

Grosmont Futures – Minutes of Meeting 21st October 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), Oliver Huntsman (OH), Sara Fulgoni (SF), Jo Chatt (Ch), Andrew North (AN), and *Peter Clarke (PC) who arrived at 7.40 pm,

Members of the Public: Jane Morgridge (JM)

Apologies: Nick Jones (NJ), Peter Clarke* (PC) said he would be late,

LP welcomed everyone to the meeting and thanked everyone for their tolerance and forbearance in what had been a very stressful month for some members. She also thanked the Church for the use of the Vestry for the meeting. She congratulated the funding group who have been successful in arranging a grant of £6,410 from the Community Green Energy Group towards the solar panels.

Declaration of any Conflicts of Interest None declared.

Minutes of Last Meeting held 16/09/2025: 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. The PID cannot be completed until more details are provided by the Architect & Builder. | Peter Clarke Jan Chatfield Lynne Potter | Meeting planned for 2nd week in October to discuss didn't take place. Ongoing |
| 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 20/05/2025 | Responsible | Action Update |
| Agenda item 2. Feedback from GCC meeting 13/05/25 | Confirm representation from GCC on the joint working groups. Funding Group, Building Group and Partnership group. | Nick Jones | Lowri Wynn Morgan has joined the Building Group and Michaela Chaplin the Funding Group. Partnership to be discussed at joint GCC/GF meeting and membership of group decided. |
| Agenda Item 8. Archive material | Collect the material from Gilliy and arrange a box session. Materials stored with AN. Further Action: 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. | Andrew North | Ongoing |
| Agenda Item | Action from GF Meeting 29/07/2025 | Responsible | Action Update |
| 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. Further Action: JW - requested photos of windows to be taken for Pilgrim's Trust | Peter Clarke | Completed Lots of photos are available in Dropbox and on OneDrive |
| Agenda Item 2. Finance | Confirm the management of the revenue funding with the GCC Clerk. | Oliver Huntsman | Ongoing: Meeting to discuss management of the Hub first. |

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| Agenda Item 3: Feedback from GCC meeting 08/07/2025 | Confirm GCC representation on the joint GF/GCC working groups | Nick Jones | See above, representation from GCC on 2 groups. Further representation will not be pursued, but any volunteers from GCC will be welcome |
| Agenda Item 5: Funding | Meet with Alpha Furnishings and see if they can supply any suitable chairs. Further Action: Discuss with JCC on return from holiday - samples of colour and materials in vestry of Church | Jan Chatfield | Sample chairs are comfy and robust. They are not the cheapest, but good quality with a 10-year guarantee. There will be a discount if 100+ are ordered. Colourways to be agreed with GCC. |
| 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. Ongoing: Address at next GCC meeting. | Nick Jones | WMC now attending GCHMG meetings. |
| | Set up meeting to discuss Management of the Hub. Ongoing: Now called the Partnership Group | Lynne Potter | Agenda Item 8 |
| Agenda Item | Action from GF Meeting 16/09/2025 | Responsible | Action Update |
| Agenda Item 2, Feedback from GCC meeting (Partnership Agreement) | Await GCC notes and then arrange GF Partnership Group Meeting if necessary | Lynne Potter | Agenda Item 8 |
| Agenda Item 3. Highlight Report 36 | Changes to the report required to reflect the new working groups (Funding Group, Building Group and Partnership Group). These proposed changes to the report will be presented in the next GCHMG meeting | Mark Whitaker | Changes to report presented to GCHMG and approved. |
| Agenda Item 7, Egin Foundation | Set up the meeting with Egin | Jo Whitaker | Delayed until December |
| Agenda Item 11. Grosmont Shop | Add contact details to a report about the shop and send it to DN to share with the mailing list and FB/Website. | Mark Whitaker Andrew North | Completed |

Matters Arising not included on the agenda.

None

Correspondence

Gilliy Burgess sent an email voicing her concerns about siting a toilet upstairs adjacent to the kitchen in the Community Hub. These concerns were based on her experiences in running a café and community space.

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.

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

NJ had sent his apologies and was not present at the meeting, so no report was available.

3. Highlight Report 37 (PC)

At the last GF meeting it was agreed that a copy of the current Highlight report would be sent out to GF Trustees with the agenda for the next meeting. A draft copy of Highlight report 37 had been sent out as agreed, but unfortunately this draft had been scrutinised at the GCHMG meeting where a number of typo's and inaccuracies were noted and the report was not approved for distribution.

Sorry for any confusion, once approved Highlight Report 37 will be made available to GF Trustees.

4. Feedback from GCHMG meeting 09/10/2025 (MW)

Mark Whitaker chairs the GCHMG Meeting and Jo Chatt takes the minutes. Attendees are Mark Whitaker, Lynne Potter and Jan Chatfield representing GF and Lowri Wynn Morgan, Witek Mintowt-Czyz and Michaela Chaplin representing GCC the Project Manager Peter Clarke also attends.

Witek has requested that reports from the joint workshops be submitted to GCHMG before each meeting.

It was agreed that there is a need for a meeting/workshop to review the actual project spend so far against the funds available to establish an accurate shortfall in funding. **PC** has been tasked with arranging this meeting ASAP with representatives from the Building Group and the Funding Group.

A Joint meeting of GCC & GF is being arranged by **NJ** to discuss the Partnership Agreement and the Management of the Hub, followed by an informal social gathering. **NJ** will produce an agenda and chair the meeting. See further information under agenda item 8.

There was some discussion about the cut off date for the revenue funding in the Community Hub which the Clerk to GCC believes to be April 2027. This requires clarification as the revenue funding is for the running the Hub for the first two years i.e. to April 2028. It was suggested that **MW** should ask Peter Willis for advice in the first instance before contacting Michael Dupree at TNLFCF.

Actions:

1. **PC to arrange funding review meeting.**
2. **MW to seek advice from Peter Willis as to the cutoff date for revenue funding.**

5. Building Project (MW).

MW circulated this report prior to the meeting:

Following today's Site Meeting I had an opportunity to look inside the Town Hall with Wayne Hill our builder. I can report that the following works have been completed:-

1. The whole of the main roof and the small upstairs porch roof. This includes; all slates, leaded roof spines, lead flashing around chimney and parapet wall, barge boards on Poorscript end, all rainwater goods (gutters, downspouts), insulation between rafters and heat reflecting membrane inside. The building is now watertight.
2. Upper attic (above black cast iron ceiling grilles) totally boarded out with plasterboard on roof pitches and floor boarding, so it can be used for storage; accessed from mezzanine.
3. Interior narrow slope of roof pitches between main room ceiling and long walls plaster boarded over.

The following works are in progress:-

1. Floor/ceiling between ground and first floors opened from below and floorboards replaced as necessary and all gaps sealed. Timber trimmers added from below to rectify uneven height of ceiling attached from below. Provision for a second ceiling to be attached underneath and left unfilled to house services such as wiring, water pipes, air extraction ducting etc. Insulation to follow. The floor/ceiling will have a 60-minute fire safety specification which is twice that formerly in place.
2. Work started on refurbishing upstairs windows, gable end ones first. Precise condition unknown but ideally, they'll be removed to enable repairs to be carried out in a workshop. Very fortunately, Wayne will be able to carry out repairs to leaded lights himself, and they will not have to be sent off to expensive specialists which saves money - thank you.

Therefore, a lot has happened which is not immediately obvious from the outside. I can report that the standard of workmanship is excellent. It's great to see things taking shape.

6. Kitchen Plan (MW)

MW reported that the architect, Sarah Browne, has come up with a plan that addresses the majority of the requirements for the kitchen in the community hub.

The scheme includes a toilet situated in the upstairs room adjacent to the kitchen. **MW** noted that GCC may pay for this separately – but this needs to be confirmed.

After a lot of discussion, heated at times, it was agreed that due to the constraints in both space and budget we will have to make compromises in the final design.

Sarah has agreed to present this design and answer any questions arising. To this end members of the community who have worked in the old kitchen and those who will be working in the hub in future will be invited to a meeting in the Nave on 1st November. Copies of the design and costings will be made available prior to the meeting.

Actions: MW to confirm whether GCC will pay for the upstairs toilet out of Community Council funds.

LP, MW & JC to plan kitchen design community engagement event.

PC will send out the invitations.

7. Funding

Arts Project

SF reported that no additional funds have been sourced as yet. There are four applications outstanding:

- D'Oyly Carte Charitable Trust
- The Elmley Foundation (Herefordshire based)
- Hugo Burge Foundation.
- The Gwendoline and Margaret Davies Charity – received a letter saying they are about to discuss the application at a Board Meeting and would like to know of any significant changes that could underpin the need for an outreach project. *SF intends to inform them about the closure of the village shop*

LP thanked Sara for the sterling work she has been doing in sourcing funding for the Arts Project.'

Building Project

Good news, since the last meeting we have been awarded £6,410 from the Community Green Energy Group towards the solar panels and £10,000 from the Pilgrim Trust for items such as repairs to the windows, the double doors downstairs and the flooring upstairs. The overall shortfall based on the original estimates is now around £10,500, but as explained in item 4 above this figure needs to be confirmed. We are awaiting the results of the application to The National Lottery Awards for All programme (A4A) with a decision expected mid-November.

A further application for an additional £21K has been submitted to the UKSPF top up fund, with a decision expected by the end of November.

The spreadsheet below showing the funds received so far and the predicted shortfall can be found in *Dropbox folder9 work in progress/funding group*.



Shortfall funding.xlsx

The Building Funding Team are taking a pause now until we know whether we have been successful in the applications already submitted and know what the actual shortfall is.

8. Meeting with GCC to discuss Partnership Agreement (LP)

As discussed above under item 4, a joint meeting between GF & GCC is being arranged to discuss the Partnership Agreement and the management of the Hub going forward. This meeting will be arranged and chaired by Nick Jones as he is a member of both GF & GCC.

On behalf of GCC, Councillor Witek Mintowt-Czyz has prepared a list of points to be discussed, but this has not yet been made available to GF.

OH, noted that GF need to be clear as to exactly what outcome they want after this meeting, AN concurred and suggested that GF have a pre-meeting to discuss the GCC points and prepare for the joint meeting. ,

It was also suggested that maybe Peter Willis could be invited to attend and or chair this meeting,

N,B, Previously MW & LP had been invited to a meeting with GCC but declined as they felt the discussion would be more productive if all the GF Trustees were involved.

Action: LP to arrange a GF meeting to discuss the Partnership Agreement and management of the Hub

9. GF Policies (JC)

JC Thanked everyone for their hard work in reviewing the GF policies which were all formally issued on 1st October with the authorised copies being stored in Folder 2 in Dropbox. She explained that the next step in the process was for all GFCIO Trustees to sign a record sheet stating that they have read and understood their responsibilities in respect of these updated policies. As the Partnership Agreement is in need of review and is one of these GF policies, it was decided to wait until the updated version of the Partnership Agreement is available before signing the sheets.

Action: JC to circulate the policy awareness record sheet for signing once the Partnership Agreement has been updated.

10. Charity Commission News

LP noted that the Charity Commission has produced some useful articles, including a new Code of Funding Practice which will be available on the CC website from 1st November.

<https://www.gov.uk/government/organisations/charity-commission>

11. St David's Day Event

Up to £5,000 is available from the Welsh Government to celebrate St David's Day in 2026. It is suggested that GF would join with other interested parties in the village to apply for funding and organise an event. The Welsh Club, Grosmont Events and the Kitchen Singers have all expressed an interest and a joint meeting will be set up in the near future.

12. Grosmont Village Shop (AN)

AN reported that the questionnaires have been sent out to all households in the village.

The group are actively pursuing setting up a legal entity to take the project forward.

The options appraisal evening on 15th October was well attended, the minutes have been circulated.

The most popular interim solutions were identified as:

- Food Buying Groups
- Helping others with online grocery deliveries
- Vending machines
- Pop up market
- Community meals

13. Website/Microsoft/Dropbox (DN)

DN has forwarded the Clerk to GCC emails regarding the Terms & Conditions for subscribing to CANVA.

DN suggested that a subgroup consisting of DN, AN, JCh & JC be set up to start transferring documents from Dropbox over to Microsoft. The first step being to develop a policy detailing what needs to be stored for how long and who has access.

Action: Subgroup to take this forward

14. Christmas Tree Festival

Grosmont Events have invited GF to take part in the Christmas Tree Festival being held in in the Church from 13/12/26 to the first weekend in January 2026.

JC suggested that we keep it simple this year. Maybe have a large branch sprayed white or silver with bauble shapes giving the names of the GF Trustees and a timeline showing progress to date. This was unanimously agreed.

15. Any other Business

MW reported that we are on track to meet the target for the completion of the build by April 2026,

16. Next Steps

- Set up a meeting between the funding group and the building group to determine the actual shortfall in funding (PC)
- Plan the Kitchen Design Community Engagement Event (LP < MW & JC)
- Set up a joint meeting between GF & GCC to discuss the Partnership Agreement and management of the Hub (NJ)
- Confirm the points for discussion at the joint GCC/GF meeting & set up a GF pre meeting (LP)
- Consult Peter Willis about the cut-off date for spending the revenue funding (MW)
- Check whether GCC are going to fund the toilet upstairs in the Hub (MW)
- Continue with applications for funding for the Arts Project
- Subgroup to meet and discuss first steps in transferring documents from Dropbox to Microsoft

Date of Next Meeting(s)

Kitchen Design Community Engagement Event, Saturday 1st November 10.30am in the Church of St Nicholas.

GCHMG meeting, Thursday November 6th, 2025, 7.30pm by Zoom

GF meeting, Tuesday 18th November 2025, Face 2 Face, 6.00pm in the Church of St Nicholas.

Meeting to discuss Partnership Agreement and the management of the Hub **TBA**

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 21/01/2025 | Responsible |
| AOB | Repeat Governance Health Check - Ongoing | Jan Chatfield Lynne Potter |
| Agenda Item | Action from GF Meeting 20/05/2025 | Responsible |
| Agenda Item 8. Archive material | Collect the material from Gilliy and arrange a box session. Further Action: three boxes more to be collected from Belgrave House to be arranged. Eddie Smith stated an interest in helping to curate them - AN to contact Eddie. | Andrew North |
| Agenda Item | Action from GF Meeting 16/09/2025 | Responsible |
| Agenda Item 7, Egin Foundation | Set up the meeting with Egin. Delayed until December | Jo Whitaker |
| Agenda Item | Action from GF Meeting 21/10/2025 | Responsible |
| Agenda item 4. Feedback from GCHMG meeting 09/10/2025 | Arrange funding review meeting. | Peter Clarke |
| | Seek advice from Peter Willis as to the cut-off date for revenue funding | Mark Whitaker |
| Agenda Item 6.,Kitchen Plan | Confirm whether GCC will pay for the upstairs toilet out of their funds. | Mark Whitaker |
| | Plan Kitchen Design community engagement event. | Jan Chatfield, Lynne Potter & Mark Whitaker |
| | Send out the invitations for the Kitchen Design Community Engagement Event | Peter Clarke |
| Agenda item 8. Meeting with GCC to discuss Partnership Agreement | Arrange a GF meeting to discuss the Partnership Agreement and management of the Hub. | Lynne Potter |
| Agenda Item 9. GF Policies | Circulate the policy awareness record sheet for signing once the Partnership Agreement has been updated | Jan Chatfield |
| Agenda Item 13. Website/Microsoft/Dropbox | Set up a Subgroup to progress the movement of GF documents from Dropbox over to Microsoft. | Andrew North, Debs Nevill. Jo Chatt & Jan Chatfield |

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