

Grosmont Futures – Minutes of Meeting September 5th, 2022, 6.00pm, via Zoom

Present

Committee Members: (*= Co-opted)

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

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

Also in Attendance: Peter Willis (**PW**) Severn Wye/Rural Futures

Apologies: Oliver Huntsman (**OH**)

MW welcomed everyone to the meeting.

Minutes of the Meeting held on 11th August 2022

The minutes were accepted as an accurate record.

Action Points from minutes 11th August 2022:

Agenda item	Meeting 11 th August 2022	Action Completed	Further action	Responsible
1.Finances	Write to GCC to suggest that they update their procedure for purchasing orders and contracts in accordance with the figures as discussed	No	Decided this would add extra unnecessary stress to R Wade, instead WMC will discuss with GCC at an appropriate time.	Lynne Potter and Mark Whitaker
2.Highlight report	Contact GCC to arrange for reimbursement of £7.43 Inc VAT to Richard Brown .	Yes – see Highlight Report number 5.	NB. LP wanted to ensure that all members of the committee were able to access and read the current versions of the Highlight report. Action – Highlight reports to be sent to all Gf committee members prior to the meeting in which they are to be presented.	Peter Clarke
4.Feedback from SC meetings July & August	Put RAG system on next GF Agenda	Yes On Agenda 5th September	None	Jan Chatfield
5.Feedback from GCC meeting 14 th 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.	Yes, info sent but so far nobody has replied to arrange a meeting	DN to attend next GCC meeting – see further details under Agenda item 8.	Debs Nevill
6.AHF outstanding documents	Gather all info and send to Adam at AHF by 22 nd August.	Yes, additional info sent to AHF 18/08/22, Out of Office Reply received	Contact Adam at AHF to make sure he has all the required information	Jan Chatfield
7.Cmmunity Engagement	Sub-Group to meet to discuss Community Engagement.	Yes, Group met 1 st Sept – see agenda item 5	None	Peter Clarke
8.Project Structure Document	Redraft and send out to GF committee.	Done – see agenda item 6	None	Mark Whitaker & Lynne Potter
11.Dropbox	Suggest use of OneDrive to GCC and GF next month	In progress	PC to run QA session at GCC meeting 08/09/22. Package will include meetings via Teams, access to Microsoft docs, doc storage via OneDrive. GCC to pay (savings on cost of ZOOM) PC to run Tutorial/Workshop for users.'	Peter Clarke
13.Digital Pioneer	Meeting with Digital Pioneer end of August. DN – speak with Lowri/Jude and inform GCC	Yes	See Agenda item 8 for more details	Debs Nevill

Agenda item	Meeting 11 th August 2022	Action Completed	Further action	Responsible
15. PowerPoint Presentation Severn Wye Event.	Put presentation on Padlet and Website.	Yes	None	Debs Nevill
16.Next Steps	Write a letter to the Assembly Member and David Davies and send the Presentation PowerPoint as well.	Letter drafted, brief but to the point.	Add: <ul style="list-style-type: none"> • CIO details and number • Value of grant received • Overall aspiration is to acquire funds in the region of £270K Attach a copy of the Myddfai Power Point presentation to show the journey so far	Lynne Potter & Mark Whitaker

Matters arising not included on the agenda

GF/GCC have been unsuccessful in getting the grant for the secondary glazing from the Community Green Energy Fund (CGEF).

DN suggested that we contact the administrator to ask if there had been a problem with the application and any other feedback.

PW noted that they have had a lot of applications, and this was probably because we have not yet spent the grant received from them last year.

AM asked whether the CGEF publish a list of successful applications and who is on the grants committee.

WMC replied that one of the previous GCC Clerks, Melanie Mercer, is the clerk to the committee and David Hughes Jones Former Chair of GCC is on the Committee.

Action: AM to contact CGEF to ask for feedback on our application.

Correspondence

DN has been in touch with Andy Stump regarding the various Paths to Well Being/Ramblers events planned for the next couple of months. These are advertised in Facebook and on the Noticeboard, with emails being sent to those who have registered interest.

Andy is doing a good job keeping everyone up to date and does not require any help from GF at present.

Agenda

1. Finances

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

2. Highlight Report number 5.

PC – Read out the summary of the Highlight Report number 5. The full report is saved in Dropbox/folder 6 Meetings and Agendas/Steering Committee/Reports.

There were two amber warnings

- Difficulty in arranging meetings with the members of the Steering Committee, in future PC will suggest dates and arrange meetings at times that allow a quorum to be present (at least one member representing each of GCC & GF).
- Problems with the bank being experienced by new GCC, 2 signatories are required for signing cheques but to date the bank has not recognised the new mandate. This has resulted in invoices not being paid and is being addressed by GCC.

There was discussion about having reports and briefing documents available several days before any meeting so that everyone concerned would have the opportunity to read them beforehand. It was agreed, because of people having difficulty accessing Dropbox, that reports, and documents would be emailed prior to the meeting to committee members and other interested individuals by the person responsible for that agenda item.

3. Explanation of the RAG scoring system

PC briefly explained the system and referred to the RAG reporting document which is stored in *Dropbox/Grosmont Futures/9 work in progress/project Structure/2 Steering Group Meeting & Notes/proposals*. He suggested that members of the committee familiarise themselves with the document and forward any queries to him directly.

JC reminded those present that in advance of each GF meeting a folder is set up in *Dropbox/Grosmont Futures/Folder 6/Meetings and Minutes/GF Meeting Documents* where documents relating the meeting should be added by the person responsible for the agenda item, thus allowing committee members to view documents in advance and prepare for meetings.

4. Feedback from Steering Committee Meeting 1st September 2022

AM circulated the minutes and action points prior to the meeting, no questions were raised.

AM noted that Lowri Wynn-Morgan Chair of GCC had attended the Steering Committee meeting and had taken on board all the points and dates to be raised at the next GCC meeting.

5. Feedback from Community Engagement meeting 1st September 2022

More details can be found in the notes from this meeting saved in *Dropbox/Grosmont Futures/9 work in progress/project Structure/2 Steering Group Meeting & Notes/Proposals*

An open weekend will be held over 30th Sept – 2nd October to share the plans for alterations and repairs to the Town Hall with the community.

- Friday 30th September 5:00pm - 8:00pm
- Saturday 1st October 10:00am - 4:00pm
- Sunday 2nd October 12:00pm – 5:00pm

The Event will be publicised on the Village Website, Noticeboard and social media and a flier will be delivered to all residents in Grosmont and surrounding area. A home visit can be arranged for those not able to attend at the Town Hall in person,

The plans using drawings as supplied by Sara Browne will be on display upstairs together with photos highlighting the problems and repairs needed. Smaller copies will be available downstairs for those unable to access the main hall and can be used for home visits if necessary.

All attendees will be given a raffle ticket with the chance to win a voucher for £75 towards a meal at the Angel, this will hopefully attract visitors but also give an idea of the numbers attending the event.

There will be an interactive “Ideas Tree” for comments as well as a supermarket style voting “Bottles” for contentious issues such as the outside lift.

Funding Options will be explained.

We need members of GF and GCC to be on hand to answer any questions.

Evidence will be provided to the Funders to demonstrate engagement with the community, this includes Rural Futures who have provided the Micro Grant to help fund Community Engagement events – photos, videos, recorded comments etc taken during the day. **PW** suggested checking on the requirements of the Rural Futures Micro Grant.

This event will be to showcase the changes to the building in preparation for the planning process. There will be another event planned for December or January to share the plans for the usages of the building and make sure they are still relevant post COVID.

Action – Next Planning meeting 9th September

JC to check requirements of the Rural Futures Micro Grant

Volunteers needed to distribute the fliers – week beginning 12th September

Volunteers needed each day over the weekend to answer questions etc.

6. GF CIO Project Structure and Reporting Document.

LP explained that the document is now in its third revision following feedback from GF members. The

Document has been forwarded to GCC members and will be presented for comment at the GCC meeting on 8th September.

AM reminded **LP** that the appendices need to be integrated into the document.

JC noted that from a document control point of view it is best practice to reference any appendices or supporting documents rather than integrate them as if the appendices are integrated then if any are subsequently amended then it will be necessary to amend the main document as well.

Action – JC/DN to assist in finding and referencing the supporting documents in the main project document if required.

7. CADW Historic Building Maintenance and Repair Grant

Whilst at first this had seemed to be a good source of funding for repairs and maintenance, on investigation it transpired that any work funded must be completed by 1st February 2023. It would be very difficult to meet this deadline at present, but it could be very useful in the future to help to fund an ongoing maintenance programme once the Hub is up and running.

PW commented that as the AHF is also funded by CADW there could be a conflict with the grant already applied for.

It was agreed that this grant is not appropriate for now.

PC asked whether there was anyone in GF dedicated to source funding? Currently no one individual has been allocated this role. Peter Willis has been very helpful in suggesting suitable grants and GF members bring any interesting funding opportunities that they come across to the committee. Going forward sourcing funding and other resources will be a key part of the Hub Co-Ordinator's role.

8. Halls Together Network and digital networking.

Prior to the meeting **DN** circulated the feedback from the NEWID Digital Pioneer meeting to GF and GCC members. This is a comprehensive report with recommendations for next steps.

The aim is to develop an overall digital strategy outlining how the Website can be developed and integrated with the village Facebook pages and also the booking system being developed by Hall together Network. Ideally there will be a small team of around 5 or 6 people taken from GF, GCC and the wider community to share the workload.

DN reminded us that whilst she doesn't have expertise in this area, she's enthusiastic and has the contacts to take this forward! This is a good time to get involved as currently the advice is free and readily available.

DN will attend the next GCC meeting on 8th September and has prepared a short briefing document stating what is required, how it will be delivered and why it is needed.

As an aside **DN** suggested that the Llanarth Village Hall website is a good example of an integrated booking system.

9. Next steps -

The prime focus is to get the Open Weekend set up. NB there will not be another full GF committee meeting prior to the event.

10. AOB.

MW noted that at the last meeting it had been agreed to hold GF meetings on a Monday, on reflection this was not ideal as it clashed with other events (Welsh Club and Book Club). There followed a discussion as to the best time/date to hold GF meetings with the consensus being that GF meetings should be held on the 3rd Tuesday of the month via ZOOM, i.e., after the steering Committee meetings and GCC meetings. With the proviso that **WMC or AM** should keep GF members abreast of any significant issues arising in between.

WMC stated that minutes from meetings should be available 3-4 days after the meeting to allow actions to be completed in a timely manner.

JC noted that she couldn't guarantee getting GF minutes out in that timeframe and if that is a requirement going forward then somebody else will have to write them.

11. Date of Next Meetings

GF/GCC Steering Committee with Architect, Wednesday 7th September 7.00pm Grosmont Town Hall

GCC meeting Thurs 8th September 7.30pm Grosmont Town Hall.

Community Engagement Sub-Group meeting 09/09/22 10.00am

Joint GF/GCC Steering Committee Thurs 6th October 2022, 7.00pm via Teams

GF meeting Tuesday 18th October 2022 - 6pm, Via ZOOM

Actions Arising to be completed by next GF meeting unless otherwise stated.		
Agenda item	Action	Responsible
Action Points meeting 11 th August	Highlight reports to be sent to all Gf committee members prior to the meeting in which they are to be presented and saved in the relevant Meetings Folder in Dropbox.	Peter Clarke
Matters Arising: CGEF	Contact CGEF to ask for feedback on our application	Alex Minford
5.Feedback from Community Engagement Meeting	<ul style="list-style-type: none">• Check requirements of the Rural Futures Micro Grant• Volunteers needed to distribute the fliers – week beginning 12th September• Volunteers needed over the weekend 30th September – 2nd October to answer questions etc.	Jan Chatfield GF Committee Members
6.GF project Structure and Reporting document	Assist in referencing the supporting documents in the main project document.	Jan Chatfield & Debs Nevill

There being no further business the meeting closed at 7.30pm