

Grosmont Futures – Minutes of Meeting 19th November 2024, 6.00pm, Face to Face,

Grosmont Town Hall

Present

Committee Members: (*Co-opted)

Lynne Potter (LP) Chair, Mark Whitaker (MW), Jan Chatfield (JC) Minute taker, Jo Whitaker (JW), Deb Nevill (DN), Sara Fulgoni (SF), Nick Jones (NJ) *Peter Clarke (PC).

Members of the Public: Jane Moggridge (JM), Andrew North (AN)

Apologies: Oliver Huntsman (OH)

LP welcomed everyone to the meeting.

Declaration of any Conflicts of Interest None declared.

Minutes of Last Meeting held 17/10/2024: Minutes 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 & Jan Chatfield. Ongoing - The PID cannot be completed until more details are provided by the Architect & Builder.	Peter Clark Jan Chatfield Lynne Potter	Lynne Potter added to the Group
Agenda Item	Action from GF Meeting 18/06/24	Responsible	Action Update
Agenda Item 10, Project Structure document	It is not clear whether this document has been formally approved by GCC. Further Action: JC to send a copy to all GCC members	Jan Chatfield	Document Approved by GCC at their meeting 12/11/24.
Agenda Item	Action from GF Meeting 23/07/24	Responsible	Action Update
Correspondence	Include GAVO in the Links with other Groups. Further action: On Monday 23 rd Sept Jo Webb and Ashley Morgan meeting with LP and MW Further action Meeting 23 rd Sept cancelled at last minute, to be re-arranged.	Lynne Potter Mark Whitaker	See Agenda item 8
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.	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.	Lynne Potter	Purchase to go ahead before July 2025
Agenda item 2. Highlight Report 27	Provide copies of DM/2022/008040 and the original Pre-commencement conditions.	Mark Whitaker	Completed
Agenda Item 5. Building Project	Request a site visit with Sarah Browne to discuss the treatment room area.	Mark Whitaker	See Agenda item 5
	Let mailing list know about revised start date	Debs Nevill	Ongoing
Agenda item 7. Ashley Foundation Grant	Arrange subgroup Teams meeting with Guy O'Donnell.	Sara Fulgoni	See Agenda item 7
	Arrange Subgroup meeting with Miriam to discuss the plan.	Jo Whitaker	
	Check when the next round of applications to the Ashley Foundation are due.	Jo Whitaker	
AOB	Add Andrew North to the mailing list	Debs Nevill	Completed

Matters Arising not included on the agenda. None

Correspondence

MW & LP are attending a Development Trusts Association Wales (DTA Wales) Conference in Abergavenny on 27th November. This is an opportunity to join DTA trusts, community groups and social enterprises from across Wales to network, socialise, take part in workshops, and discuss how we take community power in Wales to the next level. The programme will include further grant opportunities and tips for dealing with a building with heritage status.



DTA

Conference-2024-Age

Agenda

1. Finances (OH)

Report emailed by **OH** – the Bank account is showing a balance of £347.84. Please remember that of this balance, £170 is notionally ring fenced for the children's playground. The last transaction on the account was the receipt of £170 on 10 September 2024.

I am not aware of any request for funds in the near future.

2. Highlight Report 28 (PC)



Highlight Report 28 -
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Overall, the project status remains green. There were no questions or queries.

3. **Feedback from GCHMG meeting 07/11/2024 (MW)**



GCHMG Meeting
Minutes 07-11-24 - d



Note from Sarah -
full costings will be pr

MW reported that currently the main contacts with the TNLCF are Lynne Potter and the Clerk to GCC, once the building work starts in earnest these contacts need to be available on a day to day basis, so the GCHMG agreed to change Lynne Potter (**LP**) for the Project Manager, Peter Clarke (**PC**) to progress the Building Work and to revert to Lynne once building work is complete, ready for the next phase of the Community Hub.

MW then gave feedback on the site meeting at the Town Hall attended by himself, **JC**, and Sarah Browne (Architect) to review the changes proposed to the configuration of the downstairs treatment room and toilet facilities as a cost saving exercise. This was a very constructive meeting, and it was agreed to maintain the size of the area as shown in the original design submitted for tender as this will allow for more space and flexibility in the area. It is recognised that this will be expensive and require additional money but will be well worth it in the long run.

The site meeting also identified issues with rising damp on the flag stones and wooden frames, the possibility of raising the flagstones to lay a waterproof membrane and the inevitable Archaeology investigation that would be required. Although replacing the wooden wall in the undercroft would allow it to be moved back slightly to accommodate the addition of the glass doors when funds allow. Sarah Browne and Builder, Wayne Hill will produce indicative costs covering the proposed lower ground works and costings for works that meet our current budget so that the shortfall can be identified ASAP.

PC stated that progress should be monitored on a regular basis by himself and the building sub-group. He also noted that GCC have not yet entered into a formal contract with the Builder, once this is in place there will be more opportunities for ongoing feedback/discussion.

MW reiterated that we do not have enough money in the budget to complete the works in the treatment room and we will need to raise additional funds. This may include the need for GCC to take out a loan, but this is a cumbersome process and will take time, however it will be a "safety net" if no further funds are forthcoming.

JW noted that we should be in a good position when applying for grants as the project has already been recognised by funders as being a good bet, but we do need to know how much the shortfall is before applying for grants.

4. Feedback from GCC meeting 12/11/2024 (NJ) –

NJ agreed with **MW's comments** regarding a loan and said that applying for borrowing approval was something GCC had investigated, but if progressed it is unlikely that any funds would be available before the end of 2025.

NJ reported that GCC are still in dispute with the Clerk to the Council who is also the Responsible Financial Officer and that they are working hard to resolve the issue.

NJ informed the meeting that GCC had approved V1 of the Project Structure document and agreed it could be formally issued.

Action: JC to issue the Project Structure document.

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

Covered under item 4. – nothing further to report until costings are provided by Sarah Browne & Wayne Hill.

6. GFCIO Annual Return to the Charity Commission (JC/LP)

JC & LP have been completing the GFCIO Annual Return to the Charity Commission and noticed a slight anomaly between the accounts for the financial year and the detail in the Financial Review section of the Annual Report which accompanies the Annual Return. The anomaly arose because the financial year is 1st Feb 2023 to 31st January 2024, whilst the Annual Report is based on the 12 months prior to the AGM which was held in May 2024. The Annual Report has been amended to address this and a draft shared with the committee (see text in red on the attached). **NJ** proposed that this amendment be accepted, this was seconded by **DN** and approved by those present.

JC suggested moving the date of the AGM to the end of January or beginning of February in line with the financial year to make compiling the Annual Return easier in future. Those present agreed this would be sensible as long as the GFCIO Constitution allows this.



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Action: JC to check the GFCIO Constitution to see if it is possible to move the date of the AGM to correspond with the financial year.

7. Ashley Foundation Grant (LP & JW)

JW reported that the closing date for applications is 31st December, and it was agreed that it would not be possible to submit an application by the deadline. The next round will be end of March 2025, so we should aim to be ready to apply then.

Miriam is putting together a suggested plan which she will present to the subgroup when she has more information. One suggestion is to put on a Playback Theatre Workshop or brainstorming session on the theme of local village history, this would cost in the region of £400. There is a good deal of positivity around the project, it is a blank canvas and definitely worth pursuing.

SF has chased the Royal Welsh College of Music for an update, but it is proving difficult to arrange a date for the meeting with Guy O'Donnell

Actions: JW to arrange a subgroup meeting with Miriam to discuss the plan.

8. GAVO's SPF Capital Fund. (JW/LP)

LP & MW had a very useful meeting with Jo Webb from GAVO (Gwent Association of Voluntary Organisations). She was supportive of the Community Hub Project and suggested that we should apply to the SPF fund (Spaces and Places Fund). The closing date for this application is end of December and grants of up to £2,000 are available.

JW suggested that the revised funding group (**JW,SF, LP, DN & JC**) meet ASAP to look at this application, possibly to ask for funding for a commercial dishwasher.

JW added that GF have signed up to be informed of suitable funding opportunities as identified by GAVO, but reiterated before any applications are submitted, we need to know what the money is for and how much it will cost.

Action: Funding Group to submit application to the SPF fund.

9. Rural Futures Videos (DN)

DN had circulated links to the main Rural Futures video, as well as each community video, showcasing the brilliant projects that have been developed as part of the Rural Futures programme. The Grosmont video was filmed back in 2023 with Alex Minford and Jan Chatfield contributing on behalf of GF and Lowri Wynne Morgan on behalf of GCC. The videos are well worth a look.

LP suggested that the videos be shared with the GF mailing list and added to the GF page on the website. She also suggested that we should source the original video that was used right at the start of the project as part of the Shaping Grosmont Event showing Grosmont through the years.

Action: DN to circulate the Rural Futures Videos to the mailing list and source the original video.

10. Next Steps

- Contact GCC to request purchase of AV equipment before July 2025
- Check GFCIO Constitution and change date of AGM if possible.
- Fund raising group to meet.
- Share Rural Futures video.

11. AOB

LP congratulated **NJ** on the latest issue of the Link magazine and thanked **PC** for the article about the Community Hub Project

12. Date of Next Meeting(s)

GCHMG meeting, Thursday 5th December 2024, 7.30pm via SKYPE.

GF meeting, Tuesday 17th December 6.00pm Grosmont Town Hall

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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
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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. Ongoing	Debs Nevill and Jo Whitaker
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Agenda Item 5. Building Project	Let mailing list know about revised start date	Debs Nevill
Agenda Item	Action from GF Meeting 19/11/2024	Responsible
Agenda item 4 Feedback from GCC meeting 12/11/24	Issue V1 Of the joint GF/GCC Project Structure Document	Jan Chatfield
Agenda item 6 GFCIO Annual Return	Check the GFCIO Constitution to see if it is possible to move the date of the AGM to correspond with the financial year.	Jan Chatfield
Agenda Item 7 Ashley Foundation Grant	Arrange a subgroup meeting with Miriam to discuss the plan.	Jo Whitaker
Agenda Item 8 GAVO's SPF fund	Funding Group to submit application to the SPF fund.	Jo Whitaker
Agenda Item 9 Rural Futures videos	Circulate the Rural Futures Videos to the mailing list and source the original video showing Grosmont through the years.	Debs Nevill

There being no further Business the Meeting closed at 6.50pm.