

Grosmont Futures – Minutes of Meeting 20th May 2025, 6.20pm, Face to Face,

Church of St Nicholas, Grosmont

Present

Committee Members (*Co-opted):

Lynne Potter (LP) Chair, Mark Whitaker (MW), Jan Chatfield (JCC) minute taker, Jo Whitaker (JW), Deb Nevill (DN), Nick Jones (NJ), Andrew North (AN), Jo Chatt (JCh), *Peter Clarke (PC) from 6.50pm.

Members of the Public: None

Apologies: Jane Moggridge (JM), Sara Fulgoni (SF), and Oliver Huntsman (OH).

LP welcomed everyone to the meeting which followed on from the GF CIO AGM.

Declaration of any Conflicts of Interest None declared.

Minutes of Last Meeting held 10/04/2025: Version 2 of the minutes were accepted as an accurate record.

Action Points:

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 to take this forward, Peter Clarke, Lynne Potter, and Jan Chatfield. The PID cannot be completed until more details are provided by the Architect & Builder.	Peter Clarke Jan Chatfield Lynne Potter	Ongoing
Agenda Item	Action from GF Meeting 23/07/24	Responsible	Action Update
AOB	Let JC & DN know of any changes needed to the GF page on the village website. Further action: when website sorted put old minutes and agendas into folders with a link, neaten it up. Update: Website ready to go but GCC access to funds still being sorted. Jude Rogers will continue to be involved in overseeing website	Debs Nevill Jo Whitaker	Ongoing.
Agenda Item	Action from GF Meeting 17/10/2024	Responsible	Action Update
Matters arising from Minutes 17/09/24	Contact AVD and discuss purchase of AV equipment. Further Action: LP to contact GCC to request that they arrange to purchase the equipment before the July 2025 Deadline. Further Action: Meeting with AVD arranged for 04/03/25 to discuss options and confirm final specification. Further Action JC to contact AVD for written quote and circulate to GF & GCC for approval. Update: Written quote approved by GCC, PC charged with taking it forward	Peter Clarke	Completed
Agenda Item	Action from GF Meeting 21/01/2025	Responsible	Action Update
AOB	Repeat Governance Health Check - Ongoing	Jan Chatfield Lynne Potter	Ongoing
Agenda Item	Action from GF Meeting 18/02/2025	Responsible	Action Update
Agenda item 5. Building Project	Confirm electricity requirements in Community Hub	Mark Whitaker Peter Clarke	No definitive answer - ongoing

Agenda Item	Action from GF Meeting 18/03/2025	Responsible	Action Update
Agenda Item 5. Review of costings in the light of 57K shortfall.	Discuss the concerns/queries raised with the Architect. Further Action: Updated images required - MW to check images in Dropbox	Mark Whitaker	See Agenda item 5
Agenda Item 6. Admin whilst Town Hall is out of action	Let mailing list know where to find minutes and agendas and that meetings will be held in peoples' houses whilst the Town hall is out of use. Further Action: – Action Points from minutes will be put on notice board with contact numbers of DN and LP for full minutes and information.	Debs Nevill	Completed. LP proposed many thanks to the Church/PCC for making their noticeboard available whilst the village board is out of action.
Agenda Item	Action from GF Meeting 10/04/2025	Responsible	Action Update
Agenda Item 1. Finances	Check VAT status of CIO with Alex Minford	Mark Whitaker	GF would have to be registered to claim back VAT. All purchases in relation to the HUB project must go through GCC to allow VAT to be claimed. AN noted that if we were VAT registered, we would have to add 20% on anything we sell.
Agenda item 4. Feedback from GCHMG	Check with pub that PC has spoken with Chloe and Jim about the building Compound.	Lynne Potter	PC has assured LP that the Pub are happy with the arrangements.
	Check with PC re snagging 10% being withheld for 1 year.	Mark Whitaker	No contract has been signed yet. Ongoing.
Agenda Item 5. Building Project	Contact WH about the community concerns (by email) and ask for assurance in writing that all is well and compliant with H&S.	Mark Whitaker	See Agenda Item 5
AOB – GFCIO AGM	Write GFCIO Annual Report and agenda and circulate by 6 th May	Debs Nevill & Lynne Potter	Completed

Matters Arising not included on the agenda.

NJ reported that the new Clerk to GCC Michaela Chaplin has been in touch with Monmouthshire County Council (MCC) regarding the loss of the rubbish bin in the centre of the village due to the building works. MCC have provided a new temporary bin.

Action: DN to write to the member of the public who raised the original concern and give her an update.

Correspondence

LP has had correspondence with **AN & JCh** regarding becoming trustees of GF CIO.

JW has been in correspondence with the Pilgrim Trust regarding possible grant funding.

Peter Willis (Severn Wye) has been in touch with the EGIN Foundation to see if there would be any grants available to GF.

AGENDA

1. Finances (OH)

OH, was not present at the meeting but submitted this report:



IMG_8959

Accounts20 May 2-25

The latest bank statement as of 18/05/2025, shows the closing balance as £ 3,847.84. . Please remember that of this balance, £170 is notionally ring fenced for the children's playground, £2,000 for a commercial dishwasher and the £1,500 grant from the Ashley Foundation is specifically for the community arts project. Please note that Grosmont Council have requested the payment of £2,000.00 for the Dish Washer. I am abroad for three weeks without the card reader, so I will pay it on my return. I assume everyone has already authorised this payment.

2. Feedback from GCC meeting 13/05/2025 (NJ)

NJ advised that GCC would be setting the budget and precept at their next meeting in June, and the loan situation would be clarified. The new Clerk has finally got access to the GCC bank account but is still unable to make payments.

The GCC website is due to go live in the very near future.

There has been a re-allocation of roles within GCC following the resignation of Jude Rogers as a councillor with Lowri Wynn Morgan as Chair and Nic Jones as Vice Chair.

If there are any applicants, GCC will be appointing a replacement for Jude or may need to Co-Opt someone on to the council.

LP asked following the re-allocation of roles who would be representing GCC on the joint GF/GCC working groups as set up by the Project Manager. The original representation was:

1. Funding Strategy & Management – GCC Jan Williams, GF Jo Whitaker & Alex Minford
2. Repair and upgrade the Town Hall (Building Group) – GCC Jamie Edwards, GF Mark Whitaker
3. Transfer the day-to-day operation of the Town Hall to GF CIO – GCC Lowri Wynn Morgan and Witek Mintowt-Czyz. NB this work is completed.
4. Manage and operate the Town Hall for 10 years GCC Jude Rogers, GF Debs Nevill and Oliver Huntsman
5. Community Engagement – GCC Margie Barker & Nic Jones, GF Jan Chatfield and Lynne Potter.

Following the appointment of new GF trustees Sara Fulgoni has replaced Alex on funding group, Jo Chatt will join the Building Group and Andrew North the Funding Group.

Action: NJ to confirm representation from GCC on the joint working groups

LP further noted that as there is an urgent need to source more funding it has been suggested that the funding group should merge with the Community Engagement group until sufficient funds have been sourced.

JC asked whether the village events list that Jude used to produce would be re-instated.

Action: NJ to confirm whether events list will be reinstated.

3.Highlight report 3333 (PC)

Overall, the project status remains Amber.

LPLP thanked PC for his report. She confirmed that the Art Project & Ashley Family Foundation Grant are not part of the Community Hub Project and so should not be included in the highlight report.

Whilst giving useful feedback the meeting felt that the Highlight Reports are and difficult to navigate with a good deal of repetition.

NJ suggested that they would be more user friendly if they could be streamlined to fit onto one page,

Action: PC to review the format of the Highlight report to make it easier to navigate

4. Feedback from GCHMG meeting 08/05/2025 (MW)



GCHMG Meeting
Minutes 08-05-25 - D

MW Reported that:

- The funding strategy is to be a standing agenda item on the GCHMG meeting agenda. The current shortfall in funding is £58K to include £1,000 for the asbestos survey which may be the responsibility of GCC.
- The feedback report to TNLCF on the Capital Development Grant has been completed and is ready to submit.
- GCC have pledged £30K from their reserves towards the project and are considering raising an additional £30K via a public works loan. NB. the precept was raised by the previous Council to service such a loan, but they did not complete the process.

- In the light of the shortfall in funding, there is a need for a meeting to finalise the design of the Hub ASAP. The aim is to prioritise what can be achieved within the available funds and determine what could be left out if anything. The priorities as identified by Sarah Browne (Architect) reflect those items that are scheduled early in the building work with the assumption that the things that have been omitted could be added later as funds allow. However, it is important to remember that the grant from TNLCF has not been given for the hall to be renovated, but rather so that the renovated hall will allow us to deliver the Community Hub project. Anything left out of the plan must not compromise the delivery of the project, E.g. Sarah has suggested that the kitchen is not a priority, but in practice the Community Café is fundamental to the project and cannot take place without a kitchen. It was agreed that MW would arrange the design meeting ASAP and that this would be attended by himself, Lynne Potter, Jo Whitaker, and Jan Chatfield on behalf of GF and by Lowri Wynn Morgan and Michela Chaplin representing GCC.

Action: MW to arrange the final design meeting ASAP

5. Building Project.

MW reported:

The Architect is working on the contract which will be for 52 weeks. The confirmed start date for the building work is 27th May 2025, with a completion date of 29th May 2026.

The compound is scheduled to be in place next week.

A final design meeting is needed ASAP, see above under agenda item 4.

6. Funding

Ashley Family Foundation has granted the Community Arts project £1,500 which is great news – special thanks to **SF** for all her hard work on this. There is a £8,500 shortfall, so **SF** is putting applications together to two additional potential funders.

JW reported that the Pilgrim Trust have asked for further information, including whether the work has started as they do not fund retrospectively.

JW attended a very useful webinar on taking your project through to a business plan. A number of potential funders were suggested, and she has identified three offline funders for the group to contact.

Action – The Funding group to complete funding applications.

7. GF CIO Document reviews

It is that time again, the GF CIO policies are due for review. **JC** suggested that as not much changes we amend the GF CIO document control procedure to state that reviews will be carried out as required, but at least every two years. This was agreed by those present.,

It was agreed that the document reviews will be carried out by five teams working together to share the load as follows: Lynne & Nick, Mark & Jo Whitaker, and Jo Chatt & Debs, Oliver and Sara, and Jan & Andrew.

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 end of June 2025

8. Archive material.

Gilliy Burgess has inherited three boxes of archive material from the Reverend McAdam who was a local historian and the village rector for many years. This will be a very interesting and useful resource for the community hub and the community arts project. **AN** offered to store the material and to organise a session to go through the boxes and find out what there is.

Action: AN to collect the material from Gilliy and arrange a box session!

9. AOB

LP, JW & JC had a Zoom meeting with Peter Willis (Severn Wye) and Aimee Parker from the Egin Foundation (primarily concerned with action on Climate Change) to discuss any potential support/funding for the Community Hub Project. Aimee was very helpful and there may be a fit with some support for running the Hub in a more sustainable “greener” way. But any funding would typically take around 9 months to be awarded, so would not be of particular use for the building work. However, Aimee did suggest that we should consider applying to the National Lottery Awards for All scheme. By a co-incidence, the funding officer for this scheme is Michael Dupree who just happens to be our funding officer at TNLCF.

Action: JW to Contact Michael Dupree ref a grant from Awards for All.

10. Next Steps

- Funding Group meeting (JW)
- Design meeting date (MW)
- Confirm GCC representation on joint working groups (NJ)
- Streamline Highlight report and remove references to the Ashley Foundation (PC)
- Give access to Dropbox to SF, AN & JCh (DN)
- Set up policy review groups (JC)
- Contact Mike Dupree at Awards for All (JW)

Date of Next Meeting(s)

GCHMG meeting, Thursday 12th May, 7.30pm by GoogleMeet

GF meeting, Tuesday 17th June 2025, 6.00pm in the Church of St Nicholas.

Actions Arising to be completed by next GF meeting unless otherwise stated.		
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, and Jan Chatfield. Ongoing - The PID cannot be completed until more details are provided by the Architect & Builder Lynne Potter added to the Group in place of Alex Minford	Peter Clark Jan Chatfield Lynne Potter
Agenda Item	Action from GF Meeting 23/07/24	Responsible
AOB	Let JC & DN know of changes needed to the GF page on the website. Further action: when website sorted put old minutes and agendas into folders with a link, neaten it up. Update: Not clear when the new website will be up and running due to the problems with the GCC Clerk.	Debs Nevill and Jo Whitaker
Agenda Item	Action from GF Meeting 21/01/2025	Responsible
AOB	Repeat Governance Health Check - Ongoing	Jan Chatfield & Lynne Potter
Agenda Item	Action from GF Meeting 18/02/2025	Responsible
Agenda item 5. Building Project	Confirm electricity requirements in Community Hub	Mark Whitaker Peter Clarke
Agenda Item	Action from GF Meeting 10/04/2025	Responsible
Agenda item 4. Feedback from GCHMG	Check with PC re snagging 10% being withheld for 1 year.	Mark Whitaker
Agenda Item	Action from GF Meeting 20/05/2025	Responsible
Matters arising from Minutes of meeting 10/4/25	write to the member of the public who raised the original concern about bins and give her an update.	Debs Nevill
Agenda item 2. Feedback from GCC meeting 13/05/25	Confirm representation from GCC on the joint working groups. Confirm whether events list will be reinstated	Nick Jones Nick Jones
Agenda item 3. Highlight Report 33	Review the format of the Highlight report to make it easier to navigate	Peter Clarke
Agenda Item 4. Feedback from GCHMG 08/05/25	Arrange the final design meeting ASAP.	Mark Whitaker
Agenda item 6. Funding	The Funding group to complete funding applications.	Funding Group
Agenda Item 7. GFCIO Document Reviews	Allocate policies to the teams for review before the end of June 2025	Jan Chatfield
Agenda Item 8. Archive material	Collect the material from Gilliy and arrange a box session.	Andrew North
Agenda item 9. AOB	Contact Michael Dupree ref a grant from Awards for All.	Jo Whitaker

There being no further Business the Meeting closed at 7.45pm.