

**Grosmont Futures – Minutes of Meeting 29<sup>th</sup> July 2025, 6.00pm, 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), Oliver Huntsman (OH), Andrew North (AN), and \*Peter Clarke (PC),

**Members of the Public:** Jane Moggridge (JM)

**Apologies:** Sara Fulgoni (SF), and Jo Chatt (Ch).

**LP** welcomed everyone to the meeting and expressed thanks for the use of the Vestry for the meeting. She congratulated the funding group who have been successful in arranging a grant of £20K from UKSPF for the Kitchen and the treatment/small meeting room

**Declaration of any Conflicts of Interest** None declared.

**Minutes of Last Meeting held 20/05/2025:** The minutes were accepted as an accurate record.

**Action Points:**

| Actions Arising to be completed by next GF meeting unless otherwise stated. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                    |                                                                                                                                                                                                                          |
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| 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.<br><b>The PID cannot be completed until more details are provided by the Architect &amp; Builder.</b>                                                                                                                                                                                                                                                                           | <b>Peter Clarke</b><br><b>Jan Chatfield</b><br><b>Lynne Potter</b> | Ongoing                                                                                                                                                                                                                  |
| Agenda Item                                                                 | Action from GF Meeting 23/07/24                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Responsible                                                        | Action Update                                                                                                                                                                                                            |
| AOB                                                                         | Let <b>JC &amp; DN</b> know of any changes needed to the GF page on the village website. <b>Further action:</b> when website sorted put old minutes and agendas into folders with a link, neaten it up.<br><b>Update:</b> Website ready to go but GCC access to funds still being sorted. Jude Rogers will continue to be involved in overseeing website.<br><b>Update: 17/06/2025:</b> The website is now up and running, but DN & JW has not been able to use it so far. The GCC Clerk has been informed. | <b>Debs Nevill</b><br><b>Jo Whitaker</b>                           | See Agenda Item 9.                                                                                                                                                                                                       |
| Agenda Item                                                                 | Action from GF Meeting 21/01/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Responsible                                                        | Action Update                                                                                                                                                                                                            |
| AOB                                                                         | Repeat Governance Health Check - Ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Jan Chatfield</b><br><b>Lynne Potter</b>                        | Ongoing                                                                                                                                                                                                                  |
| Agenda Item                                                                 | Action from GF Meeting 18/02/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Responsible                                                        | Action Update                                                                                                                                                                                                            |
| Agenda item 5. Building Project                                             | Confirm electricity requirements in Community Hub.<br><b>Update 17/06/25:</b> <b>MW</b> will raise at the meeting on 24/6 with the Architect & Builder.                                                                                                                                                                                                                                                                                                                                                     | <b>Mark Whitaker</b><br><b>Peter Clarke</b>                        | Advice from Electrician: two fuse boxes will be in place; the new main feed should cope with the requirements. Very low chance the load will exceed demand. Biggest surge will be the lift with a leeway of 2,000 Watts. |
| Agenda Item                                                                 | Action from GF Meeting 10/04/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Responsible                                                        | Action Update                                                                                                                                                                                                            |

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| Agenda item 4:<br>Feedback from<br>GCHMG                | Check with PC re snagging 10% being withheld for 1 year.<br><b>Update</b><br><b>17/06/25</b> :MW will raise at the meeting on 24/6 with the Architect & Builder.                                                                                                                                                                | <b>Mark Whitaker</b>                       | <b>Completed:</b> 5% retained for snagging                                                                                   |
| <b>Agenda Item</b>                                      | <b>Action from GF Meeting 20/05/2025</b>                                                                                                                                                                                                                                                                                        | <b>Responsible</b>                         | <b>Action Update</b>                                                                                                         |
| Agenda item 2.<br>Feedback from GCC<br>meeting 13/05/25 | Confirm representation from GCC on the joint working groups.                                                                                                                                                                                                                                                                    | <b>Nick Jones</b>                          | <b>See Agenda item 2</b>                                                                                                     |
|                                                         | Confirm whether events list will be reinstated                                                                                                                                                                                                                                                                                  | <b>Nick Jones</b>                          | <b>See Agenda item 2</b>                                                                                                     |
| Agenda item 3.<br>Highlight Report 33                   | Review the format of the Highlight report to make it easier to navigate.<br><b>Update 17/06/25:</b> PC has produced a simplified briefing report to complement the Highlight Report, but the feeling was that a single document would be preferable with a bit less duplication.<br>Action: <b>LP</b> to discuss with <b>PC</b> | <b>Peter Clarke</b><br><b>Lynne Potter</b> | <b>LP</b> discussed format of Highlight Report with <b>PC</b> and said that a single brief report was all that was required. |
| Agenda Item 8. Archive material                         | Collect the material from Gilliy and arrange a box session.                                                                                                                                                                                                                                                                     | <b>Andrew North</b>                        | <b>Ongoing</b>                                                                                                               |
| <b>Agenda Item</b>                                      | <b>Action from GF Meeting 17/06/2025</b>                                                                                                                                                                                                                                                                                        | <b>Responsible</b>                         | <b>Action Update</b>                                                                                                         |
| Correspondence from the Egin Foundation                 | Contact Egin and confirm that an application would be forthcoming later in the year.                                                                                                                                                                                                                                            | <b>Jan Chatfield</b>                       | <b>JW to follow up</b>                                                                                                       |
| Agenda item 4<br>Highlight report 34                    | Discuss format of Highlight report with PC and to review any errors.                                                                                                                                                                                                                                                            | <b>Lynne Potter</b>                        | <b>LP</b> discussed format of Highlight Report with <b>PC</b> and said that a single brief report was all that was required  |
| Agenda Item 6.<br>Building Project                      | Email Michaela Chaplin to ask whether the contract with the builder included the retention of 10% on each invoice for snagging.                                                                                                                                                                                                 | <b>Mark Whitaker</b>                       | <b>Completed</b>                                                                                                             |
| Agenda item 9. Trustee Network                          | Contact WCVA and take this forward on behalf of GF                                                                                                                                                                                                                                                                              | <b>Andrew North</b>                        | <b>AN</b> was Informed that WCVA are not accepting any new members, but GF is already a member.                              |
| Agenda Item 10,<br>BeCommunity Training courses         | Circulate information about the BeCommunity courses to the mailing list                                                                                                                                                                                                                                                         | <b>Debs Nevill</b>                         | <b>Completed</b>                                                                                                             |
| Agenda Item 11 AOB<br>Halls Together Guinea Pigs        | Forward the email on to Jude Rogers <b>Completed</b> , but no response from Jude so far.                                                                                                                                                                                                                                        | <b>Debs Nevill</b>                         | The GCC Clerk Michaela Chaplin is now looking into Halls Together                                                            |
| Agenda Item 11 AOB<br>Informal complaint                | issue an update to the mailing list                                                                                                                                                                                                                                                                                             | <b>Debs Nevill</b>                         | <b>Completed</b>                                                                                                             |

### **Matters Arising not included on the agenda.**

Photos of the renovation of the Town Hall are being taken by the Architect and the Builder as work progresses.

**Action: PC to liaise with the Architect and Builder to ensure that a comprehensive, annotated photo record of the refurbishment is available and saved electronically on one-drive.**

### **Correspondence**

- Prior to the meeting **LP** circulated a copy of the Charity Commission News July 2025 update to the GF CIO Trustees for their information.

- We have received an invitation from WCVA to attend an event in Cardiff on 11

<sup>th</sup> September. *WCVA are working hard with partners to demonstrate just how vital the voluntary sector is - in all aspects of society. We're particularly highlighting the important role voluntary organisations and volunteers play in community cohesion. This panel discussion will explore how the voluntary sector strengthens our communities across Wales. This will be followed by a networking lunch thanks to our hosts, Bute Energy which will give all attendees the opportunity to discuss the topic and other challenges further.*

If anyone would like to attend on behalf of GF, please complete the online link and let **DN** or **JC** know that you have registered, .

## AGENDA

### 1. Finances (OH)

**OH**, reported that the latest bank statement, shows the closing balance as £ 1,847.84. . Please remember that of this balance, £170 is notionally ring fenced for the children's playground, and the £1,500 grant from the Ashley Foundation is specifically for the community arts project.

The first £9,000 of the revenue funding for the GCH Project has been awarded. The GCC Clerk has put this into a savings account as it will not be required until the refurbishment works are completed. Please note that this money is not part of GF funding but is for use by GCHMG for setting up and running the Hub.

**Action: OH, to confirm the management of this revenue funding with the GCC Clerk.**

### 2. Feedback from GCC meeting 08/07/2025 (NJ)

**NJ** noted that as Jude Rogers has resigned as a Councillor the events list is unlikely to be reinstated in the same format as previously. The suggestion is that perhaps the individual groups organising events could input their individual information into the Website, which could then be compiled to show an event list.

**NJ** reported that Councillors would like clarification about the joint GF/GCC working groups so that the appropriate individuals could be allocated to each group. **LP** explained that the original 5 working parties are no longer fit for purpose and have been repurposed as:

- The Funding Group.
- The Building Group.
- The Management of the Hub in the first two years and beyond.

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

### 3. Highlight Report 35 (PC)

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Overall, the project status should be Amber due to the shortfall in funding. Note this version of the Highlight report has not been approved by GCHMG as the July meeting was cancelled. The mechanism for the running and management of the Community Hub has not been agreed – see agenda item 7.

Page 6 Of the Highlight report states that MCC require sight of the biodiversity plan and implementation timetable as part of the LFC conditions. **JG** queried who would be responsible for creating this plan. **MW**

timetable as part of the LBC conditions. **JC** queried who would be responsible for creating this plan. **MW** offered to check who is responsible and would be happy to contribute his expertise if required.

**Action: MW to confirm who is responsible for the Biodiversity Plan**

#### **4. Feedback from GCHMG meeting 10/07/2025 (MW)**

Unfortunately, this meeting had to be cancelled as no one was available from GCC to ensure the meeting was quorate.

#### **5. Building Project (MW).**

**MW** reported work is continuing as planned. There was a progress meeting this morning (29/07/25) attended by Mark Whitaker and Michaela Chaplin where a number of points were noted:

- More work is required than previously anticipated in the roof, the old lathe and plaster has been removed, and active woodworm has been identified in 3 of the roof trusses. Rentokil have been commissioned to do a survey and carryout remedial works as necessary.
- The arch above the porch will require some attention.
- Because of the weight of the old roof tiles the roof has bowed, so we will need to use a flexible insulation material.
- The fire regulations have changed from 30 minutes fire retardation to 60 minutes, this means that the lift will now need to be enclosed.
- The lift will have to be lockable as a security measure to exclude unauthorised entry when the hub is not in use.
- The Health and Safety Executive have been informed that the area is now a building site.
- It may be necessary to include a false ceiling in the Undercroft to allow for services, ducting etc.
- The stone wall in the treatment/small meeting room may need to be treated.
- All of the visits by Building Control have been OK,

#### **6. Funding.**

Good news, we have been granted £20,000 By Monmouthshire County Council from the UKSPF fund specifically for the kitchen and meeting room. The funders have requested a set up meeting in the next week. The date will be confirmed by Michaela Chaplin and **JW, JC & DN** will attend representing GF.

Five additional funding applications have been submitted with most decisions due by the end of August or early September

- Community Green Energy Fund, £12,592 requested for solar panels,
- Pilgrims Trust, initial expression of interest completed asking for £17K for secondary glazing
- Tana Trust, £19300 requested for supply and fitting of the lift
- Dwr Cymru community fund, £500 requested for a treatment table
- Joseph Frazer Young Trust, £1,500 requested for installation of Broadband

A further application to The National Lottery Awards for All programme (A4A) is being worked on for items such as folding tables and chairs, blackout blinds, refurbishing the noticeboard, a baby change table and fittings for the downstairs kitchenette. The deadline for applications is 2<sup>nd</sup> September, and a decision should be forthcoming within 12 weeks, the maximum award being £20K.

Once the A4A application is completed, the Funding Team are taking a pause until we know whether we have been successful in the applications already submitted and know what shortfall remains. It will be the opportunity to research chairs, tables etc. and get three quotes for everything.

**JM** noted that Alpha Furniture are demonstrating some chairs for use in the Church on 30/07/25 and suggested that someone from GF go along to see whether any of these would be suitable for use in the Hub. **JC** offered to take a look.

**Action: JC to meet with Alpha Furnishings and see if they can supply any suitable chairs in the Hub.**

## **7. Management of the Hub in the first 2 years of the project and in the future**

As detailed in the Partnership Agreement we need representation from GCC on this group. **LP** suggested Witek Mintowt-Czyz as he was one of the original GF Trustees and understands the history behind the Hub project.

**LP** asked for volunteers from GF who would like to be involved in this group, **JW, JC, DN, AN, and LP** expressed interest in joining the group.

**Action: NJ to ask Witek Mintowt-Czyz if he would like to represent GCC on the Group.**

**LP to set up meeting to discuss Management of the Hub**

## **8. Feedback from Grosmont Forever meeting 15<sup>th</sup> July 2025 (DN).**

**DN** has set up a folder in Dropbox with a comprehensive feedback information.

The event went well and was attended by around 17 people. The attendees worked in groups on different activities aimed at prioritising what people wanted to see in the future that could make living in Grosmont more sustainable.

The main issues identified were:

- Maintaining a shop in the village
- Community transport
- Increased availability of Green Energy
- A Communal Play area

These all seem to fit nicely into the next project for Grosmont Futures once the Hub is up and running.

**DN** noted that project needs to have its own slot on the Website.

**Action: DN to arrange for Grosmont Forever to have a slot on the Website**

## **9. Website/Microsoft/Canva/Data Protection Update (DN)**

**DN** Submitted the following report:

**Website** - Lots of back-and-forth information with the GCC Clerk Michaela Chaplin, but we now have access to uploading minutes and agendas.

Need training on uploading photos etc but having support from both **AN** and Michaela.

have put Michaela in touch with Halls Together, so she gets a feel for what it's about.

**Canva Pro** - I attended a Webinar this month on Canva Pro (together with Michaela) - One of the useful things that came out was the fact that charities could get it for free with up to 50 users, so I applied for it on behalf of GF.

**AN and DN** are experimenting/learning/playing around with it and need to either write a user policy or update the Social Media Policy.

There are many free short courses provided online to help get to know what it can do.

**Charity Excellence** is registered under my address and is a Free charity funding and policy template resource. Additional users currently are **JW and SF**.

**Dropbox/Microsoft 365** - I know that we let drop the free version of Microsoft 365, but I have had a word with **AN** who has had some success with it. Particularly useful are Teams and Sharepoint - which could be used for sharing all our documentation and has extra features to protect important documents e.g. GF Constitution and Mailing list details. It has a terabyte of information/photo storage so is much bigger than Dropbox.

**Data protection** - I have asked **AN** to help tighten up our Data Protection with regards to the GF mailing list.

## 10. AOB

**LP** Congratulated **NJ** on the current version of the Link Magazine which has just been published and distributed around the village.

**JW** has had an invitation from Liberty to join a free webinar on 10<sup>th</sup> September entitled Managing a Community Building. This look to be very useful so JW will attend on behalf of GF.

## 11. Next Steps

- Put together a photo record of refurbishment of the Town Hall (PC)
- Contact The Egin Foundation (JW)
- Confirm GCC representation on joint working groups (NJ)
- Discuss management of the TNLCF Revenue funding with the GCC Clerk (OH)
- Set up a meeting to discuss management of the Hub (LP)

- Confirm GCH Biodiversity Plan
- Update CIO information on Charity Commission Site (LP)
- Further investigate Microsoft 365 (DN)

### Date of Next Meeting(s)

GCHMG meeting, Thursday September 11th, 2025, 7.30pm by Zoom

GF meeting, Tuesday 16<sup>th</sup> September 2025, Face 2 Face, 6.00pm in the Church of St Nicholas.

Meeting to discuss Management of the GCH **TBA**

| Actions Arising to be completed by next GF meeting unless otherwise stated. |                                                                                                                                                                                                                                                                               |                                                                   |
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| 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.<br>Ongoing - The PID cannot be completed until more details are provided by the Architect & Builder<br>Lynne Potter added to the Group in place of Alex Minford | <b>Peter Clark</b><br><b>Jan Chatfield</b><br><b>Lynne Potter</b> |
| Agenda Item                                                                 | Action from GF Meeting 21/01/2025                                                                                                                                                                                                                                             | Responsible                                                       |
| AOB                                                                         | Repeat Governance Health Check - Ongoing                                                                                                                                                                                                                                      | <b>Jan Chatfield</b><br><b>Lynne Potter</b>                       |
| Agenda Item                                                                 | Action from GF Meeting 20/05/2025                                                                                                                                                                                                                                             | Responsible                                                       |
| Agenda item 2. Feedback from GCC meeting 13/05/25                           | Confirm representation from GCC on the joint working groups.                                                                                                                                                                                                                  | <b>Nick Jones</b>                                                 |
|                                                                             | Confirm whether events list will be reinstated                                                                                                                                                                                                                                | <b>Nick Jones</b>                                                 |
| Agenda Item 8. Archive material                                             | Collect the material from Gilliy and arrange a box session.                                                                                                                                                                                                                   | <b>Andrew North</b>                                               |
| Agenda Item                                                                 | Action from GF Meeting 17/06/2025                                                                                                                                                                                                                                             | Responsible                                                       |
| Correspondence from the Egin Foundation                                     | Contact Egin and confirm that an application would be forthcoming later in the year.                                                                                                                                                                                          | <b>Jo Whitaker</b>                                                |
| Agenda Item                                                                 | Action from GF Meeting 29/07/2025                                                                                                                                                                                                                                             | Responsible                                                       |
| Matters arising not on the agenda                                           | Liaise with the Architect and Builder to ensure that a comprehensive, annotated photo record of the refurbishment is available and saved electronically on one-drive.                                                                                                         | <b>Peter Clarke</b>                                               |
| Agenda Item 2. Finance                                                      | Confirm the management of this revenue funding with the GCC Clerk.                                                                                                                                                                                                            | <b>Oliver Huntsman</b>                                            |
| Agenda Item 3: Feedback from GCC meeting 08/07/2025                         | Confirm GCC representation on the joint GF/GCC working groups                                                                                                                                                                                                                 | <b>Nick Jones</b>                                                 |
| Agenda Item 4. Highlight Report                                             | Confirm who is responsible for the Biodiversity Plan                                                                                                                                                                                                                          | <b>Mark Whitaker</b>                                              |

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| 35                                                                               |                                                                             |                      |
| Agenda Item 5: Funding                                                           | Meet with Alpha Furnishings and see if they can supply any suitable chairs. | <b>Jan Chatfield</b> |
| Agenda Item 7: Management of the Hub in first 2 years of the project and beyond. | Ask Witek Mintowt-Czyz if he would like to represent GCC on the Group.      | <b>Nick Jones</b>    |
|                                                                                  | Set up meeting to discuss Management of the Hub                             | <b>Lynne Potter</b>  |
| Agenda Item 8. Feedback from Grosmont Forever Meeting                            | Arrange for Grosmont Forever to have a slot on the Website                  | <b>Debs Nevill</b>   |

**There being no further Business the Meeting closed at 7.30pm.**