

## Grosmont Futures – Minutes of Meeting 13<sup>th</sup> April 2022, 6.00pm, via Zoom

### Present

#### **Committee Members: (\*= Co-opted)**

Deb Nevill (**DN**), Lynne Potter (**LP**) (Chair), Mark Whitaker (**MW**), Jo Whitaker (**JW**), Oliver Huntsman (**OH**), Witek Mintowt-Czyz (**WMC**), Alex Minford (**AM**), Peter Clarke (**PC**) and Jan Chatfield (**JC**) who left the meeting to take a phone call between 6.15 and 6.50,

#### **Members of the Public:**

None

### Apologies

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

**LP** welcomed everyone to the meeting.

### Minutes of the Meeting held on 15<sup>th</sup> March 2022

The minutes were accepted as an accurate record.

### Action Points from minutes 22nd February 2022:

Agenda item	Meeting 22 Feb 2022	Action Completed	Further action	Responsible
8. Submission of CDG application	Contact R Wade again, how much remains of the £5,000 from the precept and was it used to fund the Town Hall Surveyors report?	Carried forward to next meeting	<b>Yes</b>	<b>Lynne Potter</b>
1. Finance	Contact Lloyds and request a monthly or quarterly statement.	Regular statements difficult to arrange, OH will take a screen shot of on-line details monthly and forward to committee	<b>Ongoing</b>	<b>Oliver Huntsman</b>
3. Partnership Agreement	Set up a policy working group	Not yet established, but templates available	Set up a policy working group	<b>Jan Chatfield, Debs Nevill &amp; Jo Whitaker</b>
Agenda item	Meeting 13 March 2022	Action Completed	Further action	Responsible
5. Next steps	Get hold of Architectural Heritage Fund application form from 2021-22	PC – Placed it in Dropbox – GF/9 work-in-progress/ Funding Strategy/ AHF	<b>No</b>	<b>Peter Clarke</b>
5. Next steps	Ask the GFCC Clerk whether the “three tender rule” has been satisfied	<b>PW</b> not at the meeting, but <b>LP</b> asked whether it had come up in the steering committee meeting. <b>AM</b> gave feedback – <b>PC</b> asked if the steering committee was happy with Sarah Browne as Architect, as she did seem to have become involved in a positive way with the project and was approved by all members.	It was felt that it was good practice to continue with the ‘three tender rule’.	<b>Peter Willis</b>

### Matters arising not included on the agenda

None

## Correspondence

None

## Agenda

### 1. Finance

**OH**, stated that there has been no movement on account, still shows £316.79 and he will send a photo of the copy of the account to **DN** for saving in Dropbox.

### 2. Feedback from Steering Group Meeting 24/03/22

Copy of meeting minutes sent to all the GF committee before the meeting.

**AM** – Meeting went well. All in agreement about everything. 2 big decisions made were 1) When get the initial grant then the Architect will be contacted, and an initial meeting set up and 2) **PC** was proposed and appointed as Project Manager.

**MW** – wanted to ensure that members of GF and GFCC agreed and were all happy with the appointment of **PC** as Project Manager.

**LP** – Felt that everyone needed to be brought up to speed as the appointment of the Project Manager wasn't on the Steering Committee's Agenda and she felt everyone needed an opportunity to ask questions and get clarity on the Project Manager's Role.

**PC** was asked to clarify what his role is in terms of this project - To Co-ordinate all activities of the proposed work to a time scale and everyone is kept up to date and up to speed with minutes and timely reports. He pointed out that his role is formally written down in the Partnership Agreement.

**AM** – Suggested that questions are asked now, and a vote taken if necessary.

**PC** left the meeting whilst further discussion was made. It was clear that all members were happy that Peter Clarke had been appointed Project Manager, but clarity was needed regarding his role.

**JC** re-joined the meeting and she too wanted clarification on the project manager role.

On return to the meeting **PC** acknowledged that questions had been brought up that needed to be and would be addressed and made clear.

**DN** asked whether the **initial £14,000** had been approved. The Steering Committee were informed by the Clerk of GFCC 2 hours before the meeting that he had received formal confirmation from the National Lottery Community Fund/Grosmont Futures, but that not everyone was aware and so this information is now **minuted**.

**PC** – Moving forward, now that the initial £14,000 has been approved, there will be 2 things.

- 1) Initial meeting with the Architect to revisit the brief, look at and help define the project (including the repairs) and how it will be managed as a whole and
- 2) The writing of the Project Initiation Document which describes the phases of the project and the roles and responsibilities of the people involved.

**Actions: PC to meet with the Architect**

**PC to Write PID**

### 3. Project Manager Role

Discussed above under item 2

### 4. Next Steps

Following consultation with the Architect **PC** will prepare a document outlining the next steps, to include a series of steps and plan with a view to achieving sufficient funding to allow the whole project to go ahead i.e. Grosmont Community Hub and Repairs to the Town Hall.

**Action: PC to prepare Next Steps document**

## 5. Halls Together Network

**DN** could not attend the last meeting and no notes have been issued yet. But the group have published a newsletter which is saved in Dropbox in the meetings folder. The Newsletter has details of some funding opportunities and details of several courses. **DN** is planning to join workshops on Social Media, Managing your Hall and Future Planning. **LP** will join **DN** on the managing your Hall workshop.

**AM** noted that this group could be very useful in the future, and it is important that GF remain involved.

## 6. AOB

**WMC** informed the group that from May 2022 the Grosmont Fawr Community Council GFCC will look quite different. The majority of the existing councillors had chosen not to stand and as there were only three candidates standing for Grosmont, these individuals will be elected unopposed. The remaining three seats will be co-opted once the new Council sits. The seventh member will represent Llangattock Lingoed, but this seat is contested, and the outcome will not be known until after the election on 5<sup>th</sup> May.

This will obviously have an implication on the Steering Committee as the existing members representing GFCC will no longer be on the Council and new representatives will need to be allocated. As a consequence, the next meeting of the Steering Committee planned for 27<sup>th</sup> April may end up being postponed until the new GFCC representatives are identified.

**AM** noted that the CDG offer form must be signed and returned to the Funding Officer by 10<sup>th</sup> May. As this is the responsibility of GFCC, **AM** will contact Robert Wade and ensure the form is returned in good time.

**Action: AM to contact Robert Wade**

**AM** reminded the group that the Architectural Heritage fund application needs to be submitted by the end of June and suggested that the next GF meeting should concentrate on determining exactly what we need to maximise the use of any monies that are available.

## Date of Next Meetings:

Joint Town Hall Steering Group – 27<sup>th</sup> April 2022, Face to Face in Town Hall at 7.00pm  
GF Committee meeting -Wednesday 11<sup>th</sup> May 2022, 6.00pm via Zoom

<b>Actions Arising to be completed by next GF meeting unless otherwise stated.</b>		
<b>Agenda item</b>	<b>Action GF Meeting 22<sup>nd</sup> February 2022</b>	<b>Responsible</b>
8. Submission of CDG application	Contact R Wade again, how much remains of the £5,000 from the precept and was it used to fund the Town Hall Surveyors report?	<b>Lynne Potter</b>
3. Partnership Agreement	Set up a policy working group	<b>Jan Chatfield, Debs Nevill &amp; Jo Whitaker</b>
<b>Agenda item</b>	<b>Action GF Meeting 13<sup>th</sup> April 2022</b>	<b>Responsible</b>
2. Steering Group Meeting 24/3/22	Meet with architect to re-visit brief and incorporate repairs	<b>Peter Clarke</b>
2. Steering Group Meeting 24/3/22	Write Project initiation document (PID)	<b>Peter Clarke</b>
4. Next Steps	Prepare next steps document	<b>Peter Clarke</b>
AOB	Contact Robert Wade to assist if necessary and ensure that the Grant offer form is returned in good time	<b>Alex Minford</b>

**There being no further business the meeting closed at 7.20pm**

Join Zoom Meeting 6.00 pm Wednesday 11<sup>th</sup> May

<https://us02web.zoom.us/j/83933582168?pwd=ZlJVbm9TMkY3cDJQdzlqaVBtdGw0Zz09>

Meeting ID: 839 3358 2168

Passcode: 456272