

Grosmont Futures – Minutes of Meeting 23rd July 2024, 6.00pm, Face to Face,
Grosmont Town Hall

Present

Committee Members: (*Co-opted)

Lynne Potter (LP) Chair, Mark Whitaker (MW), Deb Nevill (DN), Jan Chatfield Minute Taker (JC), Oliver Huntsman (OH), Jo Whitaker (JW), Nick Jones (NJ), Sara Fulgoni (SF)

Members of the Public: Jane Moggridge,

Apologies: Alex Minford (AM), *Peter Clarke (PC).

LP welcomed everyone to the meeting.

Declaration of any Conflicts of Interest - None declared.

Minutes of Last Meeting held 18th June 2024 - Minutes accepted as an accurate record.

Action Points from Minutes

Actions Arising to be completed by next GF meeting unless otherwise stated.			
Agenda Item	Action from GF Meeting 17/10/23	Responsible	Action Update
Agenda Item 8. PID Templates	Draft Documents more work needed Working group set up, Peter Clarke, Alex Minford, and Jan Chatfield	Peter Clark Jan Chatfield Alex Minford	The PID cannot be completed until more details are provided by the Architect & Builder
Agenda Item	Action from GF Meeting 18/06/24	Responsible	Action Update
Correspondence	Set up links with other groups in the Rural Futures Programme.	Lynne Potter Mark Whitaker	Ongoing, not yet actioned
Agenda Item 2, Highlight Report 23	Submit application to the CGEF for A-V equipment by 21 st July 2024	Alex Minford	Completed
	Determine specification for the A-V equipment	GCHMG	Not discussed at GCHMG, top specification requested in grant application. Further Action: NJ to discuss requirements for AV with Jude Rogers and LP with David Jones
Agenda Item 7. Village Day	Set up GF display on Saturday Morning	Debs Nevill	Completed
Agenda Item 8, Potential new GFCIO Trustees	Send Sarah Fulgoni a Trustee information pack and welcome her into the fold.	Debs Nevill	Completed
	Contact Caroline Pearce at Llangattock Lingoed to see if she would like to be on the GF Mailing List	Debs Nevill	Completed
Agenda Item 9. CC Guidance document PB1	All Trustees to read CC Guidance document PB1 by next meeting of GF	All Trustees	All the Trustees present confirmed that they had read and understood their responsibilities in respect of this document. Further Action: JC to ask AM to confirm as above.
Agenda Item 10, Project Structure document	Formally issue the document once approved by GCC	Jan Ch atfield	It is not clear whether this document has been formally approved by GCC. Further Action:

			NJ to establish the status of this document
AOB	Contact Mrs Inkin and arrange to transfer the money to the GF Bank Account.	Lynne Potter	Further Action: OH to bank £175 £170 in the GF account – ringfenced for use in a project for the local children Minute Amended at GF Meeting 17/09/24
	Send Out communication to the GF Mailing List	Debs Nevill	Completed

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

Correspondence

Peter Willis has indicated that Ash Morgan and Jo Webb (Community Spaces Outreach Officers for GAVO) would like to make contact/meet with GF. It was agreed that they would be included in the links with other groups in the Rural Futures Programme to be set up by **MW & LP**.

Action: LP & MW To include GAVO in the Links with other Groups.

Agenda

1. Finances (OH)

The current balance is £177.84, all outstanding invoices have been paid. There is £170.00 from Mrs Inkin to be banked and ring-fenced for use in a project for local children.

A grant application has been submitted to the CO-OP Community Fund by **JC, JW & DN** asking for £1750 to purchase and fit a commercial dishwasher.

JW noted that the summer is a good time to apply for grants, but applications are time-limited, often with a short turnaround, which can be difficult to achieve due to holidays and other commitments. It was agreed that if anyone becomes aware of a suitable grant opportunity, they will send the details to the committee by email, rather than wait for the next GF meeting. This will allow a small subgroup of available GF members to take the application forward within the timeframe. Any applications will be detailed at the next GF meeting. It is important to remember that we should not ask for a grant for something that we have already received funding for.

2. Highlight Report 24 (PC).



Highlight Report 24 -
copy.docx



Good Councillors
Guide 2017 - copy.pdf

Overall, the project status is green. There were no questions on the content of the report.

PC has asked that the Good Councillors guide be shared with GF members - pages 15 & 16 are most relevant.

3. Feedback GCHMG meeting 11/07/24.



GCHMG Meeting
Minutes 11-07-24.docx

MW provided feedback the major points discussed at the meeting:

- Caitlin Few from Gabb & Co. Abergavenny has been appointed as the Project Solicitor.
- Sarah Browne has arranged another Bat Survey
- **MW** was asked to phone Wayne Hill (Builder) to discuss the start date: November is a possibility but no guarantees. With that in mind MW suggested that Wayne should meet with Sarah Browne (Architect) to discuss costings so that any shortfall in funding can be established.

4. Feedback from GCC Meeting 09/07/2024 (NJ)

NJ reported that GCC were still in dispute with Robert Wade the Clerk to the Council who is now subject to an investigation by GCC and Audit Wales because of issues with the accuracy of GCC minutes and the audit process. Concerns have also been raised about the risk to the Community Hub Project, but Lowri Wyn-Morgan (Chair of GCC) has given assurance that all is well with the project.

LP asked if there was any timescale for resolution of the issues, but the investigation is ongoing with no end in sight.

In the interim Mr Wade remains as the GCC Responsible Financial Officer.

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



Guide to Tender
Process - copy.pdf



Plan Outline - to Start
Date 240711 copy.pdf

MW explained that there was nothing much further to report, everything hinges on the meeting between the Architect and the Builder.

PC provided a very rough outline of the plan from start to end date as well as a copy of the tender process.

Those present agreed that they are aware of the tender process and have been kept updated throughout.

6. Next Steps

- 1) Confirm Specification for the Audio-Visual Equipment.
- 2) Set up Links with other Groups in the Rural Futures Programme and Liaise with Ash & Jo from GAVO.
- 3) Keep an eye out for further Grant opportunities.

7. AOB

JC & DN have updated and tidied up the GF page on the village website. Take a look and let them know any comments or additions.

Action: Let JC & DN know of any changes needed to the GF page on the village website.

NJ thanked **JW & JC** for the article in the link Magazine and suggested asking PC to contribute the "Project Manager's View" for the next edition.

LP thanked everyone for their hard work, enthusiasm and resilience over the past few years and noted that this was our 43rd GF Meeting!

8. Date of next meeting(s)

GCHMG meeting, Thursday 8th August 2024, 7.30pm via SKYPE.

No GF meeting in August but will revert to the 3rd Tuesday of the month in future.

GF meeting, **Tuesday 17th September**, 6.00pm Grosmont Town Hall

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Agenda Item	Action from GF Meeting 18/06/24	Responsible
Correspondence	Set up links with other groups in the Rural Futures Programme.	Lynne Potter Mark Whitaker
Agenda Item 2, Highlight Report 23	Determine specification for the A-V equipment – NJ to discuss required specification with Jude Rogers and LP with David Jones	Lynne Potter Nick Jones
Agenda Item 9. CC Guidance document PB1	All Trustees to read CC Guidance document PB1 by next meeting of GF. Further Action: JC to ask Alex Minford to confirm that he has read and understood his responsibilities in respect of this document	Jan Chatfield
Agenda Item 10, Project Structure document	It is not clear whether this document has been formally approved by GCC. Further Action: NJ to establish the status of this document	Nick Jones
AOB – Cash from Mrs Inkin for a child focussed project	Further Action: OH to bank £175 £170 in the GF account – ringfenced for use in a project for the local children Minute Amended at GF Meeting 17/09/24	Oliver Huntsman
Agenda Item	Action from GF Meeting 23/07/24	Responsible
Correspondence	Include GAVO in the Links with other Groups	Lynne Potter Mark Whitaker
AOB	Let JC & DN know of any changes needed to the GF page on the village website.	All Committee members

There being no further business, the meeting closed at 7.10pm.

NB All embedded documents can be found in Dropbox:

Dropbox folder 6 meetings and minutes/GF meeting documents/GF Meeting July 2024