

## Grosmont Futures – Minutes of Meeting 16<sup>th</sup> May 2023, 6.00pm, via Zoom

### Present

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

Deb Nevill (**DN**), Lynne Potter (**LP**) Chair, Jo Whitaker (**JWW**), Jan Chatfield (**JC**) (minute taker), Oliver Huntsman (**OH**), Witek Mintowt-Czyz (**WMC**)

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

**Also in Attendance:** Peter Willis (**PW**) Severn Wye/Rural Futures who left the meeting after item 3 on the agenda.

**Apologies:** Mark Whitaker (**MW**), Alex Minford (**AM**), \*Peter Clarke (**PC**) arriving late

**LP** welcomed everyone to the meeting and wished **MW** a speedy recovery following his recent operation.

### Conflicts of Interest

None declared.

### Minutes of the Meeting held on 18<sup>th</sup> April 2023

The minutes were accepted as an accurate record.

### Action Points from minutes 18<sup>th</sup> April 2023

Agenda item	Meeting 15 <sup>th</sup> November 2022	Action Completed	Further action	Responsible
Item 6. Meeting 05/09/23 GF Project Structure document	Assist in referencing the supporting documents in the main project document.	No - Ongoing	<b>Discuss reference docs with JC &amp; DN.</b>	<b>Lynne Potter 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.	Partially. PC has provided an electronic solution for identifying duplicate docs, but more work is required	<b>Ongoing</b>	<b>Jan Chatfield Lynne Potter Debs Nevill</b>
Agenda item	Action from GF Meeting 09/03/23	Action Completed	Further action	Responsible
9. 2nd Community Engagement Event	Review and update mailing list to include GCC members	GCC members added to the mailing list.	Get GDPR consent forms signed	<b>Debs Nevill</b>
Agenda item	Action from GF Meeting 18/04/23	Action Completed	Further action	Responsible
Item 3, Funding strategy	Prepare a list of Priorities for funding	List circulated to committee members 20/04/23	<b>None</b>	<b>Mark Whitaker</b>
Item 10, GF Policies	Present draft policies at GF meeting on 12 <sup>th</sup> May 2023.	Complete	<b>See agenda item 6</b>	<b>Jan Chatfield</b>
Item 11, GDPR Form	Include GDPR form in Community Engagement Event	Form has been updated and is awaiting approval	Signatures will be sought at next Community Engagement Event.	<b>Jan Chatfield &amp; Lynne Potter</b>
Item 12, GF CIO AGM	Subgroups will meet to complete the CIO return, set an agenda, work on appropriate policies, and finalise how the meeting will be conducted.	Complete	<b>None</b>	<b>Jan Chatfield, Lynne Potter, Mark &amp; Jo Whitaker and Debs Nevill</b>
Item 13, Distribution of GF minutes	Ask Tracey if she knows where the folder has gone.	Disappeared without trace!	Current minutes will be displayed under Town Hall	<b>Lynne Potter</b>

### Matters arising not included on the agenda.

None

## **Correspondence**

**DN** has had one reply to the invitation to attend the GF CIO AGM – Phillip Mitcham will attend.

**DN** has been in touch with Nicholas Jones who is considering becoming a Trustee of GF CIO – see item 7 on the agenda.

**DN** has had an update from Andy Stumpf regarding the Paths for Wellbeing Project – see below.



Paths to Wellbeing  
update\_GF meeting T

**PW** circulated an email explaining that our NLCF funding officer will be changing. Unfortunately, Zoe is on long term sick leave and TNLCF have informed me that a new officer will be allocated shortly. See Item 3 on the agenda.

## **Agenda –**

### **1. Finances**

No change, the current balance remains £201.79p.

### **2. Highlight Report No.13**



Highlight Report  
13.docx

Overall, the project status remains amber. There were no questions on the content of the report. Monmouth County Council (MCC) have approved the Listed Building Consent (LBC) for the work on the Town Hall with the proviso that fifteen conditions are met. A meeting between GF, GCC and Sarah Browne (Architect) will be arranged ASAP to review these conditions and any implications for the Town Hall Project. The MCC decision and conditions are saved in *Dropbox/folder9 Work in Progress/Project Structure/Projects/1Repair and Upgrade the Town Hall/Project Documents/LBC submission*. The documents are also posted on the MCC Website.

**Action: PC to arrange a meeting between GF, GCC and Sarah Browne**

### **3. Funding Strategy**

**PW** explained that Zoe Smith our Funding Officer at the National Lottery Community Fund (NLCF) has gone on long term sick leave. In Zoe's absence he met with her senior manager Gemma to discuss the Grosmont Community Hub Project and raised the following points:

1. We don't know who the new Funding Officer will be.
2. Because of the cost of the capital works is over £100K we will have to complete a legal document called a "Deed of Dedication" to ensure that the changes to the Hall and the services offered carry on as stated in the terms of the project, this will cost about £2K, but has already been included in the original budget.
3. The delays due to the issues with getting Listed Building Consent and the length of time it will take to get tenders were discussed and **PW** raised the possibility of the grant application being submitted before the tenders were in.
4. **PW** explained to Gemma that there was an unpredictability about the cost of the project coming in at £270,000, so we are likely to require more funding than originally discussed. As a bottom line there is a possibility of a discretionary increase on the funding available for the project, Gemma will provide a check list to help us to demonstrate that we have done everything that we can to keep costs within the proposed budget. She would rather that we approach NLCF first to see if they can

accommodate any additional funding, rather than us apply to alternative sources or for the project to fail. We need to consider the total budget £270K and if we need more, we shouldn't be afraid to have a conversation with NLCF and we may be able to justify around an extra £20k due to inflation. Obviously, we will need to have detailed costings before this can be progressed,

**PW** suggested that it would be sensible to look at the revenue side of the budget to see what has changed remembering that the revenue can't be compromised otherwise we cannot deliver the project.

**LP** thanked **PW** for this information and asked him to pass on best wishes to Zoe on behalf of Grosmont Futures.

#### 4.Feedback from Steering Committee Meeting 4<sup>th</sup> May 2023



Action Points 23 05  
04.docx

**LP** reported that the key concerns from the meeting were in reference to the apparent inconsistencies within the Listed Building Consent approval from Monmouth County Council (MCC). There is a need to meet with the Architect, Sarah Browne, ASAP to discuss the implications and impact of the heritage conditions on the project.

The individual workstream teams had all met and fed back progress to the Steering Committee. But the funding strategy group had raised a query as to who would be responsible for actually completing any grant applications. **PW** stated that he thought it should be the individuals who had been involved in the previous grant applications as they had the appropriate expertise,

#### 5.Feedback from Grosmont Community Council (GCC) meeting 10<sup>th</sup> May 2023

The minutes from the GCC meeting held on 10<sup>h</sup> May 2023 are not yet available, but **WMC** reported that there was some anxiety within GCC regarding the proposed £30K loan to support the Community Hub Project. There is a requirement for Council's to conduct public consultation before any loan is applied for, but the previous council (GFCC) did not carry out any such consultation and there is a lack of clarity whether the public consultation carried out by Grosmont Futures is sufficient. Equally if Councils intend to raise the precept to service a loan, then this also should be subject to public consultation.

**JC** noted that the GCC Loan has never been included in any of the previous community engagement events conducted by Grosmont Futures, but that it will be included in future if necessary.

**WMC** further reported that an increase in the precept was also required by the previous council in order to build up reserves and until the borrowing requirement was needed it was intended that the increase in the precept would be used to build up some financial reserve, unfortunately this was not minuted.

In summary GCC are happy to go forward with the loan in support of the community hub project, but the process has been flawed in respect of adequate community consultation.

**LP** suggested that **WMC** should contact David Hughes-Jones the previous chair of GFCC and ask if he could clarify the situation regarding the loan/raising the precept/reserves.

**Action: WMC to write to David Hughes-Jones to request clarification on the loan/raising of the precept by GFCC**

#### 6. GF CIO Policy Approvals

The GF CIO policies were reviewed at a meeting on Friday 12<sup>th</sup> May.

**LP** proposed that following this review the draft policies as documented below be formally approved and issued. This was seconded by **WMC** and unanimously approved by those present.

Policy	Version Number
Grosmont Futures CIO Code of Conduct for Trustees	1
Grosmont Futures CIO Financial Control Policy	1
Grosmont Futures CIO Complaints Policy and Procedures	1

Grosmont Futures CIO Conflict of Interest Policy	1
Grosmont Futures CIO Equal Opportunities Statement	1
Grosmont Futures CIO Bullying and Harassment Policy	1
Grosmont Futures CIO Whistleblowing Policy	1
Grosmont Futures CIO Child Protection Policy	1
Grosmont Futures CIO Volunteer Policy	1
Grosmont Futures CIO Operation of Lloyd's Bank Account	4
Grosmont Futures CIO Document Control Procedure	1
Grosmont Futures CIO GDPR Policy	1
Grosmont Futures CIO GDPR Register of Systems	1
Grosmont Futures CIO Serious incident Reporting Policy	1
Grosmont Futures CIO Social Media Policy	1

Once issued the policies will be stored in *Dropbox/Folder2 Governance/Policies* and all GF CIO Trustees and committee members will be required to familiarise themselves with the documents and record this in the Grosmont Futures Policy Awareness Record Sheet which will be retained by the Secretaries.

**Action: JC to formally issue the above policies**

### 7. Grosmont Futures CIO AGM 19<sup>th</sup> May 2023

Due to the number of cases of COVID in the village the AGM will now take place on Zoom.

The Annual Report and Annual Return have been completed and will be circulated to the mailing list with hard copies placed on the noticeboard.

**LP** will chair the meeting and present the Annual Report and Annual Return for approval by the trustees.

**OH** has prepared the accounts and will present them to the meeting,

As part of the process the name of Grosmont Futures will metamorphose into Grosmont Futures CIO.

All current Trustees of GF CIO have agreed to stand for next year.

Nicholas Jones has agreed to stand as a new trustee for the next three years, but ideally, we would like to recruit additional trustees to facilitate succession planning.

**JWW** will contact Gary and Gilliy Burgess to see if they are interested in becoming trustees as they have been very supportive in the past.

**JM** will take the minutes (thank you Jane)

**Action: DN to circulate Annual Return and Annual Report to the mailing list**

**LP to place hard copies on the noticeboard.**

**JWW to contact Gary and Gilliy**

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

**DN** informed the group that progress is slow, but steady. Jude Rogers has prepared a summary of the results of the Grosmont on-line survey. She is planning to produce a weekly newsletter highlighting events taking place in the village. This will be posted on Facebook and the village website, with a hard copy on the noticeboard.



Grosmont Online  
survey summary2.doc

The Halls Together meeting at Llanarth Hall on Friday 21<sup>st</sup> April was attended by representatives from twenty Village Halls. The feedback was very positive, and the new Halls Together Website will be available by the end of May.

### 9. Next steps

- GF Policies to be issued.
- GF CIO AGM to be carried out on 19<sup>th</sup> May 2023
- Meeting with Sarah Browne to discuss LBC conditions.

- Plan next community engagement event.

## 10. AOB.

LP suggested changing the frequency of Grosmont Futures committee meetings to 6 weekly if there was insufficient business to warrant monthly ones..Steering committee meetings are held every month so this suggestion would put the rolling calendar out of sync. DN did not think it a good move,requesting that meetings continue to be held every 4 weeks in order to keep the momentum and make sure everyone was kept informed. This was agreed by those present, and the meetings will continue to be held on the 3<sup>rd</sup> Tuesday each month.

## 11. Date of Next Meetings

GF CIO AGM Friday 19<sup>th</sup> May 2023, 7.00pm via ZOOM

Community Engagement workstream meeting Tuesday 23<sup>rd</sup> May, 2.30pm at Woodbine Cottage

GF/GCC GCH Steering Committee, Thursday 1<sup>st</sup> June 2023, 7.00pm via Teams.

GF meeting Tuesday 20<sup>th</sup> June 2023, 6.00pm, Via ZOOM

GF/GCC meeting with Sarah Browne to discuss LBC conditions **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>
<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.	<b>Jan Chatfield, Lynne Potter &amp; Debs Nevill</b>
<b>Agenda item</b>	<b>Action from GF Meeting 09/03/23</b>	<b>Responsible</b>
Item 9. 2nd Community Engagement Event	Get GDPR consent forms signed	<b>Debs Nevill</b>
<b>Agenda item</b>	<b>Action from GF Meeting 18/04/23</b>	<b>Responsible</b>
Item 11. GDPR Form	Include GDPR form in Community Engagement Event	<b>Jan Chatfield &amp; Lynne Potter</b>
<b>Agenda item</b>	<b>Action from GF Meeting 16/05/23</b>	<b>Responsible</b>
Item 2. Highlight Report 13	Arrange a meeting between GF, GCC and Sarah Browne	<b>Peter Clarke</b>
Item 5. Feedback from GCC meeting	Contact David Hughes-Jones to request clarification on the loan/raising of the precept by GFCC	<b>Witek Mintowt-Czyz</b>
Item 6. GF CIO Policy Approvals	Formally issue the GF CIO policies	<b>Jan Chatfield</b>
Item 7. GF CIO AGM	Circulate Annual Return and Annual Report to the mailing list	<b>Debs Nevill</b>
	Place hard copies on the noticeboard	<b>Lynne Potter</b>
	Contact Gary and Gilliy to see if they would be interested in becoming trustees of GF CIO	<b>Jo Whitaker</b>

**There being no further business the meeting closed at 7.10pm**