

## Grosmont Futures – Minutes of Meeting Aug 11th, 2022, 6.00pm, via Zoom

### Present

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

Deb Nevill (**DN**) minute taker, Lynne Potter (**LP**) (Chair), Mark Whitaker (**MW**), , Oliver Huntsman (**OH**), Alex Minford (**AM**), Jan Chatfield (**JC**), \*Peter Clarke (**PC**), Witek Mintold (**WMC**)

**Members of the Public:** None

**Apologies:** Jane Moggridge (**JM**), Jo Whitaker (**JW**), Peter Willis (**PW**) Severn Wye/Rural Futures

**LP** welcomed everyone to the meeting whilst **MP** made his way over due to Internet issues.

### Minutes of the Meeting held on 22<sup>nd</sup> June 2022

The minutes were accepted as an accurate record.

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

<b>Agenda item</b>	<b>Meeting 22 Feb 2022</b>	<b>Action Completed</b>	<b>Further action</b>	<b>Responsible</b>
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?	Ongoing	<b>Contact R Wade again for an update on the situation</b>	<b>Lynne Potter</b>
3. Partnership Agreement	Set up a policy working group	Completed	<b>None</b>	<b>Jan Chatfield, Debs Nevill &amp; Jo Whitaker</b>
<b>Agenda item</b>	<b>GF Meeting 11<sup>th</sup> May 2022</b>	<b>Action Completed</b>	<b>Further action</b>	<b>Responsible</b>
5. Project Manager Role	Project Structure Document to be re-written and approved by GF Committee	Ongoing	Prepare a draft Project Structure document incorporating the comments made by the GF committee 27/05/22 & the requirements of the Project Manager	<b>Lynne Potter &amp; Mark Whitaker</b>
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 28 <sup>th</sup> July 2022	Completed	<b>None</b>	<b>Jan Chatfield</b>
<b>Agenda item</b>	<b>Action GF Meeting 27<sup>th</sup> May 2022</b>	<b>Action Completed</b>	<b>Further action</b>	<b>Responsible</b>
1. Finances	Check the review status of the Model Financial Regulations for Wales on the NALC website.	<b>On Agenda</b>		<b>Lynne Potter</b>
5. AHF Application	Send final drafts of AHF application to Robert, Lowri and the Steering Committee	Completed	<b>None</b>	<b>Jan Chatfield</b>
5. AHF Application	Complete the on-line application 28/06/22	Completed	<b>None</b>	<b>Jan Chatfield &amp; Lynne Potter</b>
6. CGEF Application	Contact Sarah Browne to ask for advice on CGEF	Completed	<b>None</b>	<b>Peter Clarke</b>
7. Document	Investigate Dropbox	<b>On Agenda</b>		<b>Debs Nevill</b>

Control	licence details			
7.Document Control	Run a document control workshop later in the summer	Ongoing	<b>Run Workshop</b>	<b>Jan Chatfield</b>
8.Halls Together Project	Add Halls Together project to next Steering Committee Agenda	Completed	<b>None</b>	<b>Alex Minford</b>
8.Halls Together Project	Provide Robert Wade with a brief overview on the project and ask GCC to confirm they wish DN to represent Grosmont.	Completed	<b>None</b>	<b>Debs Nevill</b>

### **Matters arising not included on the agenda**

**None**

### **Correspondence**

AM – Was contacted by Jess Yeomans, administrator of CGEAG, re Audio-Visual grant and returning the unspent money by end of September. JC – asked if there was mileage in finding out if we could pay for equipment in advance.

AM to go back to Jess to get clarity as to whether the money needs to be returned, where it will be ring-fenced or whether it can be kept in GCC bank account.

### **Agenda**

#### **1. Finances - to include review of NALC Website.**

**OH** - there has been no movement on account, still shows £316.79.

AM stated that going forward GF needs to have a procedure for purchasing orders and contracts and suggested that we align with the GCC financial procedures.

**JC** noted that the GCC document is based on the National Association of Local Councils (NALC) template which was issued in 2019 but with no evidence of recent GCC review.

**WMC** – GCC meeting is 8<sup>th</sup> September, we should inform GCC that we will be following the GCC 2019 procedure until they update it. The particular issue being what is the threshold for requiring 3 quotes? There was discussion on what the GFs view that the figures should be. Using the figures from both the NALC document and the Terms and Conditions of the National Lottery document it was agreed that we would suggest to GCC that the reasonable limit would be £10,000.

**LP** – Where the value is below £3,000 and above £100 then the Clerk will strive to obtain 3 estimates would need to be required (pg. 16 NALC document).

**WMC** suggested that these two points should be brought to GCC's attention to be addressed and agreed. Seconded by **AM**.

**PC** pointed out that anything above £25,000 would involve a tendering process which, he explained to the committee present, was a more in depth and time-consuming process.

**Action: LP & MW to write to GCC to suggest that they update their procedure for purchasing orders and contracts in accordance with the figures as discussed.**

#### **2. Highlight Report and Project Plan.**

**PC** – Read out the summary of the Report. Which included GF needing to decide when their regular meeting is going to be. Reimbursing Richard Brown for locking pins which were lost from his scaffolding that he loaned us for the Topographical Survey to be carried out, so GCC to reimburse him £7.43 Inc VAT.

**Action – PC to contact GCC to arrange for reimbursement of £7.43 Inc VAT to Richard Brown**

### **3. National Lottery Community Funds Terms and Conditions.**

**JC** – NLCF T&C circulated prior to the meeting, it is a requirement that all GF Committee members have seen and read it. Minuted that we have accepted the Terms and Conditions, Proposed by **WMC** and seconded **AM**.

### **4. Feedback from Steering Committee Meeting 7<sup>th</sup> July and 4<sup>th</sup> August.**

All received the meeting minutes, and no questions were raised.

**LP** – Would like PC to talk through the Red, Amber, Green system in the highlight report but not this meeting as the agenda is so long.

**Action – JC to put RAG system on next GF Agenda**

### **5. Feedback from GCC meeting 14<sup>th</sup> July 2022.**

**WMC** – a) Lowri raised all the issues that were required by The National Lottery, the AHF and CGEAG funders, now agreed, minuted and all signed off.

b) They warmly welcomed DN's involvement with Halls Together and would like to invite her to talk to them at the next GCC meeting (8<sup>th</sup> Sept) with a view to agreeing any necessary formal procedures that will help her to be an effective member of both the organisation and an effective liaison between her and GCC.

After some discussion on the best way forward it was agreed that

- DN could have a discussion with Lowri (and Jude) to bring them up to speed before the GCC meeting in September
- DN would put some main points together for LP to read out at the next GCC meeting and DN would be present to answer questions.

**DN** felt that hopefully it would be agreed that DN and Jude would be able to work together to sort out the roles of GF and GCC and a digital strategy going forward.

c) Jan William (JW) is to be a permanent member of the Steering Committee with Lowri and Witek.

**Action - DN to contact Lowri and inform her of progress so far. Prepare the main points of what is happening re. Digital Strategy for LP to share with GCC.**

### **6. AHF Outstanding Documents.**

**AM** - Biographies – GCC and GF need to submit a few lines for AHF. (GF already done and in dropbox). AM to follow up, plus the other bits of documentation evidence required for GCC.

**WMC** – Has sent an email to the GCC clerk requesting the minutes required by the AHF grant application. AM to send information required again to GCC which needs to be completed and will sent to Adam by his return on 22<sup>nd</sup> August.

**Action – AM to gather all info and send to Adam by 22<sup>nd</sup> August.**

### **7. GF Community Engagement Event(s)**

**DN** and **JC** – Questioned whether there would be enough time to plan for the dates of the engagements? It should involve sharing the building plans which may not be available by the 15<sup>th</sup> September but also we need to show the activity plan and ensure that the community are still happy with the ideas that they put forward when we did the questionnaire 18months ago e.g. collaborative working in the hall, is it still wanted as it is income generating and would have a significant effect on the budget if no longer required now Covid restrictions are lifting and people are returning back to work in offices.

**JC** – Suggested we need a sub-committee to look at community engagement, what these events are going to entail. Suggested just updating the display boards as one and a bigger community event for the other, using the £300 funding we already have, suggesting mid-October.

**PC** - Pointed out that planning applications can't go in until the community have seen them and that it would be too late. Sarah (Architect) has indicated plans/initial drawings could be ready by September the

1<sup>st</sup> which could be shared with GCC, the Steering Committee and GF, and then the community by mid-September.

**JC** – Pointed out that In the Grant Application the AHF needed evidence that plans have been submitted and listed building consent has been sorted by August 22<sup>nd</sup> which isn't going to happen.

**PC** - Adam will be on holiday then anyway. The Architect isn't going to be anywhere near the position to show any planning documents before early September and Adam knew that. He needs to be spoken to directly. At the moment all the documentation needed for the AHF is being gathered, A statement has been written by Sarah and everything needed from GCC has been signed off too.

**PC** suggested a sub-group to discuss the details and sort out what is required, when, where risks and problems and the plans for community engagement – PC, LP, JC and DN volunteered.

**WMC** – Suggested that plans should go up on the website, display board etc before the community engagement.

**Action – Sub-Group to meet to discuss Community Engagement.**

### **8. Grosmont Futures CIO Project Structure and Supporting Document.**

**MW** – LP and MW worked on, had feedback from AM and JC.

LP – suggested that her and MW will look at it, together with the comments, and then send a redrafted copy to everyone.

**Action – LP & MW to redraft and send out to GF committee.**

### **9. Community Development Plan, ownership going forward**

As it is a Welsh government requirement then it is for GCC to discuss not GF.

### **10. Bee-Software Searchable Database.**

**DN** – AM received an email from them after seeing that we are a new CIO offering to help us find Charitable grants for a one-off payment of £250. It covers the whole of the UK and only a relatively small percentage covers grants available in Wales. There is a better source of funding from funding. Cymru (Third Sector Support Wales), which is Welsh based and is free. We have not got £250, and it wouldn't represent good value for the money necessarily anyway.

**Action – no action required.**

### **11. Dropbox**

**DN** – Looked into cost as access to sensitive documents (making them read only) not covered with current cover. It will cost £12 a month if paid upfront for the year.

**PC** – A proposal has been made with the Steering Committee to share, on One Drive, an area for video conferencing, mail, and document storage for GF, GCC and Steering Committee for which the GCC will bear the cost. The proposal document has not yet been submitted to the GCC or GF, but this is the suggested way forward.

**Action – PC to suggest use of OneDrive to GCC and GF next month.**

### **12. Halls Together Network.**

**DN** – Nothing new. CIO application going through any day. We successful in getting funding for setting up the Website and are applying for a larger grant for upkeep, training, and support.

### **13. Digital Pioneer Invitation.**

**AM** – Had an introduction to the Welsh Coop, through Peter Willis, and was asked to fill in a questionnaire about our digital awareness strategy capabilities for which there was none, so they got back to him and asked if we wanted to be a Digital Pioneer. Discussed with DN and after gaining a little more information too, we are now waiting for a personal Zoom/Teams call for a more personal discussion about where we are, what we want to do, how we could develop a digital strategy moving forward together with what sponsorship, grants or funding that might be available. We do not have to commit anything, but it is worthwhile investigation.

**DN** – The least we will get out of it is a digital action plan going forward. For this to happen though we need to know where we are and that is why it is so important to talk to GCC, especially Jude and Lowri, to have some clarity of vision, roles, and responsibilities.

**Action – Meeting with Digital Pioneer end of August. DN – speak with Lowri/Jude and inform GCC.**

#### **14. Village Website.**

**LP** – Jane will be phasing her hand over of the site to Jude Rogers over September.

#### **15. PowerPoint Presentation Severn Wye Event.**

**DN** – Questioned whether it could be put on the Website and Padlet.

**WMC** – questioned whether there were visitors to Padlet. DN felt that even though there wasn't it was something to keep going for the moment.

**Action – DN to put presentation on Padlet and Website.**

#### **16. Next steps -**

**LP – We must get the documentation to Adam by August 22<sup>nd</sup> is the priority!**

**JC** – Zoe Smith at NLCF wanted us to inform the Assembly Member and MP about our success in obtaining the Capital Development Grant. It was originally agreed that it might be done by the GCC, but with Clerk being off sick and workload of GCC should we be doing it ourselves?

**Action LP/MW to write a letter to the Assembly Member and David Davies and send the Presentation PowerPoint as well.**

#### **17. AOB.**

**DN** – suggested GF meeting be between the Steering Group meeting and GCC meeting and further suggested the first Monday after the first Thursday of the month. All Agreed.

**WMC** – Pointed out that the minutes need to be written and out much earlier than currently is. Requested that the Chair write to the Clerk and chair (as the clerk is on sickness leave) to request that minutes be available a few days after a meeting rather than a few days before the next meeting.

**JC** pointed out that less than 4 days is not long enough for her to get the minutes out and that if we want them that quickly someone else would need to do it.

**AM** – Was happy with providing minutes in the time frame as written as action points.

**PC** – Suggested minutes should be shorter, but **JC** pointed out that our minutes are more detailed as it is a way of engaging with the community.

**AW** – Made a point that Witek is at both meetings and could relay any significant points directly.

**LP** – Did not want to put more pressure on the new Council members because Robert is ill, so requested

**WMC** to ask the Council what they could do to ameliorate it.

#### **Date of Next Meetings**

Joint GF/GCC Steering Committee Thurs 1<sup>st</sup> September

GF meeting Mon 5<sup>th</sup> September - 6pm

GCC meeting Thurs 8<sup>th</sup> September.

Community Engagement Sub-Group meeting **TBC**

<b>Actions Arising to be completed by next GF meeting unless otherwise stated.</b>		
<b>Agenda item</b>	<b>Action</b>	<b>Responsible</b>
1.Finances	Write to GCC to suggest that they update their procedure for purchasing orders and contracts in accordance with the figures as discussed	<b>Lynne Potter and Mark Whitaker</b>
2.Highlight report	Contact GCC to arrange for reimbursement of £7.43 Inc VAT to Richard Brown .	<b>Peter Clarke</b>
4.Feedback from Steering Committee meetings July &	Put RAG system on next GF Agenda	<b>Jan Chatfield</b>

August		
5.Feedback from GCC meeting 14 <sup>th</sup> July 2022	Contact Lowri and inform her of progress so far. Prepare the main points of what is happening re. Digital Strategy for LP to share with GCC.	<b>Debs Nevill</b>
6.AHF outstanding documents	Gather all info and send to Adam at AHF by 22 <sup>nd</sup> August.	<b>Alex Minford</b>
<b>7.Cmmunity Engagement</b>	Sub-Group to meet to discuss Community Engagement.	<b>Peter Clarke</b>
8.Project Structure Document	Redraft and send out to GF committee.	<b>Mark Whitaker &amp; Lynne Potter</b>
11.Dropbox	Suggest use of OneDrive to GCC and GF next month	<b>Peter Clarke</b>
13.Digital Pioneer	Meeting with Digital Pioneer end of August. DN – speak with Lowri/Jude and inform GCC	<b>Debs Nevill</b>
15. PowerPoint Presentation Severn Wye Event.	Put presentation on Padlet and Website.	<b>Debs Nevill</b>
16.Next Steps	Write a letter to the Assembly Member and David Davies and send the Presentation PowerPoint as well.	<b>Lynne Potter &amp; Mark Whitaker</b>

**There being no further business the meeting closed at 7.40pm**