meeting that her laptop had gone in for repair and apologised that as a result the minutes would not be available until after its return on 3rd October.

Minutes of the Meeting held on 02 Sept 2021

The minutes were accepted as an accurate record.

Action Points from minutes 02 Sept 2021:

1. Project Management - JC & DN met with Peter Clarke and have reorganised and restructured Drobox, work on the project timeline is ongoing. Peter will consider being the Project Manager for the building works.

2. Micro grant application - PW has arranged a meeting of the subgroup for 22/09/21.

3. Progress on grant(s) for repairs to the Town Hall – GFCC has set up a sub-committee to progress the repairs and to apply for grants. **WMC** explained that the majority of grants require some form of match funding, the £5,000 money from the precept is ring fenced for the project but otherwise GFCC have no money in reserve. Alternative sources of monies for match funding are from the precept, a Treasury Loan or fundraising in the community.

PW stated that a fourth option for match funding could be the Rural Futures grant and also the money already sourced from the Green Energy Fund.

It was agreed that a low-cost loan could be a simpler solution, but that is a decision for GFCC not GF.

PW stressed that it was fundamental that GF & GFCC work together to obtain suitable funding, the Rural Futures money cannot be used for repairs, but the project will not go ahead unless the repairs are completed, the two are intertwined, A letter needs to be sent to the GFCC repairs Subcommittee ASAP letting them know about possible sources of match funding and suggesting an urgent meeting to join up the grant applications.

Action MW & LP to write to Cllr Stark chair of the GFCC Repairs Sub-committee

4. Grosmont Futures Charitable Incorporated Organisation (CIO) – the application for registration of Grosmont Futures as a CIO has been received by the Charity Commission and is pending. It may take up to 40 days for a response.

7. Feedback from Meeting with Social Business Wales – LP has asked Lesley for a copy of the Llandewi Rhyderchi Business Plan but has not yet received a reply.

9. AOB – LP has let Sarah Browne know about the document showing the alterations to the Town Hall as proposed in the 1930's.

Matters arising not included on the agenda

DN queried whether GF should continue to meet via Zoom or hold face to face meetings now that COVID restrictions are easing. **JW** suggested alternating Zoom with in-person meetings. It was decided to continue with Zoom meetings for the time being as this would save time travelling, although in-person meetings will be held in the future.

Correspondence

LP reported that Dewi Lloyd from the Paths to Well Being Project (PWBP) had been in touch asking her to confirm that GF are supporting the application as proposed by Andy Stumpf. Andy had also sent an email suggesting that the project be adopted by GF.

JC commented that the project was completely in line with GF aims and would be a fantastic asset to the village, but she felt that currently the committee was overstretched with the CGH project. She suggested asking Andy to join the GF committee and set up a sub-committee to take the project forward possibly with other members co-opted from the village, that way it would be under the GF umbrella and may even strengthen our application for funding. **LP** agreed to talk to Andy to discuss if this would work for him.

PW reminded the group that improving Public Rights of Way was one of the priorities and objectives raised at the initial consultation process and was definitely worth supporting.

WMC contacted Andy during the meeting who said he would be happy to join the committee and form a sub-committee.

Action- LP to contact Andy Stumpf

Agenda

1. Finance

OH, informed the group that there have been no payments since the last meeting and the current balance of the account is £316.79.

He has received an invoice from Sue Price in respect of the Bat Survey and asked whether this was to be paid by GF or GFCC. It was confirmed that this should be forwarded to GFCC for payment.

It was noted that the Surveyors fee for investigating any repairs that might be required in the Town Hall had been paid by GFCC out of the £5,000 ring-fenced in the Precept for the CGH project. It was not our understanding that this money would be used for this purpose, and this had not been discussed with GF. **LP** and **MW** will raise this with GFCC.

PW reminded the group that it is not possible to apply for grant funding for money that has already been spent. He agreed to contact Sarah Browne to ask her to remove the two surveys from her quote.

Actions:

MW & LP to clarify the use of precept money with GFCC

OH to forward invoice for Bat Survey to GFCC

PW to contact Sarah Browne

2. Letter from GFCC regarding funding repairs to the Town Hall

The committee were generally disappointed with the rather negative content of the letter and the overall impact on the GCH project. It was felt that GFCC have responsibility for the building and the repairs.

WMC stated that GFCC had a shortfall of approximately 95% of the funding for the repairs to the Town Hall, with no reserves. He added that the Clerk had done a lot of research on possible sources of funding, which had been presented to councillors.

Possible solutions for Match Funding were discussed under matters arising above.

It was agreed that **LP** and **MW** should reply to Councillor Stark to let him know about the possible match funding opportunities, stressing the links between the repairs and the regeneration project, and requesting a meeting between GF and the GFCC Repairs Subcommittee ASAP. This reply will be circulated to the committee before being sent to ensure we are collectively happy with the content.

Action: LP and MW to write to Cllr Stark

3. Mission Statements

Prior to the meeting **JC & DN** had circulated draft mission statements for Grosmont Futures and the Grosmont Community Hub project. Several members of the committee had suggested changes and the final drafts showing these changes are available in Dropbox/folder 2 Mission.

WMC proposed that these draft mission statements be formally adopted; this was seconded by **OH** and unanimously approved by the committee.

Action: JC & DN to save the docs as a pdf and print copies for display

4. Capital Development Grant Application

PW, JC, MW & DN have met to work on the application, good progress has been made, see notes circulated by **PW** 09/09/21. A core activities plan and example hall booking template has been produced detailing the core activities that could realistically be delivered in the first year of operation increasing the usage of the hall from 7 hours a week to approx. 32 hours a week, with slots available for additional activities. The activities were chosen by reference to the results from the questionnaire. The plan also identified why the activity was considered a priority, who would be responsible for delivering it and how often, as well as suggesting the proposed business model for each activity i.e., whether it would be subsidised or income generating. **LP** thanked the team for producing the plan saying that it made the project come to life and clarifies how it will happen. The team had also produced a draft Job Description for the Hub Coordinator showing what the role might entail.

These documents were circulated prior to the meeting and are available in Drobox/Folder 9. Work in progress/Capital Development Grant Application.

The next step is to refine the project outcomes as required in section 16 of the application form and develop the Business Plan. Committee members were asked to forward any suggestions or comments on the project outcomes to the team before their next meeting (22nd Sept).

5. Admin and Drobox Review

JC & DN met with Peter Clarke and completely revamped and reorganised Drobox! There are now eleven numbered folders. **JC** is working on a document register that should allow people to better navigate the site and find documents, but once this is finished, please do not move documents around.

Action: JC to complete document register.

6. GF Email Log

JW has set up the GF email log, with all emails back as far as January 2021 being logged in order. She will set up a separate GF Hotmail account and include that in the distribution list so that all relevant emails can be easily logged.

OH suggested that the title line of emails should always include the content.

Action: JW to set up a GF Hotmail account

7. Review of progress against the GCH project timeline

The updated timeline has not yet been established, but there has been a good deal of slippage with the submission of the CDG application. Peter Clarke is taking a look and pulling out relevant information and dates/actions.

8. AOB

DN reminded the group that we need a Business Plan to accompany the CDG Application outlining the project budget and long-term sustainability. **PW** noted that the baseline and background information is in the engagement report and in the core activities plan.

OH, agreed to put something together with assistance from **JC, PW, and LP**

Action: OH, JC, PW, and LP to create Business Plan

It was noted that at the September meeting of the GFCC Councillors were not up to speed with the structural changes being proposed to the Town Hall as part of the Grosmont Community Hub project and claimed not to have seen the Architect's brief. This is puzzling as the Clerk to the Council was copied into the Architect's brief as it was sent and the response from the Architect (Sarah Browne) to include her fee proposal detailing the works to be carried out was addressed to GFCC and sent to the Clerk as well as GF Committee Members. **LP & MW** to clarify and ensure that the Councillors have access to the Architect's brief and subsequent fee proposal.

Action: LP and MW to contact GFCC

Date of Next Meeting(S)

Tuesday 12th October 2021 at 6pm via Zoom

JC, LP, DN & PW to meet to discuss the Micro grant re-submission on Wednesday 22 September at 10.00am

There being no further business the meeting closed at 7.40pm

Join Zoom Meeting 12th October 6.00pm

<https://us02web.zoom.us/j/83899669237?pwd=ZXluRkdQQXBlc0VPakY2Z2ZqeXZndz09>

Meeting ID: 838 9966 9237

Passcode: 960951