

**Grosmont Futures – Minutes of Meeting 20th February 2024, 6.00pm, Face to Face,
Grosmont Town Hall**

Present

Committee Members: (*Co-opted)

Lynne Potter (LP) Chair, Mark Whitaker (MW), Jo Whitaker (JW), Deb Nevill (DN), Witek Mintowt-Czyz (WMC), Nick Jones (NJ), Alex Minford (AM), Jan Chatfield Minute Taker (JC), *Peter Clarke (PC).

Members of the Public: Jane Moggridge.

Apologies: Oliver Huntsman (OH), Peter Willis.

LP welcomed everyone and noted that there was a much more up-beat feel to the meeting thanks to the fantastic news from the Lottery.

Declaration of any Conflicts of Interest - None declared.

Minutes of Last Meeting held 16th January 2024 - Minutes accepted as an accurate record.

Action Points from Minutes

| Actions Arising to be completed by next GF meeting unless otherwise stated. | | | |
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| Agenda Item | Action from GF Meeting 15/08/23 | Responsible | Action Update |
| Agenda Item 10. Microsoft 365 | Still Waiting for a follow up call to discuss the system settings for sharing Data with the community. Update: GCC are looking into an alternative email account of their own which GF members could be included into too. | Peter Clarke | PC attended an on-line seminar but although 365 will provide all the tools we need it is difficult to use. We need something simple and would be better off using Microsoft family along-side Dropbox at a cost of £79 P/A for 6 email addresses. |
| Agenda Item | Action from GF Meeting 19/09/23 | Responsible | Action Update |
| Agenda Item 2. Highlight Report –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. On going – not needed until the autumn | Peter Clarke Lowrie Wynn-Morgan | Ongoing to be addressed by the Building Group at the appropriate time |
| Agenda Item 6. Project Structure document. | Present Project Structure document at the next GF Meeting and clarify its purpose | Peter Clarke | JC to make amendments in line with new name for Steering Group, then send to PC for checking. Final Doc to be circulated for approval at next GF meeting |
| Agenda Item | Action from GF Meeting 17/10/23 | Responsible | Action Update |
| Agenda Item 8. PID Templates | Draft Documents more work needed | Peter Clark Jan Chatfield | Working group set up to take this forward, Peter Clarke, Alex Minford, and Jan Chatfield |
| Agenda Item | Action from GF Meeting 16/01/2024 | Responsible | Action Update |
| Agenda item 1. Finances | Contact OH to explain how to return the £28.01 remaining from the Microgrant to Rural futures | Peter Willis | Completed No further action |
| Agenda item 2. Highlight report 19 | Check status of the partnership agreement (PA) with JC & AM | Lynne Potter | PA sent to GCC for signing at their next meeting. Marl Whitaker to sign on behalf of Grosmont Futures |
| Agenda item 4. GCHMG | Arrange the next GCHMG meeting | Mark Whitaker | Completed No further action |
| Agenda item 7. Outstanding Documents | Let LP know by 26th January whether you would be part of a workshop to get these documents completed | All Committee Members | Completed No further action |

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| Agenda item 8. Building Project and Tender Process | Contact Wayne Hill for details from him of 2-3 recent jobs. | Mark Whitaker | Item 4 On Agenda |
| Agenda Item 9. Rural Futures Microgrant | Send out the main Micro grant documents by email | Debs Nevill | Completed by Jan Chatfield No further action |
| Agenda item 10. Halls together | Circulate information from B Community regarding various courses to other local groups. | Debs Nevill & Lynne Potter | Completed No further action |

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

Correspondence

Email from Peter Willis



Peter has contacted Jude Rogers regarding a potential follow-on project from Rural Futures to support communities to take action on climate change.

Rural futures event at the Senedd on 13 June. This is where the final version of the Grosmont video will be premiered. A small group of people from each community will be invited to attend. Grosmont may be one of just 2 groups who will be invited to present at the event.

Agenda

1. **Finances (OH)** Current balance is £4.40.
2. **Highlight Report 19 (PC)**. The Highlight Report will be issued following the next meeting of the Grosmont Community Hub Management Group.
3. **Feedback GCHMG meeting 01/02/24.**



MW reported that it had been agreed that he would act as chair of this meeting during the project building phase, with meetings taking place virtually on the first Thursday of the month.

4. **Building Project and Tender Process (MW/PC)** -

Two reference checks have been received for Wayne Hill, awaiting a third. So far very positive "Wonderful Bloke" "Very helpful, if he runs into a problem, he's very tenacious, but this does incur a time element".

Sarah Browne (Architect) has queried who will be employing the builder GCC or a body acting as a freeholder, MW confirmed that GCC will be the employer.

The next step is for the building group to meet with Sarah to work through the timescales to include a start date and an end date so that the official JCT (Joint Combined Trade) contract can be written and given to Wayne Hill the preferred builder.

As the Architect Sarah is in charge and responsible for this part of the process and will need to meet with Wayne to finalise details.

JC asked whether Wayne Hill was aware that he was the preferred builder to ensure that he wasn't going to be looking for other work in the timeframe.

As a priority we need to see a copy of the final plans and know exactly what can be done with the funds available so that any shortfall can be reviewed. **MW** noted that it was unlikely that enclosing the Undercroft would be within budget even with the extra to be provided by the lottery. **NJ** suggested GCC might be able to take out a loan to cover any shortfall.

AM suggested that there should be provision in the contract for adding work to complete the undercroft if the funding become available.

Action: MW to arrange a meeting with Sarah and the building group ASAP

5. **Community Engagement Event to announce Successful award from TNLCF**

Rural Futures have offered a microgrant of £500 to help run the event and we need to let them know by the end of the month that we are planning. N.B. this money cannot be spent on alcohol, so GCC have kindly agreed to an additional £200 to enable a glass of Fizz to be provided.

A meeting with representation from GF & GCC has been planned for 7.00pm on 21st Feb in the Angel Inn to plan the event.

6. **Grosmont Futures CIO AGM 2024**

GFCIO AGM planned for 21/05/2024.

The current constitution requires Trustees to resign every three years with new Trustees sought. This could be problematic going forward. **DN** offered to look at the constitution and see whether this requirement could be changed.

Action: DN to review the GFCIO Constitution in respect to Trustees' term of office

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



HT were not successful in obtaining a Lottery Grant this time, but plan to try again.

DN has stood down as a Trustee and Secretary but will remain on the committee.

The HT Website and booking facility is still being finalised.

The weekly programme of village events put together by Jude Rogers is very useful and widely available.

The GF page on the village website needs updating, input to be provided by the Community Engagement Group.

DN proposed that in future the Halls Together (HT) & GF & GCC Online Subgroup should report to the GCHMG rather than GF alone and this item is removed from the GF meeting's agenda.

8. **Next Steps**

- 1) Contact Sarah Browne and work towards formally issuing the contract to the Builder
- 2) Publicise news about TNLCF Funding
- 3) Sort out GFCIO AGM
- 4) Complete the outstanding documents

9. **AOB** **DN** noted that currently B Community information is just distributed to GF, this will be a useful source of information once the hub is up and running.

10. **Date of next meeting(s)**

Joint GF / GCC Community Engagement planning meeting Wednesday 21st Feb ,7.00pm The Angel Inn

GCHMG meeting, Thursday 7th March 2024, 7.30pm via SKYPE.

GF meeting, Tuesday 26th March 6.00pm, Grosmont Town Hall (+ Zoom if possible)

Meeting with Sarah Browne and the Building Group **TBA ASAP**

- 11. Celebration Time** – The team were joined by members of GCC for a glass of Fizz and nibbles to celebrate the fantastic achievement of a grant of £300,000 from TNLCF for the Grosmont Community Hub Project. This a well deserved and convivial end to the evening, with grateful thanks to all those who provided the drinks and nibbles and especially to Lowri for doing the washing up.

| Actions Arising to be completed by next GF meeting unless otherwise stated. | | |
|---|---|---|
| Agenda Item | Action from GF Meeting 19/09/23 | Responsible |
| Agenda Item 6. Project Structure document. | Present Project Structure document at the next GF Meeting and clarify its purpose, Further Action 20/02/24 JC to make amendments in line with new name for Steering Group, then send to PC for checking. Final Doc to be circulated for approval at next GF meeting | Jan Chatfield Peter Clarke |
| Agenda Item | Action from GF Meeting 17/10/23 | Responsible |
| Agenda Item 8. PID Templates | Draft Documents more work needed. Working group set up to take this forward, Peter Clarke, Alex Minford, and Jan Chatfield | Peter Clark Jan Chatfield Alex Minford |
| Agenda Item | Action from GF Meeting 19/12/23 | Responsible |
| Agenda item 5, Feedback from GCC meeting 12/12/23 | PA sent to GCC for signing at their next meeting. Mark Whitaker to sign on behalf of Grosmont Futures. | Mark Whitaker |
| Agenda Item | Action from GF Meeting 20/02/2024 | Responsible |
| Agenda item 4, Building project | Arrange a meeting with Sarah and the building group ASAP | Mark Whitaker |
| Agenda Item 6. GFCIO AGM | Review the GFCIO Constitution in respect to Trustees term of office | Debs Nevill |

The business side of the meeting closed at 7.20pm.