

Grosmont Futures – Minutes of Meeting 9th March 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), *Peter Clarke (PC)

Members of the Public: None

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

Apologies: Oliver Huntsman (OH), Jane Moggridge (JM), Alex Minford (AM),

LP welcomed everyone to the meeting.

Minutes of the Meeting held on 09 February 2023.

The minutes were accepted as an accurate record.

Action Points from minutes 9th February 2023

Agenda item	Meeting 15 th November 2022	Action Completed	Further action	Responsible
Item 6. Meeting 5 th September GF Project Structure document	Assist in referencing the supporting documents in the main project document.	No	MW & LP to discuss reference documents with JC & DN.	Lynne Potter and Mark Whitaker
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.	Completed – Loan Application filled in where possible by AM. Await confirmation on final plans and financial info from GCC	None	
10.The Church Fund	Sub-group to meet to further explore an application to the Church Fund	No	Ongoing	Lynne Potter, Jan Chatfield, and Mark Whitaker
Agenda item	Action from GF Meeting 19/01/23	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 and PC to investigate an IT solution.	Partially PC has provided an electronic solution for identifying duplicate docs but no further work has been carried out.	Ongoing	Jan Chatfield Lynne Potter Debs Nevill
Item 7, Funding Strategy	. Arrange a funding workshop	Complete - First planning Workshops booked for 30/03/23	None	
Agenda item	Action from GF Meeting 09/02/23	Further action	Responsible	
Item 3. Funding	1. Set up and run a funding workshop before the end of February.	Complete - First planning Workshops booked for 30/03/23	None	
	2.Further develop the Funding strategy & review Spreadsheet	Initial spreadsheet review complete, but this will be an on-going process	None	

Item 8. Project plan	1.Add project plan as a standing agenda item	Complete - Agenda Item 8	None	
	2.Set up a workshop with GCC & GF to define the management of the Hub	Complete - First planning Workshops booked for 30/03/23	None	
Item 9. 2 nd Community engagement event	Change the hall booking date to 31 st March-2 nd April.	Complete	None	
10.GF CIO AGM	Workshop to prepare annual report and other documents as required for GF CIO AGM	Complete – workshop held 07/03/23 – see Agenda Item 12	None	

Matters arising not included on the agenda.

None

Correspondence

LP has had a response from David Hughes Jones regarding funding opportunities – He has put her in touch with Hazel Clatworthy from MCC and provided details of the Funding for Wales website. **LP** will review the information and bring to the Funding Workshop. (**PW** noted that Hazel is a very good contact).

DN has had updates from Andy Stumpf ref the Paths to Wellbeing project.

- The first three kissing gates have been installed.
- What's App & Email groups have been set up.
- The Planting has been completed at Cross Ash School.
- A dedicated information board is being prepared to be fixed alongside the existing village noticeboard.

DN has had an email from Alison Palmer at GAVO, Mandy & Jo the development officers are both on long term sick leave which explains why they have not responded previously. Alison has asked for copies of the GF CIO constitution and will get back to **DN** shortly.

JC has had a call from a member of the community who was enquiring about progress with the project, in particular the changes to the Hall. She also enquired when the plans would be available for public scrutiny. **JC** explained to her that the next community engagement event will take place once the Listed Building Consent is granted.

Agenda –

1. Finances

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

2. Highlight Report No.11



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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. Some specific queries have been raised see conversation 11 in *Dropbox/folder9 Work in Progress/Project Structure/Projects/1Repair and Upgrade the Town Hall/Project Documents/LBC submission/for info only submission responses*. The documents are also saved on the MCC Website.

3. Funding Strategy

JWW has further developed the funding strategy overview spreadsheet and identified which funding sources would be appropriate for us to apply for. The date has been set for the initial workshop with representation from GF & GCC to set the parameters for the various work streams (30/03/23). **JWW & PC** will take the lead on the funding strategy workshop.

4. Feedback from Steering Committee Meeting 02/03/23

JC 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 03 02 \Grosmont Community Hub Project Action Points 230302.*



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The key discussion points had centred around the LBC application, an entry on the MCC website indicated that a Historic Building Survey will probably be required. A meeting between Sarah Browne (Architect) and the MCC Heritage Officer (HO) has been scheduled for 16/03/23, **JC** will also attend to represent the Steering Committee.

Other discussions focussed on the public works loan application and the forthcoming planning workshops.

5. Feedback from GCC meeting 8th March 2023

This meeting has been re-scheduled for 14/03/23 due to the bad weather conditions

6. Update on LBC Application

Covered in Highlight report and Feedback from Steering Committee, items 2 and 4 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 10th Feb he has had another email from CADW stating that due to a high level of applications it will take more time to process all the applications and a response will not be available until the end of March. But at least they haven't said NO.

8. Review and development of Project Plan for 2023

PC shared an updated project plan for review.



project Plan.xlsx

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

The plan needs more detail on the information that needs to be submitted to the funders. Once the various workshops have been completed, we will be able to set dates for returns to the funders and it is expected that it will be necessary to ask for an extension to the deadlines due to the delays in the planning process. The outcome of the workshops will inform the next stages of the plan.

PW noted that the final dates for submission may be after September at which point, he will no longer be available for consultation. He offered to review drafts of any submissions especially around meeting aims and objectives in advance. **PC** asked **PW** to supply a list of what will need to be completed for submission.

Action: PW to supply a list of what will need to be completed for submission to the funders.

9. 2nd Community Engagement Event

We can't make any progress on the event until we have a response from MCC ref the Listed Building Consent. This is unlikely to be available in time to hold the event on 31st March, so the event will have to be postponed again.

LP suggested that in the interim we should send out a News Briefing/Update to the GF mailing list explaining why there is a delay and also put a paper copy on the noticeboard.

Action: LP & DN to prepare News Briefing/Update and circulated to mailing list with a copy on the noticeboard.

10. News Briefing to the Community to explain progress and hold ups.

Discussed under item 9 above.

11. Workshops and how to involve members of the community.

The initial Milestone planning workshop has been scheduled for 30th March. The first session will be focussing on setting up the individual workshops each with a lead and terms of reference. Subsequent focused sessions will be scheduled to suit team members with reporting to GCC & GF via the Steering Committee.



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12. Grosmont Futures CIO AGM

A very constructive meeting was held on 7th March 23, the date for the AGM has been set for 19th May 2023 and preparation tasks allocated – see minutes below:



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A subgroup is meeting at 9.30 on 17th March to complete the first draft of the Annual return and Annual report.

GF CIO will need to determine who will stand as Trustees and Officers following the AGM – NB. This is not necessarily the same as membership of the Grosmont Futures Committee.

Action: Selection of GF Trustees to be on the agenda at the next GF Meeting.

13. Halls Together Network and GF & GCC Online Subgroup

DN delivered the attached report.



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14. Freeze Our Fees

PC explained that Broadband could be provided in the Hall via the O2 4G network, the contract would provide unlimited access at £30 per month plus an initial set up fee of £45. GCC will discuss this at their next meeting and decide whether to proceed.



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15. Next steps

- CIO AGM Preparation 9.30 am, 17th March, Woodbine Cottage

- Initial Milestone Planning Workshop 7.00pm, 30th March Grosmont Town Hall
- Newsletter Update – ASAP
- Community Engagement Event TBA
- Funding Workshop TBA
- Workshop ref Legal Arrangements and Management of the Hub- TBA

16. AOB.

DN commented that both PC & WMC have difficulty in attending meetings on a Thursday. It was suggested that future GF meetings could be scheduled on the 3rd Tuesday of the Month.

14. Date of Next Meetings

GF CIO AGM preparation workshop 9.30am, 17th March 2023, Woodbine Cottage

GF & GCC initial milestone planning workshop, 7.00pm, Thursday 30th March Grosmont Town Hall

GF/GCC CGH Steering Committee, Thursday 6th April 2023, 7.00pm via Teams.

GF meeting Thursday 18th April 2023, - 6pm, Via ZOOM

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 th September GF project Structure document	MW & LP to discuss reference documents with JC & DN.	Lynne Potter and Mark Whitaker
10.The Church Fund	Sub-group to meet to further explore an application to the Church Fund	Lynne Potter, Jan Chatfield, and Mark Whitaker
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.	Jan Chatfield, Lynne Potter & Debs Nevill
Agenda item	Action from GF Meeting 09/03/23	Responsible
8. Review and development of Project Plan for 2023	Supply a list of what will need to be completed for submission to the funders.	Peter Willis
9. 2nd Community Engagement Event	Prepare News Briefing/Update and circulated to mailing list with a copy on the noticeboard.	Lynne Potter & Debs Nevill
12. Grosmont Futures CIO AGM	Selection of GF Trustees to be on the agenda at the next GF Meeting	Jan Chatfield

There being no further business the meeting closed at 7.15pm