

**Grosmont Futures – Minutes of Meeting 9<sup>th</sup> February 2023, 6.00pm, via Zoom**

**Present**

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

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

**Members of the Public:** None

**Apologies:** Oliver Huntsman (**OH**), Jane Moggridge (**JM**), Peter Willis (**PW**) Severn Wye/Rural Futures

**MW** welcomed everyone to the meeting.

**Minutes of the Meeting held on 19<sup>th</sup> January 2023.**

The minutes were accepted as an accurate record.

**Action Points from minutes 19<sup>th</sup> January 2023**

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.	Yes, email sent, and reply received offering continued support. Further email sent requesting funding info	<b>None</b>	<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.	Discussed at GCC meeting 26/01/23, £30K loan budgeted for in the precept for 2023. GCC Clerk mandated to apply to the Senedd to request authority to take out the loan for refurbishment work on the Town Hall	<b>GCC Clerk to forward loan application to AM for completion on behalf of GCC</b>	<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	Complete – see email from PW dated 20/01/23	<b>None</b>	<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	Completed	<b>None</b>	<b>Debs Nevill</b>
10.The Church Fund	Sub-group to meet to further explore an application to the Church Fund	Ongoing		<b>Lynne Potter, Jan Chatfield, and Mark Whitaker</b>
Agenda item	Action from GF Meeting 19/01/23	Action Completed	Further Action	Responsible
Item 12. Dropbox	Tidy up Dropbox and develop a document register of authorised documents over the next couple of months.	Made a start – but need help with identifying duplicate versions of documents. LP & DN offered to assist	<b>PC to investigate an IT solution</b>	<b>Jan Chatfield Debs Nevill Lynne Potter Peter Clarke</b>

Item 7, Funding Strategy	1. Circulate the document identifying funding opportunities.	Complete see email from PC Dated 20/01/23.	None	Peter Willis
	2. Make Funding Strategy a standing agenda item on GF meetings	Complete - Item 3 on this agenda	None	Jan Chatfield
	3. Arrange a funding workshop	Ongoing		Peter Clarke
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.	OH, happy to be more involved. Issue is to get the Clerk as GCC Responsible Financial Officer to Provide the information.	Await feedback from Clerk	Alex Minford
Item 10.2 <sup>nd</sup> Community Engagement Event	Provide information to facilitate the subgroup at their next meeting on 27/01/23	Complete – see email dated 20/01/23	None	Peter Willis
Item 13. GF CIO AGM	Read the content in the CIO folder in Dropbox.	Item 10 on this Agenda		All Committee Members
Item.8 Highlight Report 9	Determine the milestones and set up workshops/meetings accordingly	Ongoing	Ongoing	Peter Clarke

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

None

### **Correspondence**

Emails between **LP** and David Hughes Jones as reported above.

### **Agenda –**

#### **1. Finances**

**OH** – Circulated an email prior to the meeting showing current balance of £201.79p.

He raised three points for consideration:

- What year end should the charity select?
- Should GF ask GCC for transparency on the accounts they manage and the frequency of reporting?
- The Charity Commission reporting requirements

These were discussed under item 10.

#### **2. Highlight Report No.10**

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

**PC** reported that there are ongoing conversations between Sarah Browne (Architect) and the Heritage Officer on the Listed Building Consent (LBC) application, this is part of the statutory process. MCC have until 9<sup>th</sup> of February to respond or else must ask for an extension. An informal extension has been requested and in the Architect's opinion the response should be available by the end of the month. **PC** has been assisting Sarah with heat calculations and all documents are stored in *Dropbox/folder9 Work in Progress/Project Structure/Projects/1Repair and Upgrade the Town Hall/Project Documents/LBC submission*. The documents are also saved on the MCC Website.

### 3. Funding

**PW** has provided a list of useful funding resources and **PC** is developing a spreadsheet as a record of what is available and what conditions are attached. These documents will be key for discussion at the forthcoming funding workshops. **JWW** offered to further develop the spreadsheet and identify which funding sources would be appropriate for us to apply for.

**JWW & PC** will set the date for a funding strategy workshop to include representation from GF & GCC ASAP preferably before the end of the month.



Action Points 23 02  
02.docx



Project Plan  
230208.xlsx

**Action: 1.PC & JWW to set up and run a funding workshop before the end of February.  
2.JWW to further develop the Funding strategy Overview Spreadsheet**

### 4.Feedback from Steering Committee Meeting 02/02/23

**AM** reported that this was a constructive meeting and referred to the action points saved in:

*Dropbox\Grosmont Futures\folder 6 Meetings and Minutes\STEERING COMMITTEE - Joint GF GCC Town Hall\Meeting 23 02 02 \Grosmont Community Hub Project Action Points 230202.*



Action Points 23 02  
02.docx

**LP** stated that the above action points need clarifying and has emailed some amendments to **AM** as suggested by **LP**, **JWW** and **JC** for ratification at the next Steering Committee meeting.

**AM** reported that the key discussion points had centred around the LBC application and questions arising from the correspondence between the MCC Heritage Officer (HO) and Sarah Browne Architect (SBA). It is necessary to understand the process in that the HO raises questions which SBA responds to on our behalf, before coming back to GF & GCC via **PC** if any decisions are required.

Some concerns were raised that the process was not working effectively, and **LP** raised some queries on behalf of GF directly with SBA, her responses are in an email from **PC** dated 09/02/23.

Other discussions focussed on the need for transparency on the finances held by GCC for use by the Community Hub project and the appointment of a Structural Engineer. This latter requires the GCC to mandate the Clerk to raise a purchase order and needs to be actioned ASAP. The original request was made to GCC on 1<sup>st</sup> of December, with funding as part of the £14K Capital Development grant.

### 5.Feedback from GCC meeting 26<sup>th</sup> January 2023

**The minutes from this meeting are not yet available.**

See **WMC** comments ref £30K loan in action points above.

**WMC** further confirmed that approx. £3,700 remains from the £5,000 allocated to the Grosmont Community Hub Project in 2021 precept. The only spends being on the Bat Surveys and a small amount towards the Clerk's salary for work done on the project.

### 6.Update on LBC Application

Covered in Highlight report, item 2 above.

### 7. Update on Expression of Interest in CADW Historic Buildings Grant

**PC** explained that whilst the original date for a response from CADW was 10<sup>th</sup> Feb he has had an email from CADW stating that due to a high level of applications it will take another month to process all the applications and a response will not be available until March.

## 8. Review and development of Project Plan for 2023

PC shared an updated project plan for review.



Project Plan  
230208.xlsx

The main slippage is due to delays in MCC responses to the Listed Building Consent application.

The important deadline is submission of the grant application to NLCF by 30<sup>th</sup> June 2023.

PC reminded those present that we need to start collecting feedback and evidence required by the Architectural Heritage Fund (AHF) and the NLCF to demonstrate that we are complying with the conditions attached to the grants, a lot of which is around community engagement. He also stated that we need to clarify with GCC the legal arrangements and responsibilities around the management of the Hub once the work is completed, as this will also need to be provided in feedback to the funders.

JC noted that we also need to provide evidence to Rural Futures as to how the community engagement micro-grant has been spent, and suggested that this could be the basis for all feedback.

PC agreed and stated this could be part of the funding Strategy workshop.

AM suggested that we should build into the spreadsheet dates and times for when action is required from GCC.

LP suggested that the project plan be a standing agenda item at GF meetings.

**Actions: 1. JC to add project plan as a standing agenda item**

**2. PC to set up a workshop between GCC & GF to define the management of the Hub**

## 9. 2nd Community Engagement Event

LP reported that the subgroup had held a meeting on 27/01/23. The cost-of-living questionnaire provided by PW was tweaked to be more appropriate for the village. It was decided that as some questions might be sensitive it would be better to keep this as an individual question sheet allowing answers to be kept private. The Sub-group have decided to purchase pens customised with the Grosmont Community Hub details to be given to attendees. PW confirmed that the existing micro-grant money could be used to fund this.

It is important that the plans approved for Listed Building Consent (LBC) are available during the event as the format of the building will govern what activities can be carried out. So it was agreed by those present to postpone the event until the plans are available. A provisional date of 31<sup>st</sup> March – 2<sup>nd</sup> April was proposed.

**Action: DN to change the hall booking date to 31<sup>st</sup> March-2<sup>nd</sup> April.**

## 10. Grosmont Futures CIO AGM

There must be an annual general meeting (AGM) of the members of **Grosmont Futures**. The first AGM must be held within 18 months of the registration of **Grosmont Futures**, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the trustees' annual report, and must elect trustees as required under clause [13]. GF CIO was registered in February 2021 so the AGM should be held before July 2023. DN has tried to get some guidance from GAVO as to the format of the meeting but has not had any contact as yet.

In order to present the accounts, it will be necessary to determine the financial year end. AM suggested that this should be 31<sup>st</sup> January allowing 10 months to submit the return.

Prior to the meeting AM circulated the latest information from the Charity Commission identifying the content that is required in the Annual Return. In addition to the annual report, a number of policies and procedures will be required, most of which are around financial issues.

JC suggested that we should hold a separate workshop to review this information and start preparing for the AGM, preferably when OH is back in the country as his input will be needed. This was agreed by those present and the date set for Tuesday March 7<sup>th</sup>, 6.00pm at Town Farm Barn.

AM suggested that invitations to the AGM could be included in the flyer for the Community Engagement Event.

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.

**Action: Workshop to prepare annual report and other documents as required for GF CIO AGM**

### 11. Halls Together Network and GF & GCC Online Subgroup

DN reported that the on-line questionnaire prepared by the subgroup has gone live and encouraged those present to complete it. The group has requested a table at the community engagement event to publicise the website and Facebook pages.

The Halls Together Network website is nearly ready to go live, a group, including the first 5 halls that answered the Halls Together 2nd questionnaire, will act as “guinea pigs” to advertise their hall including a centralised booking system.

### 12. Next steps

- CIO AGM Preparation 6.00pm, 7<sup>th</sup> March, Town Farm Barn
- Community Engagement Event – Weekend of 31<sup>st</sup> March – 2<sup>nd</sup> April
- Workshop ref funding strategy – TBA
- Workshop ref Legal Arrangements and Management of the Hub- TBA

### 13. AOB.

DN commented that following the emails attached to the last minutes, Andy Stumpf is looking into whether the Paths to Wellbeing information board can be fixed on the Town Hall to the left of the existing general notice board.

### 14. Date of Next Meetings

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

GF CIO AGM preparation workshop 6.00pm, 7<sup>th</sup> March, Town Farm Barn

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

Milestone Workshops - **TBC**

<b>Actions Arising to be completed by next GF meeting unless otherwise stated.</b>		
<b>Agenda item</b>	<b>Action from GF Meeting 15/11/22</b>	<b>Responsible</b>
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>
3.Feedback from SC meeting 3/11/22	Discussed at GCC meeting 26/01/23, £30K loan budgeted for in the precept for 2023. GCC Clerk mandated to apply to the Senedd to request authority to take out the loan for refurbishment work on the Town Hall and forward loan application to AM for completion on behalf of GCC.	<b>Robert Wade Via Witek Mintowt-Czyz</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>
<b>Agenda item</b>	<b>Action from GF Meeting 19/01/23</b>	<b>Responsible</b>
Item 12. Dropbox	Tidy up Dropbox and develop a document register of authorised documents over the next couple of months. Made a start – but need help with identifying duplicate versions of documents. LP & DN offered to assist and PC to investigate an IT solution.	<b>Jan Chatfield Lynne Potter Debs Nevill Peter Clarke</b>
Item 7, Funding Strategy	. Arrange a funding workshop	<b>Peter Clarke</b>
<b>Agenda item</b>	<b>Action from GF Meeting 19/01/23</b>	<b>Responsible</b>
Item 3.Funding	1. Set up and run a funding workshop before the end of February.	<b>Peter Clarke and Jo Whitaker</b>

	2.Further develop the Funding strategy Ove review Spreadsheet	<b>Jo Whitaker</b>
Item 8. Project plan	1.Add project plan as a standing agenda item	<b>Jan Chatfield</b>
	2.Set up a workshop with GCC & GF to define the management of the Hub	<b>Peter Clarke</b>
Item 9. 2 <sup>nd</sup> Community engagement event	Change the hall booking date to 31 <sup>st</sup> March-2 <sup>nd</sup> April.	<b>Debs Nevill</b>
10.GF CIO AGM	Workshop to prepare annual report and other documents as required for GF CIO AGM	<b>Interested members of the committee</b>

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