

**Grosmont Futures- Minutes Meeting 16/09/2025 6.00pm,**

**Face to Face, The Vestry, St Nicholas Church Grosmont**

**Present**

**Committee Members (\*Co-opted):** Lynne Potter (LP) Chair, Mark Whitaker (MW), Deb Nevill (DN) minute taker, Jo Whitaker (JW), Oliver Huntsman (OH), Andrew North (AN), Sara Fulgoni (SF), Jo Chatt (JoC) and \*Peter Clarke (PC).

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

**Apologies:** Jan Chatfield (JCC), Nick Jones (NJ)

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

**Minutes of Last Meeting held 29/07/2025** 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
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  <b>Meeting 2nd week in October to discuss.</b>	<b>Peter Clark      Jan Chatfield      Lynne Potter</b>
Agenda Item	Action from GF Meeting 21/01/2025	Responsible
AOB	Repeat Governance Health Check - Ongoing	<b>Jan Chatfield 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>Meeting date to be discussed.</b>	<b>Nick Jones</b>
Agenda Item 8. Archive material	Collect the material from Gilliy and arrange a box session.  <b>Materials stored with AN.  JM - 3 boxes more to be collected from Belgrave House to be arranged.  Eddie Smith stated an interest in helping to curate them - AN to contact.</b>	<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  Agenda item 10</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>PC - saving plenty of photos.</b>	<b>Peter Clarke</b>

	<b>Trust.</b>	
Agenda Item 2. Finance	Confirm the management of the revenue funding with the GCC Clerk.  <b>Meeting to discuss management of the hall first.</b>	<b>Oliver HuntsmanM</b>
Agenda Item 3: Feedback from GCC meeting 08/07/2025	Confirm GCC representation on the joint GF/GCC working groups  <b>To be done</b>	<b>Nick Jones</b>
Agenda Item 4. Highlight Report 35	Confirm who is responsible for the Biodiversity Plan  <b>Mark Whitaker</b>	<b>Mark Whitaker</b>
Agenda Item 5: Funding	Meet with Alpha Furnishings and see if they can supply any suitable chairs.  <b>Discuss with JCC on return from holiday - samples of colour and materials in vestry of Church.</b>	<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>Address at next meeting.</b>	<b>Nick Jones</b>
	Set up meeting to discuss Management of the Hub.  <b>Now called Partnership Group - see item agenda 3</b>	<b>Lynne Potter</b>
Agenda Item 8. Feedback from Grosmont Forever Meeting	Arrange for Grosmont Forever to have a slot on the Website  <b>On the website, village groups as Grosmont Energised Communities.</b>	<b>Debs Nevill</b>  Complete - Michaela in contact with Peter Willis.

### Matters Arising not included on the agenda.

**Correspondence** Letters from Egin passed to JW (agenda 7)

### Agenda

1. Finances (OH) - **OH** reported - Screenshot of bank account statement in Dropbox folder (GF meeting 16th Sept 2025) shows the closing balance as £ 1,847.84. 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.
2. Feedback from GCC meeting 09/09/2025 (NJ) - not present and no information forwarded.  
**LP** - Important that the Partnership Agreement is discussed and details sorted. GF Partnership Group had a meeting and sent notes to GCC. GCC have had a meeting in August and GF are awaiting their notes. It is understood that GCC will arrange a joint meeting (tba).  
VAT situation - GCC are applying for VAT registration. **DN** has requested information about the VAT situation with regards to the Town Hall project, last email sent 12th September, but has not received information as yet from MC.

Action : Await GCC notes and then arrange GF Partnership Group Meeting if necessary.

3. Highlight Report 36 (PC)

OH expressed concerns about scaffolding going down before getting funding for the windows to be painted and the extra costs of it is not co-ordinated.

**PC** - Revenue meeting to update finances - Currently £30k a month being spent. Funding will be drawn down depending upon when different work happens.

Regarding the Income stream - £10,000 required a year for maintenance. GCC can apply to CADW who will give up to £10k for onward maintenance.

**LP** and **JW** had been on a recent Management of Hub Webinar about running community halls and made the point that maintenance should be done every 10 years so once the work has been done then major maintenance shouldn't be required for another 10 years and so by then GCC should have savings that will cover the costs.

**LP** - pointed out that it was agreed at the GF June meeting that we no longer needed the groups as in Highlight Report and that we now have moved to three groups which are **Funding Group, Building Group and Partnership Group** and **LP** has requested **PC** to amend the report in line with this.

A request was made for **PC** to send members of GF a copy of the Highlight Report at the same time as putting them in Dropbox as there are several people who cannot use it because their Dropbox is full to capacity.

**PC** - requested that the proposed changes to the report should be put in writing and be presented in the next GCHMG meeting. **Action MW agreed to present this in the October GCHMG meeting.**

4. Feedback from GCHMG meeting 11/09/2025 - **MW** - Major topic was about the kitchen. There was a meeting with the builder, 15th September, with Wayne Hill, Lowri (LWM), Jean Price, MW, GCC clerk, LP, Gill Clark. Wayne was very amenable and practical. The practicality and safety of the architects' plans were discussed in the light of the kitchen's function in fulfilling our bid to the TNLCF. The Chair of GCC (LWM) sent a precis by email of the points made to the architect. Action GF awaiting feedback. **JoC** - At the GCHMG meeting LWM said that GCC are picking up the bill for the woodworm. There is a possibility that GCC will pay for the upstairs WC but this would need to be agreed at a GCC meeting.
5. Building Project (MW) - As above
6. Kitchen Plan (JW) - As above
7. Funding - **JW** - 4 pending decisions - Pilgrim Trust have come back with more questions, mainly making sure none of the work has started or was in the contract. They were informed about the renovation of the doors which may not be fundable (£2,300). So awaiting decision from them, plus Community Energy (solar panels by end September) and Awards for All (by beginning of November) and Joseph Frazer Young Trust (Broadband application).

Arts project **SF** - 7 Application pending decisions and looking at 4 more applications. Primarily at the moment the Arts Council application – forensic emails asking for more details – gone back to Mandy regarding data required for - venue hire costs/disabled access/ bilingual costs/advertising. Venue for project primarily is at the church if dates allow – with two further venues in Abergavenny one with and one without disabled access. **LP** did point out that the aim of the project was to get the community involved and that if the venue wasn't in Grosmont then it could affect full participation.

AN volunteered to work with SF with applications.  
Congratulations Sara.

**JW** has signed up to EGIN who are offering mentoring to help us to see what other actions we can take to increase sustainability in the Community Hub. Aimee Parker of EGIN has proposed a meeting in Grosmont on 29th or 30th September to look at an action plan. LP and JoC expressed an interest in joining the meeting.

**Action** - To set up the meeting.

8. Partnership Agreement (LP) - See item 3
9. Management of the Hub (DN) - See item 3
10. Policy Reviews (JW) - Policy review changes were unanimously approved.
11. Grosmont Shop **AN** - Had the first public meeting in August where 50 people attended and others sent apologies – from this there is now a Grosmont Shop steering group of 14 people. At their first meeting work strands were set up to: do a village surveying; visit other local community run shops and option appraisal (open meeting to start this process planned)..  
Support in place to help develop the legal structure and business plan e.g. CWMPAS social enterprise will help to write a business plan  
Also looking at who can help with opposition to 'change of use' of the shop.  
Peter Willis is helping with contacts and general advice.  
OH asked whether Richard sold the shop with a covenant?  
Karen Farr has set up a group of volunteers to continue to sell newspapers in the Nave.  
LP offered GFs survey/grant application expertise if/when required.  
DN requested a short report with details to share with the community from AN.  
**Action MW** to add contact details to a report about the shop and send it to DN to share with the mailing list and FB/Website.
12. Update to Mailing List & Website **DN** - the GF mailing list and the community address details are password protected. DN should be the only person sending out emails to the GF mailing list through the GF outlook mailing address. DN to send an update on building works, recent grant outcomes and info about the Grosmont Shop group to the GF mailing list.  
Website - Can now put up minutes and agendas but awaiting further training dates from MC.  
AN - has been looking into Microsoft and is setting up an intranet site, which he is trialling, with a view that all the documentation will be transferred from Dropbox to the site in the near future.
13. AOB JW and LP said that the webinar about running a community hall was very informative, with lots of useful checklists and that we will soon have access to the presentation.  
JM - the fabric sample packs for the chairs are in the vestry of the church if anyone would like to see them and a decision will be made on the choice for the chairs on JC's return from holiday.  
JW has written about the funding for the next edition of the Link magazine.
14. Next Steps  
GF Partnership group to meet before a joint GCC meeting.  
CIO annual return plus information update by 30th November  
Continue to apply for funding  
DN - Information to go out to GF mailing list and info about shop (MW to put together) to go on the website/facebook/noticeboard.  
PC to supply photos to JW for Pilgrim's Trust.
15. Date and venue of next meeting(s)  
GF meeting Tuesday 21st October at 6pm in the Vestry of St Nicholas Church Grosmont (booked).

**NB this is a Face 2 Face Meeting**

**16/09/2025 6.00pm, The Vestry, St Nicholas Church Grosmont**

