

Grosmont Futures – Minutes of Meeting 26th March 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), Oliver Huntsman (OH), Witek Mintowt-Czyz (WMC), Nick Jones (NJ), Jan Chatfield Minute Taker (JC), *Peter Clarke (PC).

Members of the Public: Jane Moggridge, Jude Rogers & Russell James

Apologies: Deb Nevill, Peter Willis & Alex Minford

LP welcomed everyone to the meeting.

Declaration of any Conflicts of Interest - None declared.

Minutes of Last Meeting held 20th February 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 19/09/23	Responsible	Action Update
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 ONGOING
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 ONGOING
Agenda Item	Action from GF Meeting 19/12/23	Responsible	Action Update
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	Document Signed electronically, but NJ to confirm with Lowri Wyn-Morgan where the signed version has been saved.
Agenda Item	Action from GF Meeting 20/02/2024	Responsible	Action Update
Agenda item 4, Building project	Arrange a meeting with Sarah and the building group ASAP	Mark Whitaker	Completed see agenda item 5
Agenda Item 6. GFCIO AGM	Review the GFCIO Constitution in respect to Trustees term of office	Debs Nevill	Completed see agenda item 7

Matters Arising not included on the agenda NONE

Correspondence NONE

Agenda

1. **Finances (OH)**

Current balance is £4.40. Clarification required on how the £500 promised by GCC to help fund the village celebration on 13th April will be accessed.

Action: NJ to raise at GCC meeting and clarify the process for accessing the £500.

2. Highlight Report 20 (PC).



The key issue identified in Highlight report 20 is that the financial process is still unclear, GCC are revisiting their procedures and delegation of budgetary authority. In the interim there are two purchase orders outstanding, one for Sarah Browne and one Sue Hill for the Bat survey.

3. Feedback GCHMG meeting 07/03/24.

The GCHMG is a joint GF & GCC committee with Jan Williams, Lowri Wyn-Morgan and Witek Mintowt-Czyz representing GCC, and Lynne Potter, Mark Whitaker, Jan Chatfield, and Alex Minford representing GF. Under the terms of reference for this meeting there needs to be at least one representative from each organisation for the meeting to be quorate. MW reported that there was no representation from GCC at the meeting scheduled for 7th March 2024, so unfortunately it was not quorate and could not go ahead.

Jude Rogers apologised and explained that there had been a problem and lack of communication at the last minute which meant that no councillors were available for the meeting.

It is understood that that plans can change at the last minute and other commitments must take precedent and that not everyone can attend every meeting. But it is important that GCC have a system in place to ensure that at least one councillor, or a nominated alternative, attend these meetings as they are the mechanism by which matters concerning the Community Hub are shared and decisions made.

The next meeting is scheduled virtually for the 4th of April 2024.

4. Feedback from GCC Meeting 22/02/2024 (WMC)

The Community Council noted the situation with the Builder and the need for the JCT contract to be signed.

It was agreed that the finances for the building phase of the Community Hub project would be managed via the existing GCC bank account, but a new bank account will be set up for running and management of the Hub.

GCC approved a grant of £500 in support of the village celebration on 13th April.

GCC plan to go paperless and store documentation electronically, this will be in conjunction with taking responsibility for the village website to include a secure on-line booking system.

Version 2.1 of the Partnership agreement was signed electronically at this meeting by Councillors and Mark Whitaker representing GF.

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

The building team met with Sarah Browne on 26th February where she shared the proposed changes to the downstairs, unfortunately nothing can be finalised until Sarah has met with the builder. This meeting is proving difficult to arrange and the proposed date of 2nd April has been postponed,

The start date for the build is mid- August once the birds have finished nesting. Although it might be possible to carry out some preparation work as long as the birds were not disturbed. See the report of this meeting with Sarah below:



PC stated that it was vital for the discussion with the Builder to take place ASAP, but unfortunately, we have no levers to put pressure on him. It was suggested that the Builder. (Wayne Hill) and Sarah be formally invited to the celebration on 13th April by GCC so that the relationships can be developed.

Action: NJ to ask GCC to formally invite Wayne and Sarah to the celebration on 13th April

6. Community Engagement Event 13th April 2024

There was a very productive planning meeting on 20th March, See notes below:



350 bi-lingual flyers and 10 posters have been printed at the very reasonable cost of £40. **NJ** will present these to GCC for Distribution over the next week.

Many thanks to **NJ & LP** for producing these.

MW has produced a large cheque using the template provided by TNLCF, but it is not clear who will present this if Michael Dupree from TNLCF may not be joining us on the day. **LP** offered to contact Michael to see if he is planning to attend. If he isn't then we will ask Sandy (Peter Willis's boss) from Rural Futures to do it instead.

A number of other VIPs have agreed to attend including David Davies, Peter Fox, Catherine Ffoulkes and two Assembly Members. These will need minders on the day WMC will coordinate this – see notes above.

NJ will ask Lowri Wyn-Morgan to invite the Lord Lieutenant of Monmouthshire on behalf of GCC. Jim from the Angel Inn will provide a BBQ for 100 at a cost of £450.

JC has purchased 16 bottles of Prosecco.

The Kitchen Singers will do a short programme of 3 songs including one in Welsh.

DN, JW & JC have devised a quiz to be completed on the day and have made a good start on the display, but still need ballpark costings and 3D representation of the Completed Hub. **PC** offered to provide some costings and chase up 3D designs from Sarah / Joe Speck.

The Photographer is no longer available on the day, **NJ** offered to ask Desmond Pugh if he could assist. Desmond does work for the Monmouthshire Beacon so would be a very useful contact.

Mike Noakes has agreed to do a risk assessment and give H&S advice. It is planned to cordon off the area used for carparking in front of the Pub and continue the line up to the end of the town hall (past the notice board to the edge of the road), using the barriers from the Church and red and white tape. **PC** has 5 additional barriers that can be used.

NJ will act as Master of Ceremonies on the day.

The next celebration planning meeting is on Wednesday 10th April at 7.00pm in the Angel Inn.

We will need help to set everything up meet outside the Town Hall on Friday 12th April at 5.00pm – please come and help if you can.

Actions: LP to contact Michael Dupree to see if he is going to attend.

NJ to ask Lowri Wyn-Morgan to invite the Lord Lieutenant of Monmouthshire

PC to provide ballpark costings and chase up 3D designs for the display.

NJ to ask Desmond Pugh if he can take photographs on the day.

ALL help with set up on Friday 12th April.

7. Grosmont Futures CIO AGM 2024 (DN)

GFCIO AGM planned for 21/05/2024. **DN** has clarified the situation around resignation of Trustees, See below:



We need to prepare the Annual report for presentation at the AGM. This will be discussed at the next meeting.

8. **GFCIO Policies Review**

JC reminded those present that the GF CIO policies are due for review before the end of May 2024. It was agreed that this would be carried out by three teams working together to share the load as follows: Lynne & Oliver, Mark & Jo, and Jan & Debs.

JC will allocate policies to each team for review. Once the reviews have been completed any outstanding policies can be written, possibly in conjunction with GCC.

Action: JC to allocate policies to the teams for review before the GFCIO AGM in May 2024

9. **Next Steps**

- 1) Celebration 13th April
- 2) Formally engage the builder
- 3) Review the policies and complete outstanding documents
- 4) GCC to develop a system for ensuring representation at the GCHMG meetings

10. **AOB**

Councillor Jude Rogers explained to those present that she has been tasked by GCC to look into a new website to replace the existing village website which is old and clunky. She has investigated three companies but has decided to work with locally based Web Design Abergavenny. They have been very helpful and have good references (including Abergavenny Town Council). The Website will work for the community, GCC and the Community Hub and will include an on-line booking system and document storage facility that could replace Dropbox. Jude asked GF to consider what they would like to see from the website and to let her know as the system can do all sorts and can be easily expanded.

JC commented that it would be important to include alternative methods for booking the Hub as not everyone has access to the internet and the whole purpose of the Hub is that it will be accessible by all members of the community.

Action: JC to place website on the agenda for the next GF Meeting.

NJ informed the group that the next edition of the Link Magazine will be issued at the end of June, with all contributions being submitted by 27th May. He envisaged a double page spread showing the progress on the development of the Hub with a timeline of actions.

Action: JC to put the article in the Link Magazine on the agenda for the next GF Meeting.

DN had circulated information from Sam Watkins Environmental Officer regarding the Foodie Foundation coaching scheme and the design of the Kitchen in the Hub.



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It is clear from the above that the final kitchen design will need a lot of thought.

Russell James asked whether GF had any plans for an environmental project in the Castle Grounds. **LP** replied that this would definitely be within the remit of GF once the Community Hub is underway and that Grosmont Futures will continue with other projects.

LP explained that TNLCF had asked for a copy for their website of the photograph taken at the last GF meeting showing the team celebrating the good news about the grant. She asked if everyone was happy for their photograph to be used in this way. Those present unanimously agreed.

11. Date of next meeting(s)

Joint GF / GCC Community Engagement planning meeting Wednesday 10th April, 7.00pm The Angel Inn

GCHMG meeting, Thursday 4th April 2024, 7.30pm via SKYPE.

Celebration Set Up, Friday 12 April, 5.00pm outside the Town Hall

Celebration Party, 13th April 1.00pm Outside the Town Hall

GF meeting, Tuesday 16th April 6.00pm, Grosmont Town Hall (+ Zoom if possible)

Meeting with Sarah Browne, Wayne Hill, and the Building Group **TBA ASAP**

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Agenda Item	Action from GF Meeting 19/12/23	Responsible
Agenda item 5, Feedback from GCC meeting 12/12/23 Partnership Agreement	PA sent to GCC for signing at their next meeting. Mark Whitaker to sign on behalf of Grosmont Futures. Document signed electronically. Further Action from GF Meeting 26/03/24. Confirm where the signed document is stored	Nick Jones
Agenda Item	Action from GF Meeting 26/03/2024	Responsible
Agenda Item 2, Finance	Clarify the process for accessing the £500 from GCC to help fund the village celebration	Nick Jones
Agenda item 5, Building Project updates	Ask GCC to formally invite Wayne and Sarah to the celebration on 13 th April	Nick Jones
Agenda Item 7, Celebration 13 th April 2024	Contact Michael Dupree to see if he is going to attend on 13 th .	Lynne Potter
	Ask Lowri Wyn-Morgan to invite the Lord Lieutenant of Monmouthshire	Nick Jones
	Provide ballpark costings and chase up 3D designs for the display	Peter Clarke
	Ask Desmond Pugh if he can take photographs on the day	Nick Jones
	Help with set up on Friday 12 th April 5.00pm outside the Town Hall	ALL
Agenda item 8, GFCIO policies review	Allocate policies to the teams for review before the GFCIO AGM in May 2024	Jan Chatfield (Lynne & Oliver) (Mark & Jo) (Jan & Debs)
Agenda Item 10. AOB New Village Website	Put website on the agenda for the next GF Meeting.	Jan Chatfield
Agenda Item 10. AOB Link Magazine	Put article for Link Magazine on the agenda for the next GF Meeting.	Jan Chatfield

There being no further business meeting closed at 7.10pm.