

**Grosmont Futures – Minutes of Meeting 16<sup>th</sup> January 2024, 6.00pm Face 2 Face in Grosmont Town Hall**

**Present**

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

Lynne Potter (LP) Chair, Mark Whitaker (MW), Jo Whitaker (JW), Deb Nevill (DN) Minute taker, Witek Mintowt-Czyz (WMC), Oliver Huntsman (OH). \*Peter Clarke (PC) arrived at 6.15pm.

**Members of the Public:** Jane Moggridge.

**Apologies:** Nick Jones (NJ), Alex Minford (AM), Jan Chatfield (JC).

LP welcomed everyone to the meeting in the cold Town Hall.

**Declaration of any Conflicts of Interest** - None declared.

**Minutes of Last Meeting held 19<sup>th</sup> December 2023** - Minutes accepted as an accurate record.

**Action Points from Minutes**

<b>Actions Arising to be completed by next GF meeting unless otherwise stated.</b>			
<b>Agenda Item</b>	<b>Action from GF Meeting 15/08/23</b>	<b>Responsible</b>	<b>Action Update</b>
Agenda Item 10. Microsoft 365	Still Waiting for a follow up call to discuss the system settings for sharing Data with the community.	<b>Peter Clarke</b>	PC not present to give feedback. GCC are looking into an alternative email account of their own which GF members could be included into too.
<b>Agenda Item</b>	<b>Action from GF Meeting 19/09/23</b>	<b>Responsible</b>	
Agenda Item 2. Highlight Report – Insurance during the build Phase.	Advice is this is the responsibility of the contractor as far as building works are concerned. Awaiting sight of existing GCC Insurance Policy.	<b>Witek Mintowt Czyz</b> <b>Nick Jones</b>	GCC has raised the public liability insurance as it was inadequate.
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	<b>Peter Clarke</b> <b>Lowri Wynn-Morgan</b>	On going – not needed until the autumn.
Agenda Item 6. Project Structure document.	Present Project Structure document at the next GF Meeting and clarify its purpose.	<b>Peter Clarke</b>	Ongoing - PC not present when this was addressed
<b>Agenda Item</b>	<b>Action from GF Meeting 17/10/23</b>	<b>Responsible</b>	
Agenda Item 8. PID Templates	Draft Documents more work needed	<b>Peter Clark</b> <b>Jan Chatfield</b>	See Agenda item 7
<b>Agenda Item</b>	<b>Action from GF Meeting 21/11/23</b>	<b>Responsible</b>	
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.	<b>Witek Mintowt-Czyz</b> <b>Lynne Potter</b>	Discussion was had - WMC will continue until the next GF CIO AGM.
Agenda item 1. Finances	£28.01 remaining from Micro Grant to be returned to Rural Futures	<b>Oliver Huntsman</b>	Have to return money as not spent in time.
<b>Agenda Item</b>	<b>Action from GF Meeting 19/12/23</b>	<b>Responsible</b>	
Agenda item 5, Feedback from GCC meeting 12/12/23	Forward final draft of the Partnership Agreement to GCC Councillors.  It remains in draft form	<b>Alex Minford</b> <b>Jan Chatfield</b>	As AM and JC are away and are the best to give feedback the decision was made to leave until a discussion can be had.

**Matters Arising not included on the agenda    None**

**Correspondence    None**

1. **Finances (OH)** current balance is £33.01. £28.01 to be returned to Rural futures. £5 donated by DN to keep the account afloat/open.  
**Action** – Peter Willis will contact OH on how to return funds.
2. **Update from TNLCF re application** (LP) – There were a couple of easy questions from the lottery that were easily dealt with. GF should know the outcome by weds 14th Feb.  
**Action** – Await outcome
3. **Highlight Report 19 (PC) May** need to return the unspent £2,700 from development grant. Point 3 Transfer day to day operation of Town Hall to GC CIO, states that the Partnership Agreement has been revised and accepted by GCC – JW asked that if GCC has accepted the revised agreement, confirmed by WMC, then what has happened to the document. PC said that all documents are with the National Lottery. LP acknowledged that the documents were sent in but the document that we are looking at in this meeting is in draft form and since both AM and JC are unavailable to ask, the decision was made to wait until their return to be advised.  
**Action** – LP to check with JC and AM re. Partnership document when they return.
4. **Grosmont Community Hub Management Group GCHMG** Proposal for for the continuation of the work of the ex- Steering Group as the Management group in the light of the resignation Minuting that Alex Minford from GCHMG sent an email to the GF committee stating he has stepped back from the Steering Committee – Minuted too, GF's thanks to Alex for such a fabulous job he has done under quite difficult circumstances at times. LP – you have been an absolute star.  
LP – Stated that JC, MW and LP have had a meeting and agreed a proposal.  
**Proposal** that MW chairs the management committee for the next 10 months (during the building phase) and LP chairs the GF meetings (cover each other if required). This was **passed unanimously** by those present.  
LP - The management group will continue but at an appropriate time, in parallel, will develop and recruit more people from the village to manage and run the hub.  
DN – hoped that in 10 months time that somebody from the GCC would be willing to take a lead role and the GF trustees should be freed up to start another of the projects originally identified.  
LP – Will explain to the present GCC members of the GCHMG how and why this action and decision has been taken.  
Discussion followed about the need for a minute taker and the difficulties of chairing meetings whilst taking minutes. PC volunteered to do it as bullet points for the first 2 meetings.  
The next meeting of the GCHMG was agreed to be on Thursday 1<sup>st</sup> February, and at that meeting a regular meeting date and time would be discussed and agreed.  
**Action** – MW to arrange the next GCHMG meeting.
5. **Feedback from GCC meeting 09/01/24 (WMC)**- Financial matters were deferred due to the absence of the financial manager. A financial statement had been received and from that progress could be made to indicate to GF that £30,000 was no longer an issue. In the meeting there was a motion to formally accept the current status of the partnership agreement. Originally the GCC believed it had no reserves and no access to other funds and therefore needed to borrow the money in order to support the project. In the long interval that has

passed the precept has been raised to such a degree that the Council now has reserves of over £30,000 (sinking fund) which the GCC are willing to allocate to the building project if required. The borrowing approval could still go ahead if the project falls short. LP voiced her concerns about the management of the funds by GCC in the future.

6. **GCC Loan** As above.

7. **Outstanding documents**

- Project Structure
- PID (LP) – JC and LP have discussed and there are concerns about whether **GF** needs one or not.

**PC** explained that it is for the building part of the project and part of the project managers job and then GCC, when the Hall Project is underway, to tell funders how their money is being managed.

- Policies required in the Partnership Agreement, Health & Safety, Environmental policy, Use of Welsh language, The protection of children, young people and vulnerable adults.

**Action** – To let LP know by 26th January whether you would be part of a workshop to get these done.

8. **Building Project and Tender Process (MW/PC)** - PC needs names and addresses from Wayne of people he has worked for recently that he doesn't mind being contacted.

**Action** – MW to contact Wayne for details from him for 2-3 recent jobs.

9. **Rural Futures Microgrant** – All details and evidence brought together by LP, JC and DN and sent off. LP – Feedback from Maggie K from Rural Futures was that it was excellent work.

**Action** – DN To send out the main Micro grant documents by email to JM.

10. **Halls Together (HT) & GF & GCC Online Subgroup (DN)** Nothing changed as Christmas break and awaiting outcome of Lottery Grant and WcVA grant. Website still not live yet due to illness.

Last Wednesday DN received an email from - BeCommunity - In partnership with the Environmental Health who are offering a coaching scheme tailored for communities engaged in the preparation or handling of food. This is designed to provide personalised support, ensuring that community food projects start off on the right foot and thrive successfully. Each is allocated an environmental health officer.

Today – from Be-community in collaboration with MonLife Heritage called unlocking memories - object-based reminiscence and Memory cafe training. Empower volunteers with essential skills required to host Memory cafes. It Starts on Thursday 29th Feb 10am - 3pm. Training is over 3 consecutive weeks.

**Action DN** put details on FB and send email to Grosmont Events and Kitchen Singers and **LP** on notice board.

11. **Next Steps**

- 1) Establish a pattern of meetings for Management Group with MW as Chair.
- 2) Set up workshops to write/finalise documentation.

12. **AOB** **LP** Thanked JM for coming regularly to the meetings and spreading positive messages and being such a great advocate for GF and the project.

13. **Date of next meeting(s)** Tuesday Feb 20<sup>th</sup> at 6pm in the Town Hall followed by celebration pop and cake at 7pm – donations gratefully received. Invite Peter Willis and GCC. Apologies from OH

GCHMG meeting 1st February time and venue to be arranged.

7.04 pm finished.