

Grosmont Futures – Minutes of Meeting 09 August 2021, 6.00pm, via Zoom

Present

Deb Nevill (**DN**), Lynne Potter (**LP**), Mark Whitaker (**MW**) (Chair), Jo Whitaker (**JW**), Alex Minford (**AM**), Oliver Huntsman (**OH**), Jan Chatfield (**JC**), Clare Preece (**CP**)

Apologies

Jane Moggridge (**JM**), Peter Willis (**PW**)

MW welcomed everyone to the meeting.

Minutes of the Meeting held on 28 July 2021

The minutes (Version 2) were accepted as an accurate record.

Action Points from minutes 28 July 2021:

3. Social Business Wales (SBW). AM has arranged a Zoom meeting with SBW on Tuesday 17th August and will circulate the details if anyone wishes to join the meeting.

Action: AM to circulate details of Zoom Meeting

4. Grant for Repair work to Town Hall. CP reported that she had been in contact with Alcock's who stated that the reason that Surveyor had not gone into the roof space was because he felt it was unsafe. CP then contacted Andrew Evans the Monmouthshire Building Inspector who inspected the building and pronounced it safe! Not surprisingly the GFCC Councillors are unwilling to pay for the survey as it did not cover the roof space or investigate the woodworm and are due to meet with the surveyor at the Town Hall on 18th August to discuss the issue. Going forward CP has applied for a grant from Monmouthshire Building Society, but any grant application will need to specify costings for each item of the repair work. Councillor James Stark is assisting CP and quotes for the urgent repairs / water ingress have been sought from two local builders. OH, commented that the repair work was down to GFCC to organise, whilst AM noted we need a degree of certainty that the repairs would be done timely & satisfactorily.

Matters arising not included on the agenda

None

Correspondence

None

Agenda

1. Finances

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 £316.79.

MW noted that he would like to submit a bill of £15.00 for paper and printing ink, this was authorised by those present.

2. Review of progress against timeline

A good deal of work has been going on, but the Capital Grant Application needs to be submitted ASAP Lines 30-34. **MW, AM & PW** to meet to progress Capital Development Grant application.

Line 45, Partnership Agreement **PW** to confirm whether the agreement needs to be in place before the grant application is submitted and what evidence will be required to accompany the application.

**Action: MW, AM & PW to meet to discuss Capital Development Grant application
PW to confirm timing for Partnership Agreement**

3. Visits to other Community Hubs.

LP reported that the visit to Llandewi Rhyderchi Hall on 6th August had to be cancelled, but she has been in touch to arrange another date.

Action: LP to confirm new date for visit

4. Consider and approve draft constitution for the Grosmont Futures Charitable Incorporated Organisation (CIO).

Prior to the meeting **AM** had circulated a draft constitution for the proposed CIO as well as a paper on the nature of a Charitable Incorporated Organisation (CIO) together with a table summarising the key components of the proposed constitution. The main points in proposed constitution were confirmed as:

- Association Model - Membership / Trustees
- Trusteeships - The Grosmont Futures Committee will be the Trustees with the same Officers.
- Grosmont Futures will become Grosmont Futures Charitable Incorporated Organisation GFCIO, as such it is more of a public body so the constitution will require more detail than the existing GF constitution in order to satisfy the Charity Commission.
- Liabilities of the Trustees will be NIL
- The Objectives of the GFCIO will be in line with the objectives of GF

WMC proposed that the GFCIO should retain the ability to own/sell property as this may be required in the future.

MW queried whether it would be possible to amend the constitution if necessary – **AM** to investigate and confirm.

OH, proposed that the draft constitution for GFCIO be accepted, this was unanimously agreed by those present.

It was queried whether we should go ahead with the formation of the CIO now and if it was necessary to be in place before for the Capital Development Grant application. **AM** believed if the intent to form the CIO was clear then we should be OK to continue with the application – **PW** to be asked to confirm.

**Action: AM to confirm if Constitution can be amended as necessary
PW to confirm whether CIO needs to be in place before the CDG application**

5. Structure for continued working with Grosmont Fawr Community Council (GFCC) draft partnership agreement – roles and responsibilities

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

MW thanked **AM** for his work in drafting the document and noted that the proposed Project Manager was a “meaty” role. It was noted that funding for the role would have to be built into the application. **DN** stated that she has investigated alternative Welsh funding for the role.

LP reminded the committee that two members of the community had previous experience in applying for grants and had offered to help. **AM** noted that it was important that **PW** be kept in the loop regarding any additional grant applications.

JC stated that in her opinion the role of Project Manager (PM) during the building process was distinctly different from the role of managing the Hub with different skill sets required. It will be necessary to define the roles before trying to fund/fill them.

LP stated that she was uncomfortable with the idea of employing a Project Manager (PM) to supervise the build as we need to keep a close eye on the process. **AM & WMC** disagreed stating that having someone employed in the practicalities of the role would take a load off the team and keep us organised and on track. **LP** was concerned that this would add another layer of bureaucracy and further expense. **WMC** replied that it would strengthen the funding application as we don't have the required skills in the group.

JC reminded the committee that Peter Clarke had offered to help with Project Management.

AM suggested asking **PW** to put together a Job specification for the project management role.

LP suggested Peter Clarke should be invited to the next committee meeting to discuss the requirements for the PM role.

MW noted that the draft partnership proposed a role for Grosmont Events in helping to organise activities. **JC** stated that Grosmont Events had been dormant during the last months because of COVID, but that a meeting would be held to discuss the future of the organisation and any role in the Hub.

JC stated that in her opinion we need to include a Volunteering policy, outlining the roles and responsibilities of volunteers and their relationships with paid staff, the Trustees of the CIO and/or GFCC.

OH, asked whether GFCC would be covered by GFCC Insurance for the activities in the Town Hall. **CP** to clarify and **AM** will add a paragraph on insurance into the partnership agreement.

Actions:

- **PW to put together a Job specification for the Project Management role**
- **DN/JC to ask Peter Clarke to attend the next meeting**
- **JC to report back on Grosmont Events**
- **JC/DN to investigate a volunteering Policy**
- **CP to clarify insurance situation**
- **AM to add a paragraph on insurance**

6. Confirm Project Plan

This was discussed under item 2 on the agenda

7. Provisional appointment of Sarah Browne, Architect - update.

Next step once we receive the £15,000 Capital Development Grant is to formally appoint Sarah as the architect for the project.

WMC asked whether Sarah had seen the Surveyor's report, **LP** agreed to send this on to Sarah.

Action: LP to forward a copy of the Survey report to Sarah Browne.

8. Paths to Well-Being Project

The Ramblers Cymru Paths to Well-being programme is aimed at promoting walking by improving local footpaths and access to wildlife. Andy Stumpf is heading the project locally with funding being available to upgrade local walks. Andy has asked Grosmont Futures (GF) to support the application for funding. **DN** noted that this would fit in with the overall aims of GF and demonstrate that GF is not just a single-issue organisation.

LP expressed concern that we should be careful not to take on more things at present and that it was not clear exactly what form of support was required by Andy. **WMC** stated that he understood that all Andy wanted at this point was expressions of support and agreed the aims dovetailed with the GF long term aims, further down the line there may be a role for GF in contacting/mustering volunteers to help with the project.

LP offered to contact Andy to clarify the terms of reference and determine exactly what was required.

Action: LP to contact Andy Stumpf

9. Summer Picnic and Draw – Feedback

The picnic was successful and was well attended by over fifty people. The rain kept off and everyone seemed to enjoy the afternoon. The prize winners were delighted with their prizes and a poster has been put on the display showing who won what.

10. Governance review and / or Social Business review

PW had circulated a Governance Checklist, **JC** offered to review this with **AM**.

AM has arranged a meeting with Social Business Wales – see under matters arising above.

Action: JC & AM to meet to review Governance Checklist

11. AOB

LP informed the committee that Sue Price would be coming to do the next Bat Survey in the next couple of weeks.

Date of Next Meeting

Thursday 2nd September 2021 at 6pm via Zoom

NB – MW, AM & PW to meet to discuss Capital Development Grant application before the 2nd of September – date to be confirmed.

There being no further business the meeting closed at 7.33pm

Join Zoom Meeting 2nd September at 6.00pm

<https://us02web.zoom.us/j/82926309637?pwd=V3J6ekxBMnl4K2NUOGpCREFLNG9Wdz09>

Meeting ID: 829 2630 9637

Passcode: 888512