

Grosmont Futures – Minutes of Meeting 1st February 2022, 6.00pm, via Zoom

Present

Committee Members: (*= Co-opted)

Deb Nevill (**DN**), Lynne Potter (**LP**), Mark Whitaker (**MW**) (Chair), Oliver Huntsman (**OH**, left the meeting at 7.10), Jan Chatfield (**JC**), Jo Whitaker (**JW**), Alex Minford (**AM**), Witek Mintowt-Czyz (**WMC**)

Members of the Public:

Jane Moggridge (**JM**)

Also in attendance:

Peter Willis (**PW**) Severn Wye/Rural Futures

Apologies

Peter Clarke (**PC**)

MW welcomed everyone to the meeting

Minutes of the Meeting held on 18th January 2022

The minutes were accepted as an accurate record.

Action Points from minutes 18th January 2022:

Agenda item	Action GF Meeting 18th January 2022	Action Completed	Any further action	Responsible
2. Zoom Meetings	Contact Robert Wade Clerk to GFCC to ask if we can use their Zoom account	The Clerk has agreed that GF can use the GFCC Zoom account and has registered DN as an independent host.	Formally write to GFCC to thank them for allowing GF to use their Zoom Account.	Debs Nevill
3. Steering Group	To review Bullet point 2 prior to Steering Group Meeting 31/01/22	There has not been time to complete this although JC, WMC & AM have done some work	To review Bullet point 2 prior to Steering Group Meeting 14/02/22	GF Steering Sub-Group LP, AM, PC, JC, PW
3. Steering Group	To contact Robert Wade to ask GFCC Sub-Committee to review next steps	LP contacted Robert Wade to ask GFCC Sub-Committee to review next steps, but this was not discussed at the Steering Group Meeting.		Lynne Potter
5. CDG Application	To forward relevant bio-info to JC.	Bio-info received from JW, MW & LP	WMC & PC to forward relevant bio-info to JC	WMC PC
5. CDG Application	To send a copy of the application form to Robert Wade, Clerk to GFCC for completion.	Application form sent together with explanation and guidance documents		Peter Willis

Matters arising not included on the agenda

None

Correspondence -

LP has had emails from Robert Wade the Clerk to GFCC regarding the Partnership Agreement and the Steering Committee – to be discussed under the agenda.

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. Feedback from Steering Committee meeting 31/01/22

The Steering Committee met on 31/01/22 and will be meeting every 2 weeks initially. Present were Councillors Paul Sheridan, James Stark, Andrew Farr, and Peter McVann representing GFCC with **JC, LP, AM & PW** representing GF. The GFCC Clerk Robert Wade took the minutes. **AM** chaired the meeting and although nothing concrete has been established there was a lot of positive encouragement and a realisation of “urgency” in submitting the Grant applications. It was evident that the Councillors are engaged in developing an effective Partnership Agreement and combining the repairs to the Town Hall and the Grosmont Community Hub as a single, joint project. Although there was concern on the obligations and responsibilities and more work to do around the financial aspects. James Stark raised some good points about the need to demonstrate value for money and the requirement to have three quotes before any work is agreed. GFCC have not made any decisions as to how the £30,000 loan will be spent and the focus of the next meeting will be to look at synergies within the project and how best to use the different funding streams.

A point of discussion was who would pay for Robert’s costs over and above his GFCC duties? It is important that we keep to the most effective use of his time, but GF will be helping to realise the money for doing the repairs to the Town Hall which is the responsibility of the GFCC.

LP explained that Robert had asked for help in putting in the application for the loan.

PW suggested that this would be a good opportunity to show the value of the partnership agreement. The funder would not necessarily need to see that the money for the repairs was in place and would accept concrete proposals at the time of submission of the CDG application.

3. Partnership Agreement

The next joint meeting to work on the Partnership Agreement is planned for 04/02/22, currently the GF team have been working in isolation and it will be helpful to have more input from the Councillors. The meeting will review the financial sections and budgets and it will be good to get the perspective as seen by Robert Wade/GFCC. Good progress has been made and the principles are getting clearer, it is evident that there three stages to the overall project; the planning stage, the build stage and finally the running of the Hub and it is likely that different agreements will be required for each stage.

MW agreed that GFCC must be aware of value for money. Three quotes will be expected by the Funder as well and it goes without saying that public money must be managed carefully.

PW reminded the meeting that as long as you can provide an explanation of added value it is not always necessary to accept the lowest quote, value is important not just cost.

4. Charitable Incorporated Organisation (CIO)

The Grosmont Futures CIO is now registered with the Charity Commission – Charity Number

1197738. This provides a corporate identity and a shield for any liabilities but brings with it extra responsibilities. The GF CIO Trustees have all received an e mail from the Charity Commission which includes some useful links for further information.

Action: LP to inform GFCC that GF is registered as a CIO and to send a copy of the Certificate to Jane Moggridge for posting on the Village Website.

5. Community Fundraising

AM explained that this had first been raised by Councillor Andy Farr and whilst he was not proposing that we embark immediately on this we should keep it in the back of our minds. The Church had raised in the region of £100K via the Nave Committee the bulk of which being a Lottery Grant.

PW suggested that it could be useful to top up specific shortfall or clear goal.

JC was of the opinion that the GF group do not have the time, energy, or resources to manage this alongside everything else.

LP suggested that maybe this was time to call on those in the community who had offered to help with the project.

OH, noted that it was easier to raise money when it was clear that money was available and a specific goal in sight.

PW stated that fundraising comes from a lot of different areas from Crowd Funding to “Sponsor a Brick” and can engender engagement and ownership by the Community in the project.

6. GCH Budget and melding with GFCC Repair Work

WMC started the process in his report dated 09/01/22, further work carried out by **JC** and **AM** indicated that there could be an overlap of around £15-20K, but more work is required.

AM stated that we need to determine a realistic view of which of the repairs are necessary for the successful delivery of the Hub and suggested that there should be a sub-group to take this forward. The funding strategy needs to be informed by this information and GF should be proactive and help GFCC.

OH, reminded the group that any figures provided previously will be out of date due to inflation.

7. Offer of Legal Advice from Robert Wade for GCH Project and Partnership Agreement

Robert Wade Clerk to GFCC is a Solicitor and has offered to provide legal advice on the GCH project and the Partnership Agreement. Is there any conflict of interest between his role at GFCC and GF?

WMC asked what legal services will be required by GF? It is worth considering his offer, but it is unclear what services he would provide to GF. GFCC is the main applicant, and it is part of his job to give legal advice to GFCC. He will provide a useful oversight to the project and give confidence that both sides are protected in the Partnership Agreement.

8. Roadmap to submission of CDG Application

The main obstacle is the Partnership Agreement (PA), our deadline for the final draft is 14/02/22, it will then need to be submitted to the full GFCC for ratification. The application can be submitted before the PA is formally agreed, but no money will be forthcoming until it is signed off

The content for section three (Questions 12-18) is mostly complete but needs the addition of the Bio information and a final review. Questions 19 & 20 focus on budget and costs and reviewing. Section Two needs to be completed by GFCC.

A detailed breakdown of how the CDG is to be spent will not be required, but we do need to include details of the total budget and any overlaps with the repair costs, as well as an indication of what the GFCC loan can and can't be used for.

The current budget does not include a salary for Robert Wade, but this could be built into the later stages if GF are in favour of paying a percentage of his wages for advice, admin etc. There has been a suggestion that the money set aside for the project in the 2021-22 Precept could be used. But it is not clear how much of the £5,000 is left or what it has been spent on.

AM noted that we need to know how many hours work would be required and what GF would be prepared to pay. **WMC** advised that the Clerk's stipend at GFCC is £12.00 an hour.

In summary before the CDG application can be submitted we need:

- An estimate of the total Capital Spend (around £132k plus £60k for repairs)
- An estimate of the Revenue Spend once the Hub is up and running
- Clarity on the cost and scope of the repairs
- Clarity on what the GFCC Loan will cover
- Clarity on what Robert Wade's expenses might be
- Revised estimates of how the Capital Development Grant will be spent
- The final draft of the Partnership Agreement
- The final review of the application form

Actions:

- **AM to Contact Robert Wade for an estimate of the additional hours he will need to be paid for over and above his commitment to GFCC.**
- **LP to formally contact Robert Wade Clerk to GFCC to clarify what the £5,000 ringfenced for the CGH project in the 2021-22 precept has been spent on and how much is left.**
- **CDG sub-group to meet to review and finalise the application form to include budget estimates**
- **Steering Committee to clarify cost and scope of repairs & what the loan will cover**
- **Partnership Group to submit final draft of the Partnership Agreement to GFCC for ratification.**

9. Wellbeing Index

PW circulated information regarding the CO-OP Wellbeing index prior to the meeting. This could be useful going forward and could be used to help back up evidence for the project or future projects.

10. AOB

LP queried when we last contacted the individuals on the GF mailing list and suggested that we update them on CIO status, Partnership Agreement and CDG submission. The Display Board also needs updating.

Action: DN & LP to discuss and send email

Date of Next Meetings:

Joint GF/ GFCC Partnership Agreement meeting - Friday 4th February 2022, 3.15pm via Zoom

CDG Team Meeting – Tuesday 8th February 2022, 10.00am via Zoom

Joint Town Hall Steering Group – Monday 14th February 2022, 7.30 via Zoom

GF Committee meeting -Tuesday 15th February 2022, 6.00pm via Zoom

Actions Arising to be completed by next GF meeting unless otherwise stated.		
Agenda item	Further Action GF Meeting 18th January 2022	Responsible
2. Zoom Meetings	Formally write to GFCC to thank them for allowing GF to use their Zoom Account.	Debs Nevill
3. Steering Group	To review Bullet point 2 prior to Steering Group Meeting 14/02/22	GF Steering Sub-Group LP, AM, PC, JC, PW
5. CDG Application	WMC & PC to forward relevant bio-info to JC	Witek Mintowt-Czyz Peter Clark
Agenda item	Action GF Meeting 01 February 2022	Responsible
4. GF CIO	Inform GFCC that GF is registered as a CIO	Lynne Potter
4. GF CIO	Send a copy of the CIO Certificate to Jane Moggridge for posting on the Village Website.	Lynne Potter / Jane Moggridge
8. Road Map to submission of CDG application	Contact Robert Wade for an estimate of the additional hours he will need to be paid for over and above his commitment to GFCC.	Alex Minford
8. Road Map to submission of CDG application	Formally contact Robert Wade Clerk to GFCC to clarify what the £5,000 ringfenced for the CGH project in the 2021-22 precept has been spent on and how much is left.	Lynne Potter
8. Road Map to submission of CDG application	Review and finalise the application form to include revised budget estimates	CDG Sub-group DN, JC, MW & PW
8. Road Map to submission of CDG application	Clarify cost and scope of repairs & what the loan will cover	Steering Committee AM, LP, PC, JC & PW
8. Road Map to submission of CDG application	Submit final draft of the Partnership Agreement to GFCC for ratification.	Partnership Group AM, PC, LP, JC & PW
10. AOB	Update GF Mailing List on CIO status, Partnership Agreement and CDG submission.	Lynne Potter /Debs Nevill

There being no further business the meeting closed at 7.31pm