

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

### Present

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

Deb Nevill (**DN**), Lynne Potter (**LP**) (Chair), Mark Whitaker (**MW**), Jo Whitaker (**JWW**), Jan Chatfield (**JC**) (minute taker), Witek Mintowt-Czyz (**WMC**), Oliver Huntsman (**OH**), Josh Wilson (**JW**), \*Peter Clarke (**PC**)

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

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

### Apologies: None

**LP** welcomed everyone to the meeting and wished **MW** a speedy recovery.

### Minutes of the Meeting held on 18<sup>th</sup> October 2022

The minutes were accepted as an accurate record.

### Action Points from minutes 18<sup>th</sup> October 2022:

Agenda item	Meeting 18 <sup>th</sup> October 2022	Action Completed	Further action	Responsible
Action Points meeting 11 <sup>th</sup> August	. Continue to send out Highlight reports with the agenda of the meeting at which they are to be discussed	Yes	None	<b>Peter Clarke &amp; Jan Chatfield</b>
Matters Arising: Meeting 11 <sup>th</sup> August CGEF	Contact CGEF to ask for feedback on our application Put on the agenda for next meeting	Yes	None	<b>Alex Minford</b> <b>Jan Chatfield</b>
Item 6. Meeting 5 <sup>th</sup> September GF project Structure and Reporting document	Assist in referencing the supporting documents in the main project document. <b>New action</b> <b>MW &amp; LP to discuss reference documents with JC &amp; DN.</b>	No	<b>Ongoing</b>	<b>Mark Whitaker,</b> <b>Lynne Potter,</b> <b>Jan Chatfield &amp; Debs Nevill</b>
Matters Arising : Refreshments Open Weekend	Send out thank you cards to Jane Moggridge, Alison Brown and Chrissie Huntsman on behalf of GF.	Yes	None	<b>Lynne Potter</b>
Correspondence: Sharing Partnership Agreement with Kilgetty	Follow up with Lowri Wynn-Morgan Chair of GCC.	Yes	None	<b>Peter Willis</b>
2. Paths to Wellbeing Project Q.1	JC to forward request for a prize on to Grosmont Events, LP to write a letter of thanks to Cross Ash School	Yes Yes	None <b>None</b>	<b>Jan Chatfield</b> <b>Lynne Potter</b>
2. Paths to Wellbeing Project Q.2,5 &6	DN to send out an email to the GF mailing list and post on the Notice Board and social media.	Yes	None	<b>Debs Nevill</b>
2. Paths to Wellbeing Project Q.4	DN to ask AS timescales and his preferred location for an information board	Timescales and location not yet determined	<b>Await update from AS</b>	<b>Debs Nevill</b>
7. Community Engagement Event	Write to David Hughes-Jones to ask about specific funding opportunities via MCC.		Ongoing	<b>Lynne Potter &amp; Mark Whitaker</b>
7. Community Engagement Event	Investigate the "Church Fund" as a potential source of funds for the GCH project.	Yes	Agenda item 10	<b>Mark Whitaker</b>
7. Community Engagement Event	Forward decision table for use at the Town Hall planning workshop to the GF Committee and GCC as soon as it is available	Yes	None	<b>Peter Willis</b>

Agenda item	Meeting 18 <sup>th</sup> October 2022	Action Completed	Further action	Responsible
10. 2 <sup>nd</sup> Community Engagement Event	Put on the agenda for next meeting and Committee members to bring ideas to the meeting.	Yes	None	<b>Jan Chatfield All Committee Members</b>
12. AOB – Deadline for NCLF application	Confirm the deadline for the main NLCF grant application	PW has sent a message to the funding Officer but has not received a reply as yet.	<b>Await update from PW</b>	<b>Peter Willis</b>
12. AOB – Use of Micro grant for a laptop	Check whether RF Microgrant can be used for a laptop	No definitive answer yet, but they did not say no.	Could be possible via a grant for community engagement if the argument were made it was needed to send out a questionnaire, collate data etc.	<b>Peter Willis</b>
12. AOB GF CIO	Add GF CIO to the next GF Meeting Agenda	Yes	None	Jan Chatfield
12. AOB GF CIO	Contact Garway Hall to find out what detail is required	No reply so far from Garway	<b>Call booked for 16/11/22</b>	Debs Nevill

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

None

### **Correspondence**

None

### **Agenda**

#### **1. Finances**

**OH** – Circulated a bank statement prior to the meeting showing current balance of £201.79p.

**JC** to pick up the £75 voucher/raffle prize from the Angel and present to Michele

**Action: JC to present raffle prize to Michele Villiers**

#### **2. Highlight Report 7**

**JC** circulated the report prior to the meeting, overall project status remains amber.

No questions were raised.

**PC** informed the meeting that the outstanding expense claim for Richard Brown has now been paid.

#### **3. Feedback from Steering Committee Meeting 3<sup>rd</sup> November 2022**

More details can be found in the notes from this meeting saved in *Dropbox/Grosmont Futures/Folder 6 Minutes and meetings/ Steering Group*.

**LP** reported that the Steering Committee (SC) had approved Highlight Report 7.

Agenda item 4 on the SC meeting agenda required the SC to “*Confirm decisions made in Oct workshops – Option A- and consider Sarah Browne Architect’s notes and road map: SC to endorse for submission to GCC and GF for approval*”. **LP** noted that the SC did not feel able to endorse these plans as there were a number of differences in the plans as compared to those agreed at the October Workshops, also no plan was presented for the upper floor. The SC had a further meeting with Sarah Browne on 7<sup>th</sup> November 2022 to discuss these issues. See under agenda item 5.

**PC** explained that the project plan (*Dropbox\Folder 9 work in progress\Project Structure\3projects\1repair and upgrade the Town Hall\project documents*) still has to be finalised. It is all very hypothetical as we will not be able to start work until we receive Listed Building Consent etc. which may take until July or August 2023.

**PW** asked whether we would be on track to get the tenders out in time to complete the NLCF Grant application in July.

**PC** replied that we will not be able to proceed until we get Listed Building Consent (LBC).

**PW** will confirm these timescales with the funder.

**PW** queried whether there was an agreed strategy for funding, are GF planning to extend the monies available by accessing additional funding?

**WMC** noted that GF must keep an eye out for additional funding. GCC have the potential to apply for a loan of up to £30k and have the precept in place to manage the payments. But would need to identify a project that this would be used for such as the roof, the issue is how would GF like to proceed?

**JC** stated that her understanding was that the roof was being funded by the AHF grant.

**PW** said that clarity is required from AHF as to what their grant could be used for and there may be some flexibility.

**JW** stated that we need more of a handle on expected costs before any decisions can be made.

**PC** asked whether there was going to be a strategy for funding going forward and noted there will need to be an ongoing maintenance fund.

**JC** noted that the CADW fund had been earmarked as being a source for funding ongoing maintenance.

**PC** stated that we need to manage and maximise funding and that requires effort. As we develop it will become clear on what is needed and how to spend it. **LP** agreed and suggested that this be put on the agenda for next year.

**WMC** stated it seems clear that we need to ask GCC to apply for the loan, there are two sources a Government Loan with associated restrictions but favourable terms or a private commercial loan. **WMC** proposed that GF ask GCC to apply for a loan for a purpose yet to be determined **LP** seconded this and it was approved by the meeting.

**Actions:**

**1.PW to confirm these timescales for the grant application with the funder.**

**2.PW to determine degree of flexibility with the use of the grant from AHF**

**3.JC to put funding strategy on the agenda for the first GF meeting in the New Year**

**4.WMC to inform GCC that in order to take the project forward we need them to apply for the proposed £30K loan.**

#### **4. Feedback from GCC meeting 9<sup>th</sup> November 2022**

The minutes from this meeting are not yet available, but **WMC** noted that GCC had received Highlight report number 7 and that Lowri Wyn-Morgan GCC Chair had reported to the council the outcomes of the Community Engagement event and subsequent workshops.

In view of the lack of timely minutes from the GCC meeting, **WMC** suggested that the Chairs of GF should write to the Clerk at GCC and explain that if the GCC minutes are not available in good time it hampers the workings of GF whose meetings are scheduled after the GCC meetings in order that relevant issues can be fed back and discussed.

**Action: MW to write to Robert Wade Clerk at GCC regarding the need for timely minutes**

#### **5.Feedback from Grosmont Town Hall Planning Workshops**

The proposed plans are effectively "Option A" with a couple of amendments as follows:

- the disabled toilet remains where it is on the ground floor at present with the addition of a baby change unit
- the shower will be extended to be a wet room
- there will be a wall/door extending from the back of the disabled toilet across to the back of the wet room, forming a treatment room/small meeting room with a walk-in storage cupboard.
- the existing wooden front doors will be retained with one door opening outwards on to the steps, the glazing allowing natural light into the treatment room

Leaving the disabled toilet and shower in place will result in a small cost saving.

**DN** queried why the wooden doors will be opening, **LP** replied that it was for flexibility and the doors may not ever be used. The reason for them to be opening outwards is to allow objects to be placed in front of the doors when not in use.

**PC** explained that Sarah Browne (Architect) will be sharing the amended plans and details to accompany

the application for Listed Building Consent (LBC) by 30/11/22. **PC** will arrange a meeting for all GF & GCC to review these plans with the aim of submission to MCC before Christmas.

**Action: PC to arrange a workshop with GF/GCC and Sarah Browne Architect to review plans prior to submission to MCC for LBC**

#### **6. Grosmont Futures IT Tutorial**

**PC** had circulated the first stage of the tutorial in October, feedback is required to establish levels of experience. **PC** will be in touch in the coming weeks with members of GF & GCC to review individual requirements and adequacy of equipment.

**LP** had previously asked the Chair of GCC how easy it was for councillors to access Dropbox and asked whether this and the IT Tutorial had been raised at the recent GCC meeting. **WMC** replied that this had not been discussed.

**Action: All to send feedback to PC on IT Tutorial ASAP**

#### **7. Grosmont Futures CIO AGM**

**DN** reported that the first AGM must be held within eighteen months, as the CIO was only established in February 2022 there is plenty of time to schedule this in the New Year.

#### **8. Community Green Energy Fund**

**WMC** confirmed that the Chair of GCC has written to the CGEF to let them know that the ringfenced monies are being returned.

#### **9. Amazon Smile**

This is a potential source of funding for GF going forward and may be more appropriate once the Hub is up and running. To be explored in 2023

#### **10. Welsh Church Fund**

**MW** has researched this online; the fund is administered by Monmouthshire County Council and awards modest amounts circa £5K to suitable projects. Awards are granted seven times a year. Review of the purposes to which the fund may support indicate that the GCH project could be eligible under several sections, in particular section 7.

**LP** suggested that a small sub-group be set up to explore this further. **JC, MW & LP** volunteered to be on this Sub-group.

**Action: Sub-group to meet to further explore an application to the Church Fund**

#### **11. Grosmont Futures Information on Facebook**

The Grosmont Community Hub Facebook page has been made the main page for GCC events and news. Councillor Jude Rogers has suggested that someone from GF has a login to enable updates from GF to be posted alongside. **WMC** proposed that **DN** takes on this role, this was seconded by **JC** and enthusiastically endorsed by the rest of the committee.

#### **12. Halls Together Network and GF & GCC Online Subgroup**

**DN** circulated a draft copy of a questionnaire that the online sub-group have put together as a way of determining what the community want in the way of communication and the website. The plan is for this to be distributed in January. The survey looks good and covers the main areas that need to be addressed. Please give any feedback to **DN** and Jude Rogers ASAP.

Nick Jones has joined the Sub-Group, but no further meetings have been held.

**Action: All to send any feedback on the questionnaire to DN and Jude Rogers.**

#### **13. 2<sup>nd</sup> Community Engagement Event (Core Activities to be provided in the Hub)**

The purpose of this event is to see if priorities have changed since the initial work earlier in 2021, and what people think about the proposed core activity plan. It will also be the opportunity to share the revised plans for the Town Hall as submitted for LBC, whilst emphasising that there is still some fine tuning to be done.

**PW** noted that gathering evidence is not required for the lottery bid.

**JWW** noted that since the questionnaire was sent out there are additional things on offer such as the MCC One Stop Shop and the regular MP Surgeries.

**JC** agreed saying that we now also have the treatment room/small meeting room which will provide opportunity for different events.

**WMC** said that in the light of Covid and the new cost of living challenges it is important to ask people to consider what they want or need from the Hub.

**PW** noted that there are two types of activities on the Core Activity Plan, those led by the Hub Co-ordinator and Privately run activities. It is the opportunity to highlight that the project budget includes funding for taster sessions and equipment and may encourage people to apply for funding to run additional activities.

**WMC** said that positive feedback will improve the chances of getting support in terms of funding and help.

**LP** suggested that a sub-group be set up to plan this event. **JC, JW, DN, JWW, JM, MW & LP** volunteered to be on this Sub-group. **PW** offered to give as much help as possible.

**Action: Sub-group to meet to plan the 2<sup>nd</sup> Community Engagement Event**

#### 14. Next steps -

**Submit plans for Listed Building Consent and arrange 2<sup>nd</sup> community engagement event.**

#### 15.AOB.

**JC** suggested that GF should hold a social evening in the New Year to celebrate our achievements so far.

#### 16. Date of Next Meetings

GF/GCC CGH Steering Committee, Thursday 1<sup>st</sup> December 7.00pm via Teams **TBC**

GF/GCC Town Hall Workshop, Monday 12<sup>th</sup> December 2022, 6.00pm Grosmont Town Hall **TBC**

GF meeting Tuesday 20<sup>th</sup> December 2022 - 6pm, Via ZOOM

Community Engagement Sub-Committee, Wednesday 11<sup>th</sup> January 2023, 5.00pm Grosmont Town Hall

<b>Actions Arising to be completed by next GF meeting unless otherwise stated.</b>		
<b>Agenda item</b>	<b>Action</b>	<b>Responsible</b>
Item 6. Meeting 5 <sup>th</sup> September GF project Structure document	Assist in referencing the supporting documents in the main project document. <b>MW &amp; LP to discuss reference documents with JC &amp; DN.</b>	<b>Lynne Potter and Mark Whitaker</b>
Item 7.Meeting 18 <sup>th</sup> October Community Engagement Event	Write to David Hughes-Jones to ask about specific funding opportunities via MCC.	<b>Lynne Potter and Mark Whitaker</b>
Item12. Meeting 18 <sup>th</sup> October AOB GF CIO	Contact Garway Hall to find out what detail is required <b>Call booked for 16/11/22</b>	<b>Debs Nevill</b>
1. Finances	Collect raffle prize from Angel Inn and present to Michele Villiers	<b>Jan Chatfield</b>
3.Feedback from SC meeting 3/11/22	1.Confirm these timescales for the grant application with the funder. 2.Determine degree of flexibility with the use of the grant from AHF	<b>Peter Willis</b>
3.Feedback from SC meeting 3/11/22	Put funding strategy on the agenda for the first GF meeting in the New Year	<b>Jan Chatfield</b>
3.Feedback from SC meeting 3/11/22	Inform GCC that in order to take the project forward we need them to apply for the proposed £30K loan.	<b>Witek Mintowt-Czyz</b>
4.Feedback from GCC meeting 09/11/22	Write to Robert Wade Clerk at GCC regarding the need for timely minutes	<b>Mark Whitaker</b>
5.Feedback from Town Hall workshops	Arrange a workshop with GF/GCC and Architect to review plans prior to submission to MCC for LBC	<b>Peter Clarke</b>
6.GF IT Tutorial	Send Feedback to PC ASAP.	<b>All Committee members</b>
10.The Church Fund	Sub-group to meet to further explore an application to the Church Fund	<b>Mark, Lynne &amp; Jan</b>
12. Online Sub-Group	Send any feedback on the questionnaire to DN and Jude Rogers ASAP	<b>All Committee members</b>
13.2 <sup>nd</sup> Community Engagement Event	Sub-group to meet to plan the 2 <sup>nd</sup> Community Engagement Event	<b>Jan, Josh, Debs, Mark, Jo, Lynne &amp; Jane</b>
15.AOB	Arrange a social evening in the New Year	<b>Jan Chatfield</b>

**There being no further business the meeting closed at 7.13pm**