

Grosmont Futures – Minutes of Meeting 19th December 2023, 6.00pm,

Via Zoom

Present

Committee Members: (*Co-opted)

Mark Whitaker (MW) Chair, Jo Whitaker (JW), Deb Nevill (DN), Nick Jones (NJ), Witek Mintowt-Czyz (WMC), Oliver Huntsman (OH), Jan Chatfield (JC) Minute Taker, Alex Minford (AM),

Members of the Public: Jane Moggridge

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

Apologies: *Peter Clarke (PC), Lynne Potter (LP)

MW welcomed everyone to the meeting and apologised for the mix up with the ZOOM connection which had resulted in the meeting not starting until 6.15pm.

Conflicts of Interest

None declared.

Minutes of the Meeting held on 21 November 2023

The minutes were accepted as an accurate record.

Action Points from Minutes

Agenda Item	Meeting 15 November 2022	Action Completed	Further Action	Responsible
Item 12. AOB	Reminder Policies to be read by all Trustees and the form signed	WMC Informed the meeting he was no longer a Trustee having resigned at the AGM. LP to follow up.	LP reported that there was no record of WMC formally resigning and that she will discuss this with him.	Witek Mintowt-Czyz Lynne Potter
Agenda Item	Action from GF Meeting 15/08/23	Action Completed	Further Action	Responsible
Agenda Item 10. Microsoft 365	Sub-Group had met once to implement Microsoft 365. No resolution to 'share information' with wider community without copying to another area (OneDrive or Dropbox) so continue with Dropbox. Have 25% of space unused.	No progress PC attended a webinar on 30/11	Still Waiting for a follow up call to discuss the system settings for sharing Data with the community.	Peter Clarke
Agenda Item	Action from GF Meeting 19/09/23	Action Completed	Further Action	Responsible
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	Not progressed, not urgent	Dependent on start date from the builder it must be issued to MCC Highways at least 6 weeks before start date	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

Agenda Item	Action from GF Meeting 17/10/23	Action Completed	Further Action	Responsible
Agenda Item 8. Project Structure and PID Templates	Draft Documents more work needed	Work continuing the drafts	Ongoing	Peter Clark Jan Chatfield
Agenda Item	Action from GF Meeting 21/11/23	Action Completed	Further Action	Responsible
Agenda item 1. Finances	Balance of £97. To be used at Community Engagement Event as part of Grosmont Christmas Tree Festival	£28.10 remaining See agenda item 10	Remainder to be returned to Rural Futures	Oliver Huntsman
Agenda Item 4. Feedback from GCC meeting 14/11/23	Follow up the legality of opening another bank account, the questions on the Land Registry and the application for the Public Works Loan	Advice from OneVoice Wales is that a 2 nd Bank Account is problematic. See agenda item 5 for Public Works Loan	Funds to be managed through GCC with appropriate procedures in place	Witek Mintowt-Czyz
Agenda item 5. Feedback from workshops 9 th & 17 th November	Ask Peter Willis to include Nick Jones on the mailing list.	Completed	None	
Agenda Item 7. Feedback from making Grants work workshop	Contact Be Community to get on their mailing list for any training they put on.	Completed	None	
Agenda Item 8. Grosmont Christmas Tree Festival	Use the money remaining in the bank account for the Christmas Tree Festival as a community Engagement Opportunity	Completed	None	
Agenda item 11. AOB 1	Contact Josh Wilson to see if he is willing to remain on the committee	Completed by email	Reply from Josh circulated 28/11/23 stating that unfortunately he is too busy to take on anything else, but continues to support the project,	

Matters arising not included on the agenda.

None

Correspondence

None

1. Finances

The current balance is £28.01.

Two payments have been made as authorised at the last GF meeting to fund the GF community Engagement display at the Grosmont Christmas Tree Festival held in the St Nicholas Nave Saturday 16 December 2023 – 2 January 2024 see agenda item 10.

Jan Chatfield: £51.79p for Chocolate Santas.

Lynne Potter: £17.50 miscellaneous – Christmas Tree, card, glue etc.

2. Update from TNLCF on Funding for the Project

Peter Willis (PW) confirmed the fantastic news that TNLCF had agreed to increase the funds offered for the project up to £300,000, subject to formal approval. This is a testament to the hours of hard work and commitment put in by the team.

TNLCF have also extended the deadline for the use of the CDG grant allowing us to use all of the £14k to pay for professional services associated with the project.

The breakdown of the £300K funding is:

Capital Development Grant	£14K.
Capital works	£218K.
Revenue for running the project over 2 years	£68K.

The main TNLCF Main Grant application form is ready for the final review, with a Teams meeting arranged for 13.30 tomorrow (20/12/23). The purpose of this meeting is to check for accuracy, factual errors and updates and we are in a good position to submit this as planned on 22nd December.

3. Highlight Report 19 (PC)

No Highlight Report this month.

4. Feedback from Steering Committee Meeting 14 December 2023

This was a useful meeting which morphed into a meeting with the Architect and members of the building subgroup to discuss the tender documents and costings as submitted by the preferred candidate as main Building Contractor Wayne Hill of Hill Valley Restoration. See action points from this meeting below. NB the meeting was held before the news of the possibility of increased funding from TNLCF.



Action Points
GCHMG meeting 14 [

5. Feedback from GCC Meeting 12 December 2023 (WMC)

WMC reported that there was a long session on the borrowing approval, the text had been finalised and the Clerk was tasked with completing the form by 19th December. The application is not yet complete but should be submitted by 22nd December.

Advice from OneVoice Wales is that opening a 2nd Bank Account is problematic and the funds to be better managed through GCC with appropriate procedures in place.

Councillors were waiting to see the final draft of the Partnership Agreement, although this has been agreed in principle.

Action: AM/JC to forward final draft of the Partnership Agreement to Councillors.

6. Partnership Agreement (AM)



Partnership
Agreement Version 2.

The final draft of version 2.1 of the Partnership agreement had been circulated to members prior to the meeting. Oliver Huntsman proposed that this document be approved, this was seconded by Alex Minford and agreed by those present. This version is now to be sent to GCC for their approval by **JC & AM**– see item 5 above.

7. Feedback from Workshops 24/11/23, 01/12/23, & 08/12/23 (DN)

There had been three workshops, each over three hours long. Attended by Peter Willis, Deb Nevill, Jan Chatfield, Jo and Mark Whittaker and Lynne Potter.

24/11 Workshop 3: Finalising project plans

1/12 Workshop 4: Monitoring and Measuring Impact

8/12 Workshop 5: Finalise Coordinator job description and person specification.

At every meeting there were discussions, updates and resolutions of outstanding points from previous workshops that often needed input/information from GCC and/or the newly named GCHMG (changed from the GCH SC), the project manager and/or the architect to bring detail and clarity to

how the project would be run and by whom.

Details of these workshops can be found in Dropbox together with some of the relevant documents *GF/9 Work in Progress/Capital Development Grant Application/Application Workshops Nov 2023*

See summary prepared by Deborah Nevill



Workshops Dec 2023
meeting report..docx

8. Application form for TNLCF Grant (PW)

Following on from the workshops, the grant application is just about ready to submit. **PW** has arranged a meeting tomorrow (20/12/23) with as many committee members as can be available for a final sense check and review with the aim of submitting the application to the National Lottery Community Fund by the close of play on 22/12/23.

9. Building Project and Tender Process (MW/PC)

MW reported that a meeting has been planned tomorrow (20/12/23) with Wayne Hill (the preferred candidate as main Building Contractor) and the Architect Sarah Browne to discuss the costings and tender documents. It is noted that although the appropriate process was followed and fourteen Builders were contacted, Wayne was the only suitable candidate to submit a tender and consequently there is no yardstick to measure his costings/timeframes against. It is accepted that Wayne is experienced, but he does not have a huge profile on the Web, so he will be asked to provide examples of previous projects he has been involved in together with references or testimonials.

Wayne will not be able to start work until mid 2024, which effectively means work will not start until after the bird nesting season in August.

The estimates for the work greatly exceeded the funds available, although this has been mitigated by the potential increased grant available from TNLCF there is still a possible shortfall of around £30k.

Savings could be made by not using covered scaffolding which has been quoted at £33k this could be reduced to approx. £8.5k if open non-roofed scaffolding is used. As the work will take place in late summer this should be ok.

The consensus is that a reduced mezzanine would also be a good compromise and keep costs down.

Given the above and the additional funding it should be possible to complete most of the planned work downstairs.

Priorities to be discussed with Wayne and Sarah on 20/12/23 include:

- Fitting insulation between the main floor and the downstairs treatment room.
- Removal of the internal partition wall to accommodate the external glass doors to the undercroft.
- Ventilation in the Treatment Room
- Heat Loss via the double doors in the Treatment Room

It is hoped that separate funding will be available for the Audio-Visual equipment via the Community Green Energy fund,

10. Grosmont Christmas Tree Festival Community Engagement Opportunity (JC)

Two trees have been set up, with bi-lingual baubles attached detailing what will be provided in the Hub. The aim being to show that the project is all about the people. Chocolate Santas were given out to children during the Opening event. The trees will be in the Nave until 2nd January 2024 so lots of people will be reached.

11. Halls Together (HT) & GF & GCC Online Subgroup (DN)

Halls Together: Not much to report, the application for extra funding via WCVA grant will be submitted before Christmas. The Website is still not up and running.

Online Sub-Group: **NJ** has received excellent feedback on the Link magazine. The cost of producing this issue was around £270. Wellbeing will be made the focus on the next issue.

12. Next Steps

1. Finalise TNLCF Application and Submit
2. Formally Issue Partnership Agreement
3. Meeting with Wayne Hill

13.AOB

None

14. Date of Next Meetings

Meeting to finalise TNLCF Grant Application form, Wednesday 20 December at 13.30 via Teams

Meeting with Wayne Hill & Sarah Browne to discuss tender docs at 13.45 in Monmouth.

GCHMG Meeting Thursday 4th January 2024 at 19.00 via Teams

GF Meeting Tuesday 16th January at 6.00pm – Face 2 Face in Grosmont Town Hall

Actions Arising to be completed by next GF meeting unless otherwise stated.		
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Agenda Item 10. Microsoft 365	Still Waiting for a follow up call to discuss the system settings for sharing Data with the community.	Peter Clarke
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Agenda Item 2. Highlight Report – Insurance during the build Phase.	Advice is this is responsibility of contractor as far as building works are concerned. Awaiting sight of existing GCC Insurance Policy.	Witek Mintowt Czyz Nick Jones
Applying for a “Stopping Up Order”	Dependent on start date from the builder it must be issued to MCC Highways at least 6 weeks before start date	Peter Clarke Lowrie Wynn-Morgan
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Agenda Item 8. PID Templates	Draft Documents more work needed	Peter Clark Jan Chatfield
Agenda Item	Action from GF Meeting 21/11/23	Responsible
Ongoing action from previous meetings	LP reported that there was no record of WMC formally resigning as a GF CIO Trustee and that she will discuss this with him.	Witek Mintowt-Czyz Lynne Potter
Agenda item 1. Finances	£28.10 remaining from Micro Grant to be returned to Rural Futures	Oliver Huntsman
Agenda Item	Action from GF Meeting 19/12/23	Responsible
Agenda item 5, Feedback from GCC meeting 12/12/23	Forward final draft of the Partnership Agreement to GCC Councillors.	Alex Minford Jan Chatfield

There being no further business the meeting closed at 7.15 pm.