

Grosmont Futures – Minutes of Meeting 21st December 2021, 2.00pm, via Zoom

Present

Committee Members: (*= Co-opted)

Deb Nevill (**DN**), Lynne Potter (**LP**) (Chair), Mark Whitaker (**MW**), Oliver Huntsman (**OH**), Jan Chatfield (**JC**), Alex Minford (**AM**) who left the meeting at 3.00pm, Peter Clarke (**PC**)

Members of the Public:

Jane Moggridge (**JM**)

Also in attendance:

Peter Willis (**PW**) Rural Futures

Apologies

Jo Whitaker (**JW**), Witek Mintowt Czyz (**WMC**).

LP welcomed everyone to the meeting and suggested that as **AM** had to leave at 3.00pm we should discuss item 3 on the agenda first.

Agenda Item 3 – CIO Application

AM – Referred to points made by Elin Nixon from the Charity-Commission {CC} in an email sent to him on the 2nd of December regarding the application for CIO status, circulated prior to the meeting and read by all members in readiness for discussion.

JC questioned whether everyone is sure we still want to go down this route, did everyone have a chance to look at what is involved in being a trustee and are we all happy to accept that level of responsibility?

AM pointed out that throughout the CC reply there are links to the relevant information/guidance.

DN noted that the 5-minute guides for trustees by CC gives a basic understanding what the charity is for and what being a trustee is about.

PW pointed out that GAVO and the Be Community Fund often offer training around responsibilities of being a trustee which we could look out for, for those that feel it would be of benefit.

After some group discussion which included pointing out that after filling in the application there was much work needed to be done to get us up and running effectively e.g., a level of bureaucracy that includes Policy writing, Account reporting and Risk management. Demonstrating being an independent charity may have challenges, but it would allow autonomy and freedom to apply for grants/funding. We also have **AM** who has expertise in setting up CIO's and who can take us through.

- All agreed to continue with establishing Grosmont Futures as a CIO
- All agreed and endorsed the CC recommendations re “The objects of the CIO”.
- All agreed to align the governing documents with the standard CIO template provided by the CC

The CIO re-application has been given an extension until the 16th of January 2022. **AM** will insert the revised objects as recommended and agreed and will complete the CIO application by mapping what has been completed against the model constitution, any deviations to that will be taken out and added as a Procedural Appendix, e.g., how GF manages finances is particular to us and is important that there is a record of it somewhere.

Rather than having another subcommittee **PC** volunteered to check the application against the model constitution. A meeting will be held on 5th January 2022 for the GF committee to endorse and approve any changes to the application prior to it being sent on to the CC.

AM suggested we make a list of all the policies needed to be drafted once the CIO is established.

Action - AM to complete revised application, PC to check.

Action - JC to make a list of policies and procedures which will be required.

Return to main Agenda

Minutes of the Meeting held on 24th November 2021

JC noted that there was a typo in the date of the previous meeting which should read 10th November 2021 otherwise the minutes were accepted as an accurate record.

Action Points from minutes 24th November 2021:

Action Point 3 from 27th October 2021

DN confirmed that the emails written in support of GF and GF's replies have been saved in DropBox.

Correspondence – visit to Garway Hall has not yet been arranged.

Agenda item 2 – Project timeline.

JC reported that the new up to date timeline has not yet been established as there are so many areas to be confirmed.

Agenda item 4 – Steering Group,

PC drafted a letter that was sent to the Chair of GFCC and the Chair of the GFCC sub-committee on 3/12/21. (NB. Letter is saved in Dropbox/Work in Progress/Steering Committee)

PC prepared draft project structure for the steering group, this was subsequently reviewed and amended by the GF Steering Committee members – see item 4 on the main agenda 21/12/21

Agenda item 6 – Funding Strategy

PW has had detailed guidance about best way forward regarding funding to include an increased budget for GF if all else goes to plan.

Matters arising not included on the agenda

None

Correspondence -

None

Agenda

1. Finance

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

2. Breach of Confidentiality

DN informed the committee that she had inadvertently sent the draft minutes to the GF mailing list instead of GF committee without using the blind copy function. She has sent an email out to all apologising for this breach of confidentiality. She notified **JC, LP & MW** and has renamed the GF mailing list so that this cannot happen again. She has had no communication back from anyone on the mailing list. All agreed that **DN** had informed the necessary people and taken suitable action so that it would not happen again.

3. CIO – see above

4. Steering Group/Partnership Document.

PW, JC & LP have spent a lot of time adapting the Project Structure document prepared by **PC** to make it more user friendly and in a format that would be acceptable to GFCC.

However, **PW** has shared this document with Zoe Smith, the National Lottery Community Fund, Funding Officer who indicated that it lacked detail to meet their requirements for use as a Partnership Agreement (See Zoe's response in Dropbox/ Work in Progress/Steering Group and forwarded to the committee).

JC pointed out that Zoe's response indicated that a partnership agreement would not be expected to be in place at the initial application stage, but the funder would require the details of the proposed partners and the services they will deliver to accompany the application.

JC proposed that the draft project structure document could be used to detail of the partners and the services each will deliver and could be further developed into a Partnership Agreement at the first full Steering committee meeting, where both the GFCC members and GF members could work together to establish a partnership agreement that is acceptable to both GF & GFCC while meeting the requirements of the funder.

PW noted that there was guidance for the application as well as the recommendations made by Zoe, which were not necessarily the same. The first thing to do is to get the basic framework agreed with the steering group, the main emphasis being the agreement and understanding that GFCC will be the lead in the application so the project can move forward.

PC said that Zoe's points needed to be included but in a way that the GFCC could understand what their roles and expectations are.

After discussion about how best to get a Partnership Agreement that is acceptable to both parties it was decided, as **JC** proposed, that the first full Steering Committee meeting should review the draft structural document together with Zoe's responses to it and use this as the basis for working together to get the first draft of a partnership agreement document written.

LP thought it important to have the first full Steering Group meeting before the next GFCC meeting on January 10th, 2022, so that the draft agreement could be discussed and ratified by the full council.

PC suggested a half hour meeting on 22nd December of the GF part of the steering group to write a letter containing an explanation about the documents (to be attached) and inviting the GFCC Steering group members to a full steering meeting where further discussion on an appropriate Partnership Agreement can take place.

PW was unable to make the meeting but emailed information from Zoe's partnership guidance which he thought would be very useful for the steering group to read before the meeting. He does not have a copy of the Lottery Standard Terms and Conditions but would try to source these.

PC pointed out there were a number of legal elements missing in the draft document that are important to include, more details of which would probably be in the Lottery Terms and Conditions.

Action: PC to write a draft of a letter which will be ratified in a meeting of the GF members of the steering group on Wednesday 22nd December to be sent to GFCC subgroup, and the Chair and Clerk of GFCC before Christmas.

Action: A full steering committee meeting will be suggested to GFCC sub-group for Thursday 6th January at 6pm

5. Progress on Capital Development Grant (CDG) Application

PW explained that the first draft is ready and available for comments (Dropbox/work in Progress/CDG). Of the four main sections please read section 14, "What the project will do", does it encapsulate what you think the project is all about?

The CIO registration does not have to be complete to submit the application, but the draft partnership agreement needs to be complete.

As Lead Applicant GFCC must complete the first section of the application form, but as they are about to lose their Clerk this may be a problem & delay the submission.

DN suggested sending an email to the Chair of GFCC to find out where the application stands.

PW suggested it could be pointed out at the steering group committee meeting that the first sections need to be filled in by the GFCC.

PW – Pointed out that the application requires a named legal responsible person, either the Chair or the Clerk of GFCC, and a day-to-day contact who knows the project inside out, technically that should also be someone from the lead organisation (GFCC). But the Funder has agreed to the day-to-day contact being someone from GF on this occasion, as realistically no one from GFCC knows the project well enough to answer ongoing queries.

Action: Comments on application to CDG group before next GF meeting

Action: CDG Application needs to be discussed at the first Steering Group Meeting

6. Halls Together meeting (19th Nov) feedback,

PW circulated a summary to all immediately after the meeting (25th Nov).

There is free training available. The halls committee council has sent three messages which have gone to the Grosmont Futures email address, but there needs something in place to cascade the information down.

PC suggested emails go to one common address which can be automatically forwarded, or it requires someone that monitors, filters, and forwards the information.

PW mentioned a new fund from UK Government Westminster funding called Committee Ownership Fund, but may not be relevant, but bidding does not start until to July.

Action: PC, DN and JW to meet and discuss how to set up, configure and monitor GF email address.

7. Be Community Plus Scheme

DN explained this was something she came across about funding for mentoring, but the closing date was 14th Dec, and we did not have time to look at it, but mentoring does come up regularly.

Action - DN to monitor.

8. AOB

JC noted that Grosmont Events and the Church are joining together to put on a retirement event for Richard Brierly on the 9th of January in the Nave. Jane Moggridge will be collecting donations.

Date of Next Meetings:

GF Steering Committee members 22nd December 2021 in the morning

GF Committee meeting Wednesday 5th January 2022, 6.00pm via Zoom

Steering Group Thursday 6th January 2021, 6.00pm via Zoom (TBC)

LP wished everyone a Happy Christmas and New Year and hoped PW's family gets over Covid quickly.

There being no further business the meeting closed at 4.10pm