

## Agenda Grosmont Futures Meeting 15/08/2023, 6.00pm Via Zoom

### Apologies

### Declaration of any Conflicts of Interest

### Minutes of Last Meeting held 18/07/23

### Action Points

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>Ongoing</b>	<b>Lynne Potter and Mark Whitaker</b>
Agenda item	Action from GF Meeting 16/05/23	Responsible
Item 5. Feedback from GCC meeting	Contact David Hughes-Jones to request clarification on the loan/raising of the precept by GFCC. <i>Awaiting a meeting or a reply about the briefing document that was sent to him.</i>	<b>Witek Mintowt-Czyz</b>
Agenda item	Action from GF Meeting 20/06/23	Responsible
<b>Item 8.</b> Move GF folders From Dropbox to OneDrive	<b>DN</b> has received an offer from Microsoft 350 for 10 free Licences and has put in an application on behalf of GF. Transfer of documents on hold until we know if this bid has been successful	<b>Peter Clarke, Jo Whitaker &amp; Debs Nevill</b>
Item 12, AOB	Reminder Policies to be read by <b>all Trustees</b> and the form filled in before July. Awaiting signed response from DN, WMC & OH	<b>Debs Nevill, Witek Mintowt-Czyz &amp; Oliver Huntsman</b>
Agenda item	Action from GF Meeting 18/07/23	Responsible
Correspondence from Charity Commission ref submission of Annual Return	Meet to finalise and submit the Annual Return	<b>Lynne Potter and Jan Chatfield</b>
Item 2. Finances	Investigate grants to provide GF with a small amount of working capital	<b>Jo Whitaker</b>
Agenda item 4. Feedback from GCC Financial management Workshop 12/07/2023	Agree the mechanism for the Handover of the management of the Hall – Workstream 2, WMC, LWM & JW	<b>Witek Mintowt-Czyz &amp; Lowri Wynn Morgan</b>
	Finalise the plan for the operation and management of the Hub	<b>Workstream 3, Debs Nevill, Oliver Huntsman &amp; Jude Rogers</b>
	Update the Partnership Agreement – GCC & GF	<b>GCC &amp; GF</b>
Agenda Item 6 Feedback from Community Engagement Event 1 <sup>st</sup> July 2023	Review the feedback data and develop a revised core activity plan and booking schedule	<b>Jan Chatfield, Lynne Potter, Nick Jones &amp; Margie Barker</b>
	Forward details of Food Box Schemes and other initiatives	<b>Peter Willis</b>
Agenda Item 7. Checklist for feedback to Funders	Draw up check list for feedback to Funders	<b>Jan Chatfield &amp; Debs Nevill</b>
	Add tasks to be completed (points 2,4,7& 8) to the next meeting agenda	<b>Jan Chatfield</b>
Agenda item 8. Halls together Network	Discuss HTN Energy survey with Jude Rogers	<b>Debs Nevill</b>
AOB. Approaching Builders	Scrutinise offer letters and LBC for any conditions relating to contractors.	<b>Mark Whitaker</b>
	Let MW know of any suitable local builders who might be interested in the project	<b>All Committee members</b>

**Matters Arising not included on the agenda.****Correspondence:****Agenda**

1. Finances (OH)
2. Highlight Report 15



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3. Funding Strategy
4. Feedback from Steering Committee Meeting 3<sup>rd</sup> August 2023 (AM)
5. Update from individual work stream Groups
6. Partnership Agreement
7. Check list of items to be prepared prior to TNLCF submission in November (DN & JC)



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8. Tasks (2,4,7 & 8) to be completed before the NLCF Grant main application.
  - (2. Draw up a contract/updated Job Description for the Hub Coordinator to include hours and salary)
  - (4. Develop the mechanism for monitoring, evaluating & documenting progress)
  - (7. Review and update the budget on the revenue side}
  - (8. Ensure Equal Opportunities are addressed}
9. Halls Together in Monmouthshire and Newport (Halls Together HT) & GF & GCC Online Subgroup (DN)



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**10. Microsoft 365**Mail - GF- approval  
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11. Next Steps
12. AOB
13. Date of next meeting(s)

**Join GF Zoom Meeting 6.00pm Tuesday 2023**

<https://us04web.zoom.us/j/78892742629?pwd=P4SPeWMZcsLlVD1L0aRHayY0avtp8n.1>

Meeting ID: 788 9274 2629

Passcode: 9TUFwA

**Join GF Zoom Meeting 6.30pm Tuesday 2023**

<https://us04web.zoom.us/j/72087406155?pwd=EAwzpHgKbTRVNXYJO5OsFc5Yhn7yLQ.1>

Meeting ID: 720 8740 6155

Passcode: 3V0j5p