

Grosmont Futures – Minutes of Meeting 15th August 2023, 6.00pm, via Zoom

Present

Committee Members: (*= Co-opted)

Mark Whitaker (**MW**), Lynne Potter (**LP**) Chair, Jo Whitaker (**JWW**), Nick Jones (**NJ**), Jan Chatfield (**JC**) (minute taker), Alex Minford (**AM**) who left the meeting at 6.35pm

Members of the Public: None

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

LP welcomed everyone to the meeting.

Conflicts of Interest

None declared.

Minutes of the Meeting held on 18/07/2023.

The minutes were accepted as an accurate record.

Action Points from minutes

Agenda item	Meeting 15th 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	Discuss reference docs with JC & DN.	Lynne Potter and Mark Whitaker
Agenda item	Action from GF Meeting 16/05/23	Action Completed	Further action	Responsible
Item 5. Feedback from GCC meeting	Contact David Hughes-Jones to request clarification on the loan/raising of the precept by GFCC.	Still no reply from DHJ. Has been discussed with Lowri Wyn Morgan and Jude Rogers from GCC, no high hopes that this will be resolved.		Witek Mintowt-Czyz
Agenda item	Action from GF Meeting 20/06/23	Action Completed	Further action	Responsible
Item 8. Move GF folders From Dropbox to OneDrive	DN 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	See Agenda item 10		Peter Clarke, Jo Whitaker & Debs Nevill
Item 12, AOB	Reminder Policies to be read by all Trustees and the form filled in before July	Ongoing	Awaiting signed response WMC	Witek Mintowt-Czyz
Agenda item	Action from GF Meeting 18/07/23	Action Completed	Further action	Responsible
Correspondence from Charity Commission ref submission of Annual Return	Meet to finalise and submit the Annual Return	LP & JC met and provided correct dates for the CIO's financial year resulting in a change of date for submission of AR to November 2023 (127 days grace)		Lynne Potter and Jan Chatfield
Item 2. Finances	Investigate grants to provide GF with a small amount of working capital	No progress	Ongoing	Jo Whitaker
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	See agenda item 5		Witek Mintowt-Czyz & Lowri Wynn Morgan
	Finalise the plan for the operation and management of the Hub	See agenda item 5		Workstream 3,
	Update the Partnership Agreement – GCC & GF	See agenda item 6		GCC & GF
Agenda Item 6 Feedback from Community Engagement Event 1 st July 2023	Review the feedback data and develop a revised core activity plan and booking schedule	See agenda item 5		Workstream 5
	Forward details of Food Box Schemes and other initiatives	PW on leave		Peter Willis

Agenda Item 7. Checklist for feedback to Funders	Draw up check list for feedback to Funders	See agenda item 7		Jan Chatfield & Debs Nevill
	Add tasks to be completed (points 2,4,7& 8) to the next meeting agenda	Complete agenda item 8		Jan Chatfield
Agenda item 8. Halls together Network	Discuss HTN Energy survey with Jude Rogers	See agenda item 10		Debs Nevill
AOB. Approaching Builders	Scrutinise offer letters and LBC for any conditions relating to contractors.	See discussion under agenda item 5		Mark Whitaker
	Let MW know of any suitable local builders who might be interested in the project			All Committee members

Matters arising not included on the agenda.

None

Correspondence

DN has received an email from Be Community (a Monmouthshire County Council community support initiative) regarding their 2023 Autumn & Winter training programmes. It was agreed that GF are not really in a position to take advantage of this training at present, but that it might be of use to The Church and/or Grosmont Events.

Action: JC to forward the email from “Be Community” to Jane Moggridge (Church) and Jean Price (Grosmont Events)

Agenda –

1. Finances

Following expenditure on the community engagement stand as part of Grosmont Village Day the current balance is £97.30.

2. Highlight Report

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



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In addition to the Highlight report **PC** circulated an email (extracts reproduced below), apologising for missing the meeting and detailing progress since the last meeting.

- *In additional to highlight report, met with Andrew David of Halls Together on Friday 11th August to allow him to carry out Energy Survey. He is preparing a report. Main comment was that we are doing all the right things. **NB the report was received half an hour before the meeting, but not in time for discussion.***



Mail - GF- approval for nonprofit grants fr

- *I've researched the Wales Gov Tender process (I've put notes into the project folder) written a “Guide to the TENDER PROCESS” and writing up:
“expressions of Interest” - EOI DOC
“Pre-Qualification Questionnaire”- PQQ DOC
ITT DOC - Sarah has prepared a draft ITT doc which will be available to us in September. Waiting/chasing for all quotes to be returned.*

- *TNLCF - Michael Dupree wrote to GCC clerk asking for Report on Progress. I liaised with Robert and Alex to issue an update to TNLCF and also to Adam Hitching AHF. Both responded positively and noted our revised timeline for submission in December*

3. Funding Strategy

JW explained that not much has happened since the last meeting as the team are in limbo until more information is available regarding the management strategy and activities to be provided in the Hub. **JC** found an article in the local paper about a Church based Community Cafe in Raglan that had received some funding from Monmouthshire “You Decide” to help develop an outdoor seating area. The Raglan group are also investigating Sponsorship for some outdoor furniture. The idea of sponsorship could be something interesting for us to consider, maybe for specific items in the kitchen.

Action: Funding Workstream 1 to investigate Monmouthshire “You Decide” funding to see if it is applicable for GF.

4. Feedback from Steering Committee 3rd August 2023



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AM reported that the meeting went well, with a good discussion on the proposed amendments to the Partnership Agreement (PA). Lowri Wyn-Morgan and Jude Rogers from GCC are working on revisions to the PA in the light of the needs of the current Community Council, with the aim of the updated version being available for approval by GF & GCC at their respective meetings in September. The updated version will include details of the financial approval and tendering processes and the roles and responsibilities of the Project Manager. Before the PA can be submitted to the NLCF it will be necessary to know how the hall will be managed.

5. Feedback from Individual Workstream Groups

MW reported on behalf of Workstream 2 (Repair and Upgrade the Town Hall) that he had received a communication from Sarah Browne (Architect) indicating that she had one suitable builder in mind for the project, but that we would need at least three to take part in the tendering process. We need to appoint a main contractor to oversee and be responsible for all the building operations and liaise/engage with specialist tradesmen for any work that cannot be carried out ‘in house’.

MW proposed that an open letter should be written requesting expressions of interest in the project/role of main contractor to include the background to the project, works required and timescales. This letter would be sent to suitable local builders as well as being posted on social media and the village website.

AM seconded this and those present approved this action.

MW noted that he was meeting with Sarah Browne and Peter Clarke on 22 August and would prepare a draft letter for their approval and ratification.

No formal reports were available from the other groups and the reports in the Highlight report were a month or so old, so **LP** Suggested that groups be asked to submit reports to each GF meeting, starting at the September meeting. It was also suggested that as the work progress it would be useful to have frequent updates from the Project Manager, maybe in the form of a truncated Highlight report every fortnight.

Actions:

MW to write an open letter to Builders requesting expressions of interest.

Workstream Groups to prepare a formal report for submission to each GF Meeting

6. Partnership Agreement

Discussed under item 4.

7. Check List of items to be prepared and included in the NLCF submission in November.



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JC & DN have compiled a checklist of items to be completed before the NLCF grant application is submitted. This document is stored *Dropbox folder 9 Work- in-Progress/Funding Strategy/Feedback to Funders*.

Most of the tasks are in hand via the workstream Groups, with a few of exceptions as follows:

NLCF

- Monitor the impact your project is having on your community.
- Provide evidence that you have secured all the required partnership funding for the Project (8.1.3)
- Provide all the legal documents requested by us (8.1.4)

AHF

- Monitor your success in achieving the Approved Purposes and in contributing to the evaluation framework of the programme (6.6)

Peter Willis's suggestions

- Explain how you will measure the changes the project makes.

JC suggested that the same monitoring procedure be in place for all the funders as they are asking fundamentally the same questions. This needs to be developed in partnership with GCC.

8. Peter Willis's list of tasks to be completed before NLCF Grant application

These have been covered in item 7 above, except for number 8:

"Ensure Equal Opportunities are addressed".

There was some confusion as to what this was in relation to. GF do have an Equal Opportunities and Diversity policy which is overarching. **MW** suggested that perhaps this was specifically in relation to the access and facilities provided in the Hall. It was decided to ask PW exactly what he is looking for in this respect.

Action: PW to Clarify what is required to ensure equal opportunities are addressed.

9. Halls Together in Monmouthshire and Newport (Halls Together HT) and GF & GCC Online



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DN sent her apologies for the meeting and asked those present to consider whether GF would be interested in joining with Halls Together to subscribe to Grants online at a cost of £45 P/A for joint membership. This was raised at the Steering Committee and Lowri Wyn-Morgan was going to bring it up at the next GCC meeting. **JWW** noted that we are already signed up to the Welsh Government's initiative that informs us of new grants available in Wales. It is unclear how the joint membership would work and seems rather expensive given that GF have no operating funds. It was decided that this might be useful once the Hub is up and running but in the meantime something that GCC could fund.

10. Microsoft 365



Mail - GF- approval
for nonprofit grants fr



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Grosmont Futures have been approved for nonprofit grants and discounts from Microsoft. The next step is to look at how GF are set up and decide how this will work before putting it in place. **DN** proposed by email that a sub-group comprising **DN, JWW, JC & PC** be established to take this forward. This was seconded by **JC** and approved by those present.

Action: Set up Sub-Group to implement Microsoft 365 – DN, JWW, JC & PC

11. Next steps

- a) Review Energy Report
- b) Updates from individual workstream groups
- c) Finalise Partnership Agreement
- d) Formalise and distribute the Open Letter to Builders asking for expressions of interest in the building project.

10. AOB.

JC noted that the funders require meetings to be open and accessible to all and suggested that one GF meeting a quarter should be face-to-face to allow those without internet access to join in. LP was concerned that this would make it harder for some people to attend. NJ suggested that we could meet somewhere with a Zoom capacity to allow either Face-to-Face or virtual attendance. He offered to check whether the Town Hall could be used via his personal Wi-Fi hot spot. An alternative might be to hold the meeting in the Pub and take advantage of their Wi-Fi, although the Pub is closed on Tuesdays. It was agreed that the next meeting should be face-to-face.

**Actions: NJ to check whether the Town Hall would be suitable for Zoom meetings
JC to book the Town Hall for the next GF meeting.**

11. Date of Next Meetings

GF/GCC GCH Steering Committee, Thursday 7th September 2023, 7.00pm via Teams.

GF meeting Tuesday 19th September 2023, 6.00pm, Grosmont Town Hall (+ Zoom if possible)

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
Agenda item	Action from GF Meeting 20/06/23	Responsible
Item 12, AOB	Reminder Policies to be read by all Trustees and the form filled in before July. Awaiting signed response from WMC	Witek Mintowt-Czyz
Agenda item	Action from GF Meeting 18/07/23	Responsible
Item 2. Finances	Investigate grants to provide GF with a small amount of working capital	Jo Whitaker
Agenda Item 6 Feedback from Community Engagement Event 1 st July 2023	Forward details of Food Box Schemes and other initiatives	Peter Willis
Agenda item	Action from GF Meeting 18/07/23	Responsible
Correspondence "Be Community"	Forward the email from "Be Community" to Jane Moggridge (Church) and Jean Price (Grosmont Events)	Jan Chatfield
Agenda item 3. Funding Strategy	Investigate Monmouthshire "You Decide" funding to see if it is applicable for GF	Funding Workstream 1
Agenda Item 5. Feedback from Workstream group2	Write an open letter to Builders requesting expressions of interest. Workstream Groups to prepare a formal progress report for submission to each GF Meeting	Mark Whitaker All Workstream Groups
Agenda Item 8. Tasks to be completed before NLCF grant application	Clarify what is required to ensure equal opportunities are addressed.	Peter Willis
Agenda item 10. Microsoft 365	Set up Sub-Group to implement Microsoft 365	Debs Nevill, Jo Whitaker, Jan Chatfield & Peter Clarke
Agenda Item 12. AOB Face-to-Face Meetings	Check whether the Town Hall would be suitable for Zoom meetings Book the Town Hall for the next GF meeting.	Nick Jones Jan Chatfield

There being no further business the meeting closed at 6.55pm