

Grosmont Futures – Minutes of Meeting 27th May 2022, 6.00pm, via Zoom

Present

Committee Members: (*= Co-opted)

Deb Nevill (**DN**), Lynne Potter (**LP**), Mark Whitaker (**MW**) (Chair), Jo Whitaker (**JW**), Oliver Huntsman (**OH**), Witek Mintowt-Czyz (**WMC**), Jan Chatfield (**JC**),

Members of the Public: Jane Moggridge (**JM**)

Apologies: Peter Willis (**PW**), Alex Minford (**AM**), & *Peter Clarke (**PC**)

LP welcomed everyone to the meeting thanking them for their time and efforts, she also noted that GFCC are being supportive.

Minutes of the Meeting held on 11th May 2022

The minutes were accepted as an accurate record.

Action Points from minutes 11th May 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?	R Wade is not currently able to give a precise figure, but there is approximately half of the original £5,000 left.	Contact R Wade again for an update on the situation	Lynne Potter
3. Partnership Agreement	Set up a policy working group	In progress, templates, and examples available, but work on the AHF Application has taken precedence	Set up a policy working group	Jan Chatfield, Debs Nevill & Jo Whitaker
Agenda item	Meeting 13 April 2022	Action Completed	Further action	Responsible
2. Steering Group Meeting 24/3/22	Meet with architect to revisit brief and incorporate repairs	Highlight reports prepared See under agenda item 4	Meeting required with Stakeholders to review the brief	Peter Clarke
2. Steering Group Meeting 24/3/22	Write Project initiation document (PID)	Too early in the project, need to clarify the brief with the Architect	Ongoing	Peter Clarke
4. Next Steps	Prepare next steps document		Ongoing	Peter Clarke
Agenda item	Meeting 11th May 2022	Action Completed	Further action	Responsible
Matters arising from minutes 13/04/22	Send out invitations for meeting with NLCF Funding Officer on 19 th May 2022	Yes, meeting held on 19 th May as planned	No	Peter Clarke
Correspondence: CGEF	1. Send DN Sarah Browne's email 2. Set up access for Sarah Browne to the GF Dropbox	Sarah Browne now has access to Dropbox	No	1. Peter Clarke 2. Debs Nevill
2. Briefing New GFCC Councillors	Once new GFCC chair is elected set up a meeting between Councillors and GF	Agenda item 4 - 27/05/22		Peter Clarke
3. PM role	Read and digest AM's email on the PM role and	Agenda item 5 - 27/05/22		All GF Committee members

	bring any queries to the next meeting			
4. Feedback from meeting with the Architect	Convene Holistic Stakeholders meeting with the Architect	Not yet established	Ongoing	Peter Clarke
5. AHF application	CDG sub-group to meet to work on first draft of section 3 of the AHF application	Agenda item 6 - 27/05/22	Ongoing	Jan Chatfield, Mark Whitaker, and Debs Nevill
6. Site meeting with AHF Officer	Liaise with Adam Hitchin & the GFCC Clerk to confirm the date for this meeting.	Agenda item 7 - 27/05/22	Ongoing	Peter Willis
7. B Community Plus mentoring funding	Forward details to LP	Done	No	Debs Nevill
8. Site visit from AV Direct	Liaise with Robert Wade / the Community Green Advisory Group regarding the grant monies for the AV equipment awarded in 2021	AM on holiday and not at the meeting	In AM'S absence it was agreed that LP should contact R Wade	Alex Minford / Lynne Potter
10. Summer Availability	E mail summer holiday dates to DN	Some responses	Ongoing	GF Committee members
11. AOB	Write a short piece to update wider community via display board and email distribution list	Draft has been written and will be circulated to the GF committee before distributing more widely	Ongoing	Debs Nevill and Lynne Potter

Matters arising not included on the agenda

Email sent by PC to R Wade and the new GCC Community Councillors requesting help in completing the AHF application form and subsequent wording of the Resolutions/Agenda items for approval by GCC at an EGM on 30th May 2022 as suggested by PC following a request from R Wade for precise wording.

Concern was raised by a number of those present (**DN, JC, MW & LP**) that item 4 on the EGM agenda did not include the necessity for the Steering Committee to report back to Grosmont Futures as well as GFCC as this was not in accordance with section F of the Partnership Agreement.

WMC stated that the Project Structure & Reporting Document prepared by **PC** lays out the hierarchy and lines of communication.

There followed a heated discussion as this Project Structure and Reporting document has never been formally approved or adopted by the GF Committee.

DN commented that the document makes no provision for GF to be kept informed on progress stating that GF needs clarity on progress and should have as much information as GFCC.

MW & JC raised concerns that GF has been by-passed and demoted to a "support group" rather than a full partner in the process.

LP stated that the Partnership Agreement, which has been approved by GF, GFCC, and the NCLF Funding Officer, showed GF as a full Partner in the GCH Project not a support group. She said that the Project Structure document had been written without consultation with the GF Committee and needs to be re-written to reflect the views of the committee.

WMC appeared surprised at the strength of feeling shown and agreed that clarity was needed. The Project Structure and Reporting Document was further discussed under item 5 on the agenda.

MW proposed that he should write to R Wade to request that item 4 on the agenda for the GFCC EGM on 30th May be amended to include GF in any feedback from the Steering Committee or GFCC as outlined in the partnership Agreement. This proposal was unanimously agreed by those present.

**Actions: MW to write to R Wade to ask that agenda item 4 on the GFCC EGM be amended.
Project Structure Document to be re-written by PC for approval by GF Committee**

Correspondence

DN has been sent an email from the Halls Together Network asking her to mentor the Chair of Raglan Village Hall. She had a two-hour call covering a range of things from Funding opportunities to community engagement including the Shaping Grosmont Questionnaire.

NB the Halls Together Funding is coming to an end next month, but there is a steering group that are applying to make The Halls Together a CIO.

Agenda

1. Finance

OH, stated that there has been no movement on account, still shows £316.79.

2. Highlight Report

At the last GF meeting on 11th May **PC** asked for the Highlight Report to be a standing agenda item on the GF meeting's Agenda. The Highlight report dated 11/05/22 was circulated to the committee prior to the meeting. This report was discussed when it was queried whether the style of the report was appropriate for the size of the project and whether there was adequate detail on key points such as the meeting with the Architect.

JC pointed out that the front page of the document indicated that it had been checked by her, but this was not in fact the case.

It was also pointed out that para 1.4 of the document indicated that it was to be distributed to the GCC Councillors and to Grosmont Residents, but no mention was made of distribution to the Grosmont Futures committee, and it was not clear how or if distribution to the named recipients had been carried out.

WMC opined that GF should be named recipients of the document, but also noted that whilst historically GF had been the driving force behind the project, legally GCC were the senior partner.

JC pointed out that the Highlight Report was not a Grosmont Futures document, but rather a template for use by the Project Manager. Clarification is required on the status of this document.

Action: PC to clarify the use and distribution of the Highlight Report.

3. Feedback from Grant Set Up Meeting

LP circulated copies of the minutes to the GF Committee. The meeting was very positive. Zoe Smith, the NLCF Funding Officer, came over as being supportive, approachable, and well informed on the project. Zoe made the point that all those involved should be aware of the Terms and Conditions (T&Cs) of the Funding and it was agreed to place this on the agenda for the next GF meeting.

JC will distribute copies of the T&Cs before the meeting.

The T&Cs also encourage sharing the news of the funding with the community and the local MP and AM. GF has funding for a community event to update progress on the project and it was suggested that one of the new Councillors should inform the AM & MP.

The Partnership Agreement has now been accepted by the Funder.

Action: JC to distribute copies of the NLCF T&Cs to GF committee members and include on the next GF meeting Agenda

4. Briefing the new Community Council Members about the Hub/Town Hall Repairs and the role of the Steering Committee.

It was agreed that we should talk to the new GCC members as soon as possible in the next couple of weeks, preferably before the meeting with Adam Hitchin from AHF, so that we can brief them about how important the project is and the benefits to the whole community. **LP** reminded the group that we have the

Power Point presentation that was delivered to the old council last year. **JC** suggested that it might be better as an informal get together possibly in the Pub.

MW offered to contact Lowri and the other councillors and invite them to an informal meeting.

Action: MW to contact Lowri and the other Councillors and invite them to a meeting

5. Project Manager Role

LP reminded those present that prior to the previous GF meeting on 11th May **AM** had circulated an email briefly outlining the project manager's role and asking for comments. No comments had been forthcoming, so **LP** requested that the PM role be put back on the agenda for discussion at today's meeting. To assist in this **AM** re-circulated his original email together with the Project Structure & Reporting document to give a more detailed explanation of the responsibilities.

LP read out the email which is reproduced below

"The basic premise of the Partnership Agreement is that GFCC and GF delegate management of the project to the Steering Cttee subject to reporting and approval protocols; this has been approved and signed by both GFCC and GF. The Steering Cttee unanimously engaged Peter C as the project mgr. to assist in coordinating the many stakeholders to the project and will work with him to ensure this works effectively."

The Steering Cttee will ensure the Project Mgr. will

- 1. Prepare a detailed plan initially incorporating the elements of the Development Phase leading into the Construction Phase*
- 2. Submit clear reports on project risks, prioritisation of actions, progress against milestones*
- 3. Review and enhance procedures for when the project moves into Construction Phase*

These will be presented to both GFCC and GF periodically and as agreed with each group

If questions remain in your minds after the discussion it is critical we answer these before the project moves much further and we should organise a zoom to resolve these next week"

DN asked for clarification on what the reporting and approval protocols were and was referred to the Project Structure document. Otherwise, there were no comments on the description of the Project Manager role or Peter C's engagement as Project Manager.

But review of the Project Structure and Reporting document highlighted a number of issues:

- the document makes no reference to the Project Manager or Project Manager Role
- the document demotes Grosmont Futures to a "Support Group" rather than a full partner in the project
- the TOR for the Steering Committee does not require reports to be presented to GF only to GFCC
- the document has not been reviewed, authorised, or formally adopted by the GF committee
- the terminology used in the RAG reporting has not been properly explained

There followed a good deal of discussion around the document, and it was agreed that the project structure as described was not correct or acceptable to those present and that it must be amended ASAP.

MW noted that the lines of communication were not adequate, the first page of the document refers to miscommunication being the main reason projects fail and it was felt that the presentation of this document "out of the blue" was a prime example of miscommunication.

DN stated that GF was an equal partner in the project and anything that was reported or sent to GFCC should also be copied into the GF committee.

JC stated that one of the problems was that the document appeared to have been prepared and issued without having been approved or authorised by the GF committee. She suggested that we should have a formal document control procedure that detailed the process in creating and issuing approved GF documents, adding that only approved documents should be placed in drobox, apart from documents in

folder 9 which is for work in progress.

JC offered to prepare a document control procedure for use by the committee.

Actions:

PC to amend Project Structure Document and present to the GF committee for authorisation

JC to prepare a document control procedure for use by the GF committee

6. Preparation of Architectural Heritage Fund (AHF) Grant Application.

The sub-group have been working on section 3 and good progress is being made.

JC raised a concern in that Section 4 needs more detail than we currently have, especially 4.11 which requires a list of the items of work funding is required for including the cost of each. It also requires three quotes for any work costing more than £10,000.

WMC said that it was imperative that we be guided by the Architect to identify those parts of the project that could be funded by the AHF Grant and separate out £50K worth of work for which we would then need to get quotes.

The application needs to be submitted by 30th June, so as time is short it was agreed that as she had previously been the main contact with Sarah Browne **LP** should contact her ASAP to make sure she has a copy of the AHF application form and to ask for her advice on identifying suitable parts of the project that could be funded by the AHF fund to assist us in completing section 4.

Action: LP to contact Sarah Browne to ask for advice on completing section 4 of the AHF application form

7. Meeting with AHF Officer

N.B this meeting has now been re-scheduled for 17th June.

PW has confirmed that the Architect will attend.

PC has invited representation from GCC at this meeting and it is important that they are up to speed with the project first. **MW** will include a reference to this in his e mail to councillors suggesting a meeting.

Action: MW to suggest holding meeting with GCC prior to the meeting with the AHF on 17th June, see action from item 4 above.

8. Halls together Network, Feedback on “Managing Your Community Hall Workshop”

DN explained that all the information is stored in Dropbox/Folder 9/ Halls Together. She has added four talks and three PDFs all containing useful information.

DN will be on the Steering Committee for this group and will report back any updates.

LP asked that if anyone does go on a course, they feedback to the GF so that we are all kept informed.

9. Next Steps

This item has been covered as much as possible in other parts of the agenda and will be added to by the Project Manager, **PC**, on his return from holiday.

10. AOB

Rural Futures Regional Learning Event 1st July

AM has offered to attend and give a presentation, **JC, MW & JW** will also attend to represent GF. **JW** will set up a meeting for those attending to put together the presentation.

Action: JW to set up a meeting

LP & AM to participate in a ZOOM Call to give feedback on the Rural Futures process – date to be confirmed when **AM** returns from holiday

LP noted that taking minutes and participating in meetings at the same time is difficult and suggested asking for help with minute taking from the community.

OH, said he felt that the minutes were too detailed and that he personally would be in favour of much shorter notes.

DN disagreed saying that the minutes were posted on the website and were a way of feeding back to the community.

JM & JW both offered to help with minute taking on an ad hoc basis.

It was agreed that DN will include a call out for help with minute taking in the next community email update.

Action: DN to include a call out for help with minutes in next email update

JM asked that she be informed of any changes of dates for meetings etc. so that she can keep the diary up to date on the village website.

Date of Next Meetings

AHF application sub-group – Weds 1st June 9.30am at Castle Gate

Meeting with AHF Funding Officer 17th June 10.00am, Grosmont Town Hall

Joint GF/GCC Steering Committee 17th June venue TBC

GF Committee meeting - Wednesday 22nd June 2022, 6.00pm via Zoom

RF Learning Event, 1st July, Myddsai nr Llandovery Friday 1st July

Meeting with new GFCC councillors **TBC**

RF Learning Event prep meeting **TBC**

Actions Arising to be completed by next GF meeting unless otherwise stated.		
Agenda item	Action GF Meeting 22nd February 2022	Responsible
8. Submission of CDG application	Confirm with Robert Wade how much remains of the £5,000 from the precept and was it used to fund the Town Hall Surveyors report? Further Action: Contact R Wade again for an update on the situation	Lynne Potter
3. Partnership Agreement	Set up a policy working group	Jan Chatfield, Debs Nevill & Jo Whitaker
Agenda item	Action GF Meeting 13th April 2022	Responsible
2. Steering Group Meeting 24/3/22	Convene meeting with Stakeholders and the Architect to review the brief	Peter Clarke
2. Steering Group Meeting 24/3/22	Write Project initiation document (PID)	Peter Clarke
4. Next Steps	Prepare next steps document	Peter Clarke
Agenda item	Action GF Meeting 11th May 2022	Responsible
4. Feedback from meeting with the Architect	Convene Holistic Stakeholders meeting with the Architect	Peter Clarke
10. Summer Availability	E mail summer holiday dates to DN	GF Committee members
11. AOB	Write a short piece to update wider community via display board and email distribution list. Further Action: send copy of draft to GF committee prior to distribution to mailing list	Debs Nevill and Lynne Potter
Agenda item	Action GF Meeting 27th May 2022	Responsible
Matters arising not included in Agenda	Write to R Wade to ask that agenda item 4 on the GFCC EGM be amended.	Mark Whitaker
Matters arising not included in Agenda	Project Structure Document to be re-written and approved by GF Committee	Peter Clarke GF Committee

2.Highlight report	Clarification required on use and distribution of the Highlight Report	Peter Clarke
3.Feedback from Grant Set up meeting	Distribute copies of the NLCF T&Cs to GF committee members and include on the next GF meeting Agenda	Jan Chatfield
4.meeting with new GFCC	Contact Lowri and the other Councillors and invite them to a meeting	Mark Whitaker
5.Project Manager Role	Amend Project Structure Document and present to the GF committee for authorisation by GF Committee	Peter Clarke
5.Project Manager Role	Prepare a document control procedure for use by the GF Committee	Jan Chatfield
6.AHF Application	Contact Sarah Browne to ask for advice on completing section 4 of the AHF application form	Lynne Potter
7.Site meeting with Adam Hitchin from AHF	Include the suggestion for holding the meeting with GCC prior to the meeting with the AHF on 17 th June, see action from item 4 above.	Mark Whitaker
AOB Rural Futures learning Event	Set up a meeting to prepare presentation	Jo Whitaker Alex, Jan & Mark
AOB Minute Taking	Include a call out for help with minutes in next email update	Debs Nevill

There being no further business the meeting closed at 7.25pm

JoinGF Zoom Meeting 6.00pm Wednesday 22nd June

<https://us02web.zoom.us/j/83123129786?pwd=bFhWRGNxZy9QdXhPQ1NuZEJGQTJRdz09>

Meeting ID: 831 2312 9786

Passcode: 081744