

Grosmont Futures – Minutes of Meeting 22nd February 2022, 6.00pm, via Zoom

Present

Committee Members: (*= Co-opted)

Deb Nevill (**DN**), Lynne Potter (**LP**) (Chair), Oliver Huntsman, Jan Chatfield (**JC**), Witek Mintowt-Czyz (**WMC**) who left the meeting at 7.07pm, Peter Clarke (**PC**)

Members of the Public:

Jane Moggridge (**JM**)

Also in attendance:

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

Apologies

Mark Whitaker (**MW**), Jo Whitaker (**JW**), Alex Minford (**AM**),

LP welcomed everyone to the meeting and thanked those involved in the Partnership Agreement and the CDG application for their hard work over the last few weeks.

Minutes of the Meeting held on 1st February 2022

The minutes were accepted as an accurate record.

Action Points from minutes 1st February 2022:

Agenda item	Meeting 18th Jan 22	Action Completed	Any further action	Responsible
2. Zoom Meetings	Formally write to GFCC to thank them for allowing GF to use their Zoom Account.	Written to Robert Wade to thank him as it is his personal Zoom account.	None. Not necessary to write to GFCC	Debs Nevill
3. Steering Group	To review Bullet point 2 prior to Steering Group Meeting 14/02/22	Not done, on the agenda for tonight's meeting 22/02/22		GF Steering Sub-Group LP, AM, PC, JC, PW
5. CDG Application	To forward relevant bio-info to JC.	Bio-info received from WMC & PC		WMC PC
Agenda item	Meeting 1st Feb 2022	Action Completed	Any further action	Responsible
4. GF CIO	Inform GFCC that GF is registered as a CIO	Email sent to Clerk and Chair of GFCC,		Lynne Potter
4. GF CIO	Send a copy of the CIO Certificate to Jane Moggridge for posting on the Village Website.	Copy sent. Certificate now displayed on Website. Also saved on Padlet by DN.	Add a copy to the Display in the Undercroft	Lynne Potter / Jane Moggridge/ Debs Nevill
8. 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.	Not done formally as difficult to estimate and possibly inappropriate. It was agreed by the Steering Committee that the precept money would be used to pay for Robert's time		Alex Minford
8. 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.	E mail requesting information sent to Robert Wade. Reply received saying that he will investigate it, but no formal response received as yet.	Awaiting response from R Wade	Lynne Potter

Agenda item	Meeting 1 st Feb 2022	Action Completed	Any further action	Responsible
8.Submission of CDG application	Review and finalise the application form to include revised budget estimates	On Agenda for tonight's meeting 22/02/22		CDG Sub-group DN, JC, MW & PW
8.Submission of CDG application	Clarify cost and scope of repairs & what the loan will cover	Not done, on the agenda for tonight's meeting 22/02/22 and for discussion by full Steering Committee 28/03/22	For discussion by full Steering Committee 28/03/22	Steering Committee AM, LP, PC, JC & PW
8.Submission of CDG application	Submit final draft of the Partnership Agreement to GFCC for ratification.	Approved by Steering Committee members and submitted to full GFCC for review on 14/03/22	For review at full GFCC meeting 14/03/22	Partnership Group AM, PC, LP, JC & PW
10. AOB	Update GF Mailing List on CIO status, Partnership Agreement and CDG submission.	Email sent 19/02/22 saved in communication folder in Dropbox		Lynne Potter /Debs Nevill

Matters arising not included on the agenda

None

Correspondence -

Andrew Stumpf emailed an update on the Paths to Wellbeing project; this is saved in Drobox in the Paths to Wellbeing folder. Good progress has been made, but it is unfortunate that Kentchurch Estate do not feel able to support the project at this time.

DN has received details of a free Carbon Literacy course provided by Halls Together. This is via Zoom at 9.30-12.30 on 8th & 10th March. **WMC** expressed an interest in attending on behalf of GF.

Action: DN to forward details to WMC.

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.

It was noted that no statement has been received for a couple of months, probably as no transactions have been made. It would be useful to have a regular statement to demonstrate accountability.

Action: OH to contact Lloyds and request a monthly or quarterly statement.

2. Feedback from Steering Committee meeting 21/02/22

The Steering Committee met on 21/02/22. Present were Councillors Paul Sheridan and Andrew Farr representing GFCC with **JC, LP, PC & AM** representing GF. The GFCC Clerk Robert Wade took the minutes. **AM** chaired the meeting, with the main topic for discussion being the Partnership Agreement. Cllr Farr had a couple of questions on the draft dated 18/02/22 regarding responsibility for approving plans/contracts and what would happen if there was conflict between the two groups. Robert Wade confirmed that GFCC would have ultimate responsibility and that although

there is a section on conflict resolution in the agreement it was anticipated that mutual trust and respect would be built up minimising any conflict. Cllr Farr was satisfied with the response and stated that he was happy with the draft agreement, Cllr Sheridan agreed, and Cllr McVann sent an email with his approval after the meeting. Cllr Stark is away and will be asked for any comments on his return.

Action: AM to contact Cllr Stark and ask for any comments on the Partnership Agreement.

3. Partnership Agreement

The committee reviewed the draft Partnership Agreement dated 18/02/22.

DN had a query on the 2nd paragraph of Section F stating this isn't how it works in practice. *The administration of the monthly meetings of the SC will be the responsibility of GF, which will set up the meetings and provide minutes to GFCC & GF.* **WMC** explained that it would be important going forward for GF to retain control for setting the agenda and **OH** commented that as Chair **AM** is responsible for setting the agenda.

There being no further queries **LP** asked if those present were happy to adopt this draft and support it being sent to GFCC for review at the council meeting on 14th March. This was unanimously agreed by those present additionally **LP** noted that **MW & JW** had expressed their support for this document by email.

PC said that as the document has been formally adopted, he will place a PDF copy in the Governance folder in Dropbox.

PC noted that policies were now referenced as an appendix to the main agreement rather than extracts being included in the main body but reminded those present that more work is required, and a sub-group needs to be set up to work on policies. **DN** stated that we should have an environmental policy.

PW stated that whilst policies would probably not be required for the CDG application they would need to be in place by the time the application for the full grant is made.

Actions: Steering Committee to forward Partnership Agreement to GFCC for review and JC & DN to set up a policy working group.

4. Budget Costings

LP noted that the Steering Committee have arranged a face-to-face meeting on 28th March to examine the budget and look for overlaps between repairs and the hub project. It is planned to invite other suitably experienced members of the team to this meeting and possibly ask a builder to give free advice. **LP** suggested looking at the list of people in the community who have offered skills previously to see if there is anyone suitable.

PW said that ideally the Architect should be involved as it is difficult to ascertain what the current budget allocation will allow.

LP has already shared the repairs schedule with the Architect and updated her on the Bat Survey and Surveyors report. **LP** agreed to contact the Architect (Sarah Browne) and ask her for an estimate of how much the overlap would be and if any of the budget could be used creatively to cover the repairs.

On the question of what elements of the repairs are necessary for the successful setting up of the Hub, **WMC** said as a minimum it is absolutely necessary to make the building watertight, warm and draughtproof, as such, all the external works identified, and essential repairs identified over the next 5 years will be required at an estimate of circa £60,000.

JC suggested that the proposed GFCC Loan could be used for specific projects such as the lift and kitchen if GF could incorporate financing the repairs into the Hub project.

PW reminded those present that it was possible that there was room for pragmatism and the Funder has already accepted that some repairs will be necessary as part of the Hub Project. Timing will be critical as the Funder will look at what will be covered by the loan and the grant, and the success of the grant application will be dependent on other monies being available to complete the project.

PC noted that the GFCC loan would have to be applied for and spent in the same financial year, so we would need a timeline for when decisions and applications should be made.

It was agreed to hold a GF sub-committee meeting to review the budget prior to the Steering Committee meeting on 28th March. LP offered to contact AM & WMC and other members of the sub-committee to find a suitable date and setup this pre-budget review meeting.

Actions:

DN to review contacts list for individuals with appropriate building skills and invite anyone suitable to the meeting on 28th March.

PW to provide timeline for applications

LP to email the architect and PW to provide her with a very brief outline of words to include

LP to convene a GF pre-budget meeting before 28/03/22

5. Capital Development Grant Application

PW has sent sections 13-16 to the GFCC members on the Steering Committee for their comments, but no responses so far.

It was agreed that GF should keep control of the final version of the application, so once the Robert Wade (GFCC Clerk) has completed the relevant sections he will send it back to **PW** to add final any touches, before being sent back to the Clerk for submission on behalf of GFCC.

PW will have a chat with his contact at NLCF to see what supporting documents should accompany the application, but it is likely that the following will be submitted in support of the application, Shaping Grosmont Report, Engagement Report, Partnership Agreement, Project Plan, Energy Audit, Bat Survey, GF Committee Biopics & the Budget Overview.

The Partnership Agreement is sorted, just need to have confirmation from Cllr Stark that he is happy with the final version.

JC asked if the members of the committee were happy to have their Bio-pic information submitted, those present agreed.

All supporting documents are saved in Drobox/Work in Progress/CDG Application

Actions: PW to ask the Cllrs on the Steering Committee for their comments on sections 13-16 & JC to contact AM, MW & JW to check they are happy for their biopic information to accompany the application.

6. Further Community Engagements

DN suggested that we wait until the Partnership Agreement has been signed and the CDG Application submitted before the next engagement event. We have the Microgrant monies available to pay for an event to include sharing the plans.

JC suggested that it would be good idea to update the display in the Undercroft. **JM** agreed saying that it has suffered in the recent storms. **JM** also noted it would be good to engage with the community as there was some confusion about the differing roles of Grosmont Futures and Grosmont Events.

JM is on the St Nicholas Church PCC and has asked for GF to be on the agenda at next meeting where **LP** will attend to speak on behalf of GF.

Action: DN & LP to update the display

7. Halls Together

DN stated that this network is potentially very useful, but it is still early days and developing. Once the email list is set up it will be a good source of sharing information. She attended a Greening Up Your Hall workshop on the 16th February, which was interesting and informative, all leaflets and PowerPoints are saved in Dropbox.

10. AOB

JC informed the meeting that she had had a visit from Rachel Buckler the Conservative candidate for Crucorney ward in the Local Government elections in May. Ms Buckler showed interest in the CGH project, so **JC** forwarded her extracts from the CDG application as further information.

Date of Next Meetings:

Joint Town Hall Steering Group – 28th March 2022, venue TBC

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

GF Pre-budget meeting TBC

Actions Arising to be completed by next GF meeting unless otherwise stated.		
Agenda item	Further Action GF Meeting 1st February 2022	Responsible
4. GF CIO	Add a copy of the CIO Certificate to the Display in the Undercroft	Lynne Potter / Debs Nevill
8. Submission of CDG application	Awaiting response from R Wade	Lynne Potter
8. Submission of CDG application	For discussion by full Steering Committee 28/03/22	Steering Committee AM, LP, PC, JC & PW
8. Submission of CDG application	For review at full GFCC meeting 14/03/22	Partnership Group AM, PC, LP, JC & PW
Agenda item	Action GF Meeting 22nd February 2022	Responsible
Correspondence	DN to forward details of the free Carbon Literacy course to WMC	Debs Nevill
1. Finance	Contact Lloyds and request a monthly or quarterly statement.	Oliver Huntsman
2. Steering Committee	Contact Cllr Stark and ask for any comments on the Partnership Agreement.	Alex Minford
3. Partnership Agreement	Set up a policy working group	Jan Chatfield & Debs Nevill
3. Partnership Agreement	Forward Partnership Agreement to GFCC for review	Steering Committee AM, PC, LP, JC & PW
4. Budget Costings	Review contacts list for individuals with appropriate building skills and invite anyone suitable to the meeting on 28 th March.	Lynne Potter & Debs Nevill
4. Budget Costings	Provide timeline for applications	Peter Willis
4. Budget Costings	Provide LP with a very brief outline of words to include in email to the Architect Sarah Browne	Peter Willis
4. Budget Costings	Email the architect including brief outline provided by PW	Lynne Potter
4. Budget Costings	Convene a GF pre-budget meeting before 28/03/22	Lynne Potter

5. CDG Application	Ask the Cllrs on the Steering Committee for their comments on sections 13-16 & JC to	Peter Willis
5. CDG Application	Contact AM, MW & JW to check they are happy for their biopic information to accompany the application	Jan Chatfield
6. Community Engagement	Update the display in the Undercroft	Lynne Potter & Debs Nevill

There being no further business the meeting closed at 7.30pm

Zoom meeting details for GF on Tuesday 15th March at 6pm

Join Zoom Meeting

<https://us02web.zoom.us/j/81959234492?pwd=cUtuOEIGTW1MMGpTZW1hM0lDeXFFQT09> Meeting ID: 819

5923 4492 Passcode: 969578