

**Grosmont Futures – Minutes of Meeting 21 November 2023, 6.00pm.**  
**Grosmont Town Hall**

**Present**

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

Mark Whitaker (MW), Lynne Potter (LP), Jo Whitaker (JW), Deb Nevill (DN), Nick Jones (NJ), Witek Mintowt-Czyz (WMC),

**Members of the Public:** Jane Moggridge (minute taker)

**Apologies:** Oliver Huntsman (OH), Jan Chatfield (JC), Alex Minford (AM), \*Peter Clarke (PC), Peter Willis (PW) Severn Wye/Rural Futures.

**LP** welcomed everyone to the meeting.

**Conflicts of Interest**

None declared.

**Minutes of the Meeting held on 17 October 2023**

The minutes were accepted as an accurate record.

**Action Points from Minutes**

<b>Agenda Item</b>	<b>Meeting 15 November 2022</b>	<b>Action Completed</b>	<b>Further Action</b>	<b>Responsible</b>
Item 12. AOB	Reminder Policies to be read by <b>all Trustees</b> and the form signed	Ongoing	WMC Informed the meeting he was no longer a Trustee having resigned at the AGM. LP to follow up.	Witek Mintowt-Czyz Lynne Potter
<b>Agenda Item</b>	<b>Action from GF Meeting 18/07/23</b>	<b>Action Completed</b>	<b>Further Action</b>	<b>Responsible</b>
Item 2. Finances	Investigate grants to provide GF with a small amount of working capital	Ongoing	Will apply with assistance from JC and DN	Jo Whitaker Jan Chatfield Deb Nevill
<b>Agenda Item</b>	<b>Action from GF Meeting 15/08/23</b>	<b>Action Completed</b>	<b>Further Action</b>	<b>Responsible</b>
Agenda Item 10. Microsoft 365	Sub-Group had met once to implement Microsoft 365	There were still issues with the Professional System.	No resolution to 'share information' with wider community without copying to another area (OneDrive or Dropbox) so continue with Dropbox. Have 25% of space	Deb Nevill Jo Whitaker Jan Chatfield Peter Clarke

			unused.	
<b>Agenda Item</b>	<b>Action from GF Meeting 19/09/23</b>	<b>Action Completed</b>	<b>Further Action</b>	<b>Responsible</b>
Agenda Item 2. Highlight Report	Resolve responsibility for insurance during the construction phase.	Not yet been resolved	Advice is this is responsibility of contractor as far as building works are concerned. Awaiting sight of existing GCC Insurance Policy.	Alex Minford  Witek Mintowt Czyz Nick Jones
Applying for a "Stopping Up Order"	LWM has contacted the Angel Inn. Need to contact David Whiting at Angel Cottage	Meetings still to be arranged	Ongoing	Peter Clarke Lowrie Wynn-Morgan
Agenda Item 6. Project Structure document.	Present Project Structure document at the next GF Meeting and clarify its purpose	Agenda Item 8	To be presented at the next meeting	Peter Clarke
<b>Agenda Item</b>	<b>Action from GF Meeting 17/10/23</b>	<b>Action Completed</b>	<b>Further Action</b>	<b>Responsible</b>
Correspondence. Rural Futures evaluation	Put the invitation to participate in the final RF Evaluation on Grosmont Website, Facebook, village noticeboard and the new Link Magazine	Completed	None	Deb Neville Nick Jones
Agenda Item 1 Finances	Produce Accounts and a Budget for the CIO return by the beginning of November.	This had been done and sent.	None	Oliver Huntsman Lynne Potter
Agenda Item 5. Feedback from Management of the Hub Workshop 29/09/23	Arrange follow up Workshop with representation from GCC & GF	Completed	None	Lynne Potter
Agenda Item 8. Project Structure and PID Templates	Draft Documents more work needed	Work continuing on the drafts	Ongoing	Peter Clark Jan Chatfield
<b>Agenda Item</b>	<b>Action from GF Meeting 21/11/23</b>	<b>Action Completed</b>	<b>Further Action</b>	<b>Responsible</b>
Agenda Item 2 Highlight Report 18	In the absence of PC leave any questions raised by the report until the next meeting.	Continuing	Ongoing	Peter Clark

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

None

## **Correspondence**

None

### **1. Finances**

The current balance is unchanged at £97.80. It was suggested that the money remaining should be used, and it was agreed that there should be another Community Engagement event during the Christmas Tree Festival being held in the St Nicholas nave on Saturday 16 December 2023.

**Action: OH/Community Engagement Team**

### **2. Highlight Report 18 (PC)**

See Action Points above.

### **3. Feedback from Steering Committee Meeting 2 November 2023 (AM)**

It was reported that the Steering Committee was now known as the Grosmont Community Hub Management Committee (**GCHMC**). It was agreed that the next meeting should be scheduled after 4<sup>th</sup> December, when the tenders were due in, and the December Community Council meeting. **AM** had suggested the date of 14 December but this had not been confirmed.

### **4. Feedback from GCC Meeting 14 November 2023 (WMC)**

**WMC** reported that **GCC** had approved most of the points raised. The outstanding matters were the question of the legality of opening another bank account, the questions on the Land Registry and the application for the Public Works Loan. The Clerk to **GCC** was tasked with following up these matters.

**Action: WCM/NJ**

### **5. Feedback from Workshops 9 November 2023 and 17 November 2023(LP)**

**LP** thanked those people who were able to come and particularly **PW** for all his hard work. There had been two workshops, each over three hours long.

The first workshop covered the development of a plan for the management agreement and finalise project outcomes, activities, and revenue budget. The notes included:

- Suggestions for any changes to future hall hire fees/periods.
- Management Agreement plan and leads for sub tasks.
- Changes to project outcomes.
- Changes to project activities.
- Clarity about Core activities.
- Change of project length to 2 years.
- Changes to the revenue budget and a revised draft budget table.

The second workshop centred on resolving outstanding points about the management agreement and setting out a plan to complete this and to finalise TNLCF project activities that will be delivered, project outcomes and revenue budget.

**LP** to ask **PW** to include **NJ** on the mailing list.

**Action: LP**

## **6. Expressions of Interest in Building Project and Tender Process (MW/PC)**

**MW** reported that so far, the only person who had shown interest was Wayne Hill, who had visited the Town Hall on a couple of occasions. The other builders who had expressed an interest had not been in evidence. The deadline for tenders was 4<sup>th</sup> December 2023, so there was still time.

**Action: MW/PC**

## **7. Feedback from Making Grants Work Workshop (DN, MW, JW)**

It was reported that it had been a good day with plenty of ideas. Consulting the community was seen as a priority and thanks to our Community Engagement we were already fulfilling this.

JW will contact Be Community to get on their mailing list for any training they put on.

**Action: (DN/MW/JW)**

## **8. Grosmont Christmas Tree Festival Community Engagement Opportunity (JC)**

To use the money remaining in the bank account it had been agreed that the Christmas Tree Festival on Saturday 16 December would be a good Community Engagement opportunity. A meeting needed to be arranged for the Community Engagement Group.

**Action: LP/JC/NJ/MB**

## **9. Halls Together (HT) & GF & GCC Online Subgroup (DN)**

Not much had been happening. Nothing more had been heard about the funding for the HT website. An application is being made to Wales Council on Voluntary Action (**WcVA**) for funding for employing a training and a website marketing specialist.

**Action: DN/JR**

## **10. Next Steps**

1. Do a Christmas Tree for Grosmont Futures.
2. The next workshop with **PW** is on Friday 24 November 2023
3. The deadline for tenders is 4 December 2023.

## **11. AOB**

1. Joseph Wilson has been a very useful member of the committee but has been very busy with work recently. **LP** asked **DN** to contact him to see if he is able to remain on the committee as his contributions in the past have been very helpful.

**Action: DN**

2. **NJ** reported that the first edition of the Link would be published in December. Congratulations were given on his hard work.

**12. Date of Next Meeting**

GF Meeting Tuesday 19 December 2023 at 6.00pm – Via Zoom

Join Zoom Meeting

[https://us02web.zoom.us/j/88397765883?  
pwd=YXIHMVkvNHdXWkNBaVovd0RzVjhuQT09](https://us02web.zoom.us/j/88397765883?pwd=YXIHMVkvNHdXWkNBaVovd0RzVjhuQT09)

Meeting ID: 883 9776 5883