

## Grosmont Futures – Minutes of Meeting 15<sup>th</sup> March 2022, 6.00pm, via Zoom

### **Present**

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

Deb Nevill (**DN**), Lynne Potter (**LP**), Mark Whitaker (**MW**) (Chair), Jo Whitaker (**JW**), Jan Chatfield (**JC**), Witek Mintowt-Czyz (**WMC**) & Alex Minford (**AM**) who both left the meeting at 7.00pm

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

None

#### **Also in attendance:**

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

#### **Apologies**

Jane Moggridge (**JM**), Oliver Huntsman (**OH**), Peter Clarke (**PC**)

**MW** welcomed everyone to the meeting.

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

The minutes were accepted as an accurate record.

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

<b>Agenda item</b>	<b>Meeting 1<sup>st</sup> Feb 22</b>	<b>Action Completed</b>	<b>Further action</b>	<b>Responsible</b>
4. GF CIO	Add a copy of the CIO Certificate to the Display	Yes, display updated and looking good!	No	Lynne Potter / Debs Nevill
8. Submission of CDG application	Awaiting response from R Wade regarding precept money	Still no response as to how much remains of the £5,000 from the precept	<b>LP to contact Robert Wade for reply</b>	Lynne Potter
8. Submission of CDG application	For discussion by full Steering Committee 28/03/22	CDG Application Submitted	No	Steering Committee AM, LP, PC, JC & PW
8. Submission of CDG application	For review at full GFCC meeting 14/03/22	CDG Application Submitted	No	Partnership Group AM, PC, LP, JC & PW
<b>Agenda item</b>	<b>Meeting 22 Feb 2022</b>	<b>Action Completed</b>	<b>Further action</b>	<b>Responsible</b>
Correspondence	DN to forward details of the free Carbon Literacy course to WMC	<b>WMC</b> attended the course which was interesting and provided ideas on how to approach community engagement	No	Debs Nevill
1. Finance	Contact Lloyds and request a monthly or quarterly statement.	OH, not at the meeting	<b>OH, to confirm</b>	Oliver Huntsman
2. Steering Committee	Contact Cllr Stark and ask for any comments on the Partnership Agreement.	Only one minor comment	No	Alex Minford
3. Partnership Agreement	Set up a policy working group	Not yet established, but templates available	Set up a policy working group	Jan Chatfield, Debs Nevill & Jo Whitaker
3. Partnership Agreement	Forward Partnership Agreement to GFCC for review	Approved by GFCC	No	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 <sup>th</sup> March.	Contact list does not include details of skills on offer. it was decided not to pursue this until we have specific needs or expertise. Unless anyone comes forward, we do not want to show any preference.	No	Lynne Potter & Debs Nevill

<b>Agenda item</b>	<b>Meeting 22 Feb 2022</b>	<b>Action Completed</b>	<b>Further action</b>	<b>Responsible</b>
4. Budget Costings	Provide timeline for applications	See detail under item 5 on the agenda	<b>No</b>	<b>Peter Willis</b>
4. Budget Costings	Provide LP with a very brief outline of words to include in email to the Architect Sarah Browne	Done	<b>No</b>	<b>Peter Willis</b>
4. Budget Costings	Email the architect including brief outline provided by PW	It was decided to review this after the next Steering Group Meeting	<b>No</b>	<b>Lynne Potter</b>
4. Budget Costings	Convene a GF pre-budget meeting before 28/03/22	Yes, meeting held 22/03/22	<b>No</b>	<b>Lynne Potter</b>
5. CDG Application	Ask the Cllrs on the Steering Committee for their comments on sections 13-16	CDG Application Submitted	<b>No</b>	<b>Peter Willis</b>
5. CDG Application	Contact AM, MW & JW to check they are happy for their biopic information to accompany the application	CDG Application Submitted	<b>No</b>	<b>Jan Chatfield</b>
6. Community Engagement	Update the display in the Undercroft	Display updated and looking good!	<b>No</b>	<b>Lynne Potter &amp; Debs Nevill</b>

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

**None**

### **Correspondence –**

**JC** has had a phone call from David Rolt from Audio Visual Direct, he will be in the area on 27<sup>th</sup> April and has offered a free, no commitment survey of the Town Hall to assess what could be needed in terms of equipment going forward. Provisionally booked for 13.00 on 27<sup>th</sup> April.

### **Agenda**

#### **1. Finance**

**OH**, was not at the meeting, but there have been no payments since the last meeting and the current balance of the account remains £316.79.

#### **2. Feedback from GFCC Meeting 14/03/22**

Feedback from GFCC meeting was positive, Councillors were happy with the Partnership Agreement. WMC clarified that the Public Service Loan could be used for upgrades to the building rather than repairs e.g., it could be used to fund the lift. Funding choices for the GFCC are limited and some repairs are necessary sooner rather than later.

#### **3. Feedback from Pre-budget meeting 03/03/22**

The conclusions from this meeting were that although on the face of it, it appeared that there could be numerous examples of crossover between the Hub project and repairs to the Hall, detailed review of the costings identified that the estimated savings were only approx. £3,500.

#### **4. Halls Together**

**DN** stated that this network is potentially very useful, but it is still early days and developing. There is potentially a Zoom meeting on 17<sup>th</sup> March, but no details have been provided as yet. Going forward once meetings become Face 2 Face **DN** does not have transport so will need someone to accompany her or to attend in her place.

#### **5. Next Steps**

**PW** explained that we should get a response to the CDG application in May. There has not been any negative feedback from the Funding Officer so far and no obvious omissions. But a couple of minor queries, the answers to which were in the text. Once it has been presented to the decisions panel, we may get an idea if it is satisfactory, there may be some conditions such as getting the Partnership Agreement signed.

There is still no confirmation from CADW that the Architectural Heritage fund (AHF) will be available this year but working on the assumption that it will be available a maximum of £50,000 will be available for each project and can be used for repairs. The Town Hall should qualify as it is a listed building and in need of urgent repair, **PW** has flagged the project with his contact at the AHF and it has been put on a priority list should funding become available. The application form should be straight forward, **PW** will try to get an example from last year.

A decision needs to be made as to how the CDG stage will be managed and by whom, to include day to day communication with the architect and various contractors.

The GF Steering Group sub-group needs to meet before the next Steering Group meeting on 24/3/22 to clarify the time scales for applications and any overlap between the repairs and the GCH project. The trick will be to line up all the applications and the loan to ensure that the money will be available as required in the financial year it is to be used. The Steering Group need to confirm that GFCC are happy to use Sarah Browne as the architect for both the repairs and the CGH project. **PW** to ask the GFCC Clerk whether the “three tender rule” is satisfied in relation to the architect.

Once there is agreement from the Steering Committee then the Architect will need to be updated with progress on funding applications and the necessary repairs as identified on the site survey.

Whilst we are waiting for a response from the CDG application it is a good opportunity to review the application, project plan and core activity list and put the “meat on the bones.”

- How are the various things going to happen?
- Have the priorities changed
- Are there any changes needed to the activities?
- Is the Job Spec for the project co-ordinator appropriate in the light of any changes?

It is also the opportunity to work on the various policies and procedures that will be required.

#### **Actions:**

**PW to source application form for AHF 2021-22**

**PW to ask the GFCC Clerk whether the “three tender rule” is satisfied**

#### **10. AOB**

There has been a query from Philip and Marion Mitcham regarding the future of the Post Office. **JC** noted this had been raised at the GFCC meeting and it was likely that the Post Office would be up and running in the village by the end of May.

**Date of Next Meetings:**

GF Pre-Budget Meeting 22<sup>nd</sup> March 2022 10.30 via Teams

Joint Town Hall Steering Group – 24<sup>th</sup> March 2022, Face to Face in Town Hall at 7.00pm

GF Committee meeting -Wednesday 14<sup>th</sup> April 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>
1. Finance	Contact Lloyds and request a monthly or quarterly statement.	<b>Oliver Huntsman</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 March 2022</b>	<b>Responsible</b>
5. Next steps	Get hold of Architectural Heritage Fund application form from 2021-22	<b>Peter Willis</b>
5. Next steps	Ask the GFCC Clerk whether the “three tender rule” has been satisfied	<b>Peter Willis</b>

**There being no further business the meeting closed at 7.30pm**

Zoom meeting details for GF on Wednesday 13<sup>th</sup> April at 6pm

Join Zoom Meeting

<https://us02web.zoom.us/j/87270436574?pwd=ZmVxVGtaaS8yTmtCTW1EZTgyU1lGdz09>

Meeting ID: 872 7043 6574

Passcode: 615808