

## Grosmont Futures – Minutes of Meeting 19<sup>th</sup> January 2023, 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), Alex Minford (**AM**), Witek Mintowt-Czyz (**WMC**), \*Peter Clarke (**PC**) joined the meeting at 18.50.

**Members of the Public:** None

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

**Apologies:** Oliver Huntsman (**OH**), Josh Wilson (**JW**), Jane Moggridge (**JM**)

**LP** welcomed everyone to the meeting and suggested that as **PC** would be joining the meeting late, we should take agenda items out of order so that he could contribute to items requiring his input.

**LP** further proposed that as additional information has been received from the MCC Heritage Officer regarding the Listed Building Consent application which had not been available in time for discussion by the Steering Committee, the discussion on item 5 (Update on LBC application) be deferred to a meeting to be held ASAP specifically to review this information as well as item 6 (Update on Expression of Interest in CADW Historic Buildings Grant). This was agreed by those present.

### Minutes of the Meeting held on 15<sup>th</sup> November 2022

The minutes were accepted as an accurate record.

### Action Points from minutes 15th November 2022:

| Agenda item   | Meeting 15 <sup>th</sup> November 2022  | Action Completed                                     | Further action  | Responsible                           |
|---|---|--|---|---------------------------------------|
| Item 6. Meeting 5 <sup>th</sup> September GF Project Structure document | Assist in referencing the supporting documents in the main project document.  | No   | <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           | Write to David Hughes-Jones to ask about specific funding opportunities via MCC.  | No   | <b>ONGOING</b>  | <b>Lynne Potter and Mark Whitaker</b> |
| Item 12. Meeting 18 <sup>th</sup> October AOB GF CIO                    | Contact Garway Hall to find out what detail is required<br><b>Call booked for 16/11/22</b>  | Completed  | <b>Item 13 on today's agenda</b>                                    | <b>Debs Nevill</b>                    |
| 1. Finances   | Collect raffle prize from Angel Inn and present to Michele Villiers   | Completed  | <b>None</b>   | <b>Jan Chatfield</b>                  |
| 3.Feedback from SC meeting 3/11/22                                      | 1.Confirm these timescales for the grant application with the funder.<br>2.Determine degree of flexibility with the use of the grant from AHF | <b>1, Complete, See email from PW dated 21/11/22</b> | <b>2, Ongoing PW to feedback before next meeting</b>                | <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   | Completed  | <b>Item 7 on today's agenda</b>                                     | <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.  | No   | <b>To be added to the GCC agenda for 26/01/23</b>                   | <b>Witek Mintowt-Czyz</b>             |

| Agenda item                                   | Meeting 15 <sup>th</sup> November 2022  | Action Completed                              | Further action   | Responsible  |
|---|---|---|--|--|
| 4.Feedback from GCC meeting 09/11/22          | Write to Robert Wade Clerk at GCC regarding the need for timely minutes                         | Completed, but unsatisfactory reply received. | <b>DN to send Robert a Diary reminder to show when the GF meetings are being held so he can ensure the GCC minutes are available</b> | <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 | Completed                                     | <b>None</b>  | <b>Peter Clarke</b>                                |
| 6.GF IT Tutorial                              | Send Feedback to PC ASAP.   | Completed                                     | <b>None</b>  | <b>All Committee members</b>                       |
| 10.The Church Fund                            | Sub-group to meet to further explore an application to the Church Fund                          | No  | <b>Ongoing</b>   | <b>Mark, Lynne &amp; Jan</b>                       |
| 12. Online Sub-Group                          | Send any feedback on the questionnaire to DN and Jude Rogers ASAP                               | Completed                                     | <b>None</b>  | <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                        | Completed                                     | <b>None<br/>Item 11 on today's agenda</b>  | <b>Jan, Josh, Debs, Mark, Jo, Lynne &amp; Jane</b> |
| 15.AOB  | Arrange a social evening in the New Year  | No  | <b>Item 15 on today's agenda</b>   | <b>Jan Chatfield</b>                               |

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

None

### **Correspondence**

See attached emails from Andy Stump as updates on the Paths to Wellbeing Project

### **Agenda – documented in the order that items were discussed.**

#### **1. Finances**

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

#### **12. Dropbox**

**WMC** noted that emails from Dropbox are not helpful as they do not show the file path or name of the document being added or deleted.

**MW** said that the problem is that Dropbox generates automatic notifications.

**PW** noted that he doesn't get the automatic notifications from Dropbox.

It is very difficult to find documents in Dropbox. Labelling is inconsistent and there are a number of duplications. When documents are moved between folders or updated, the autogenerated link should allow you to access the most current version.

**JC** suggested that Dropbox needs a spring clean and that only final, authorised versions should be saved in the folders and once saved the documents should not be changed, with the exception of folder 9 which is work in progress. The file path should be included when documents are referenced to make it easier for documents to be found.

**AM** suggested that there should be a specific folder for documents under review, cross referenced to agenda items where relevant.

**DN** suggested that relevant documents should be embedded into the agenda or minutes using the insert function in Word.

**Action: JC to tidy up Dropbox and develop a document register of authorised documents over the next couple of months.**

### **3. Feedback from Steering Committee Meeting 12<sup>th</sup> January 2023**

**AM** reported that this was a good meeting.

Members were updated on meeting between the MCC Heritage Officer and Sarah Browne Architect (SBA) to discuss the Listed Building Consent Application. It appeared that the Heritage Officer was not up to speed with the application or what we were wanting to do. SBA reported informally that questions were raised about the wall insulation, secondary glazing, enclosed outside stair, ceiling, and PV tiles amongst other things. A detailed report was received post the Steering Committee meeting and will be subject to discussion on 27/01/23 in order that a response can be made to MCC ASAP.

Lowri Wynn Morgan was asked to seek approval from GCC on the appointment of the Structural Engineer and to confirm how much money remained from the £5,000 allocated to the project by MCC in 2012. Going forward it was clear that more comprehensive meetings will be needed to look at the budget and operational issues.

More details can be found in the notes from this meeting saved in *Dropbox\Grosmont Futures\folder 6 Meetings and Minutes\STEERING COMMITTEE - Joint GF GCC Town Hall\Meeting 23 01 12\Grosmont Community Hub Project Action Points 230112*



Highlight Report 09 -  
copy.docx

### **7. Funding Strategy**

**AM** explained that he and **PC** were of the opinion that we have a range of options for operational funding and that going forward we need to be more organised and have a mechanism for how to keep grant applications fresh and not miss out on suitable opportunities.

**PW** said there are two sides to this. Firstly we have to be fully aware of the options available to us, secondly all the costings are aspirational at present, but as we get more concrete figures decisions will have to be made as to what can be afforded and we will have to cut our cloth accordingly or seek further funding to address the shortfall.

**PW** will share a document identifying sources of funding that might be open to us.

**DN** noted that we really need to have someone on this, maybe a subgroup to share the work?

**AM** suggested that in the short term we should have a standing agenda item for each meeting to discuss funding. We need to be aware of what is available and link resources allocating funds as required.

**PW** stated that funding is closely interlinked with costings. He believes that the Lottery will be flexible with the amounts ascribed to Capital V Revenue could chop and change if necessary as long as they are kept informed.

**PC** joined the meeting at 18.50 and suggested that the funds we have now should be entered into a spreadsheet so we know what we have and for what it has been allocated and at the same time keep a record of what information is required by each of the funders. We need a meeting/workshop to discuss our funding options and how best to proceed.

**Actions:**

- 1. PW to circulate the document identifying funding opportunities.**
- 2. JC to make Funding Strategy a standing agenda item on GF meetings**
- 3. PC to arrange a funding workshop**

### **9. Project Risk profile and mitigation**

Project risk is described in Highlight report 9, section 4 reproduced below

- a) *Monmouthshire County Council are experiencing delays in the planning approvals process and not able to provide pre-planning advice. This may extend the **time** it takes to get planning approval and incur **cost** of resubmission of planning application.*

*Action – monitor situation. SBA will engage independent building inspector for pre-application Building Regulations advice on the changes at the Town Hall. Current expectations are c.6 weeks following submission of Application i.e. mid – end February 2023*

- b) *Project is still relying on very preliminary cost estimates supplied by Sarah Browne in 2021; these do not reflect.*
- *Detailed costings possibly by a quantity surveyor*
  - *Current specifications to be put forward for approvals*
  - *Current building materials inflation or considerations of Builder's rates / availability*

*Action - Project PID / Plan including timeline to be updated to enable resource planning and coordination – see section 5*

- *Consents*
- *Funding and Application Submission*
- *Community Engagement*
- *Consider Allocation of Quantity Surveyor*

- c) *Inflation currently running at 11%, this will reduce our effective building budget by approximately £1850 per month.*

*Action: Project will need to:*

- *make decisions in an agile and timely manner allowing project to proceed without undue delays.*
- *build in priorities / options to the plan to facilitate decision making if budget reduced.*
- *continue to develop additional funding sources to cover any budget shortfalls.*

- a) *Coordination of budget, financial control and other admin functions with Grosmont Community Council to avoid delays in payments, approvals and submissions*

*Action: Project Manager close monitoring of tasks requiring Clerk GCC to action. Escalation where necessary to GCC Chair*

**10.Consideration of a more comprehensive reporting by the GF Treasurer on the GCH Project**  
**AM** noted that currently GF has received funding from the NLCF (£14k) and GCC (£5k) with AHF Funding to follow (£30K), but we do not have a handle on how this money has been spent. It would be very useful if as GF treasurer **OH** could pull the various pieces of information together and monitor how and when the money is spent.

E.G. GCC allocated £5,000 to the project in 2021, but it is not clear how much of this money remains.

**WMC** noted that to his knowledge the only expenditure so far has been on the bat surveys.

**Action: AM will approach OH and Robert Wade to establish a mechanism to allow OH to have a more comprehensive management of the funding allocated to Grosmont Community Hub project.**

## **11. 2nd Community Engagement Event**

**JWW** reported that the subgroup had held a meeting on 13/01/23 with a follow up planned for 27/01/23. It is proposed that we hold an event in Grosmont Town Hall over the weekend of Friday 3<sup>rd</sup> March to Sunday 5<sup>th</sup>. The final plans will be on display together with the opportunity for attendees to review the activities that were previously identified as potentially being offered in the Hub and to vote on the most popular. **DN** has contacted the Clerk and Chair of GCC requesting the use of the Hall at no charge.

Invitations for this event have been prepared and will need to be distributed throughout the village in mid-February.

**PW** asked whether the activities that might be provided as a result of the cost-of-living crisis would be discussed as we would need to show the funders we had considered this. It could be in the form of a separate questionnaire with basic questions about how people have been affected.

**PW** is brainstorming this and developing a table showing how similar projects in other areas have addressed this. He has some generic ideas that could be incorporated into a check list of activities that are being offered and attendees could be asked if any appealed.

**Action: PW to provide information to facilitate the subgroup at their next meeting on 27/01/23**

### **13. Grosmont Futures CIO AGM**

**DN** reported that the first AGM must be held within eighteen months, the CIO was established in February 2022 so the AGM should be held before July 2023.

An Annual Report needs to be prepared documenting the activities since the CIO was established.

The accounts will have to be presented, **AM** noted that this could be an issue as currently the majority of GF funds go through the Community Council, so any money will be held in the GCC account. he suggested adding a memo to the report explaining this and it is an example as to why GF need more clarity on the monies held in the GCC account – see agenda item 10.

**WMC** added that the GF CIO works in partnership with GCC, with GCC being the fund holder.

**PW** added that **JO** Gillard his contact at **GAVO** could provide clarity on the issue.

**DN** asked whether GF CIO was an Associate CIO, this was confirmed by **AM** who added that the GF CIO constitution is the governing document that indicated how we function.

A folder has been set up in *Dropbox/folder 2Governance/CIO Constitution/Documentation for first GFCIO AGM* with updates on engagement events etc., and an example annual report PB3. All committee members to read the example document and Section 10 of the constitution and bring any comments to the next meeting next meeting.

**Action: All to read the documents in the CIO folder in Dropbox.**

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

**DN** reported that the Halls Together Network was now a Charitable incorporated Organisation (CIO), and she was one of the Trustees. The group have recruited 5 halls as “guinea pigs” for the new centralised booking website.

The online sub-group have not met since the last GF meeting, next meeting planned for 23/01/23. The survey is ready to be distributed to include a discussion of ways that the village could be involved more – perhaps a village Blog?

**Nick Jones** has joined the group and is reviewing the Church Link Magazine with a view to re-instating it in some form. He plans to use the Public Forum at the next GCC meeting to elicit view and discuss the website.

**JC** noted that the GF page on the website needs a little tidying up and updating

### **15. Social Event**

**JC** will email some ideas and dates to the committee.

### **16. Next steps**

- Meet to discuss items 5 & 6 on the agenda – 12.00 noon, 27<sup>th</sup> January, Woodbine Cottage
- Meet to plan 2<sup>nd</sup> Community Engagement Event – 10.00 am, 27<sup>th</sup> January, Woodbine Cottage
- **AM** to discuss financial considerations with **OH**.
- Workshop ref funding strategy – TBA
- Write to David Hughes
- Set the date for the GF CIO AGM

### **8.Highlight Report number 9**



Overall project status remains amber. There were no questions on the content of the report.

**PC** noted that there are a number of milestones to be considered and it would be sensible to take advantage of the lull whilst waiting for the results of the LBC application and plan in advance so as not to waste time once LBC passed.

**LP** thought that it was important to look at the Partnership Agreement and get GCC involved in the planning as soon as possible.

**AM** commented that GF will always be the ones to do the majority of the work in the partnership as the Councillors are all busy with other commitments.

**PC** will determine the milestones and set up workshops/meetings to take things forward.

**Action: PC will determine the milestones and set up workshops/meetings accordingly**

## 17. AOB.

None

## 16. Date of Next Meetings

Community Engagement Sub-Committee, Friday 27<sup>th</sup> January 2023, 10,00am, Woodbine Cottage

Meeting to discuss items 5 & 6 on agenda, Friday 27<sup>th</sup> January 2023, 12.00 Noon, Woodbine Cottage

GF/GCC CGH Steering Committee, Thursday 2<sup>nd</sup> February 2023, 7.00pm via Teams

GF meeting Thursday 9<sup>th</sup> February 2023, - 6pm, Via ZOOM

Milestone Workshops - **TBC**

| Actions Arising to be completed by next GF meeting unless otherwise stated.                     |  |   |
|---|--|---|
| Agenda item   | Action from GF Meeting 15/11/22  | Responsible   |
| Item 6. Meeting 5 <sup>th</sup> September GF project Structure document                         | MW & LP to discuss reference documents with JC & DN.   | <b>Lynne Potter and Mark Whitaker</b>                 |
| Item 7. Meeting 18 <sup>th</sup> October Community Engagement                                   | Write to David Hughes-Jones to ask about specific funding opportunities via MCC.   | <b>Lynne Potter and Mark Whitaker</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. Add to GCC meeting agenda 26/01/23.                           | <b>Witek Mintowt-Czyz</b>                             |
| 3.Feedback from SC meeting 3/11/22  | Determine degree of flexibility with the use of the grant from AHF   | <b>Peter Willis</b>                                   |
| 4.Feedback from GCC meeting 09/11/22  | Send Robert Wade a Diary reminder to show when the GF meetings are being held so he can ensure the GCC minutes are available   | <b>Debs Nevill</b>                                    |
| 10.The Church Fund  | Sub-group to meet to further explore an application to the Church Fund   | <b>Lynne Potter, Jan Chatfield, and Mark Whitaker</b> |
| Agenda item   | Action from GF Meeting 19/01/23  | Responsible   |
| Item 12. Dropbox  | Tidy up Dropbox and develop a document register of authorised documents over the next couple of months.  | <b>Jan Chatfield</b>                                  |
| Item 7, Funding Strategy  | 1. Circulate the document identifying funding opportunities.   | <b>Peter Willis</b>                                   |
|   | 2. Make Funding Strategy a standing agenda item on GF meetings   | <b>Jan Chatfield</b>                                  |
|   | 3. Arrange a funding workshop  | <b>Peter Clarke</b>                                   |
| Item 10. Consideration of a more comprehensive reporting by the GF Treasurer on the GCH project | Approach OH and Robert Wade to establish a mechanism to allow OH to have a more comprehensive management of the funding allocated to Grosmont Community Hub project. | <b>Alex Minford</b>                                   |
| Item 10.2 <sup>nd</sup> Community Engagement Event  | Provide information to facilitate the subgroup at their next meeting on 27/01/23   | <b>Peter Willis</b>                                   |
| Item 13. GF CIO AGM   | Read the content in the CIO folder in Dropbox.   | <b>All Committee Members</b>                          |
| Item.8 Highlight Report 9   | Determine the milestones and set up workshops/meetings accordingly   | <b>Peter Clarke</b>                                   |

**There being no further business the meeting closed at 7.50pm**