

Grosmont Futures – Minutes of Meeting 18th November 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), Sara Fulgoni (SF), Jo Chatt (JCh), Andrew North (AN), and *Peter Clarke (PC)

Members of the Public: Jane Morgridge (JM)

Apologies: Oliver Huntsman (OH),

LP welcomed everyone to the meeting and thanked the Church for the use of the Vestry for the meeting.

Declaration of any Conflicts of Interest None declared.

Minutes of Last Meeting held 21/10/2025: 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	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. Meeting planned for 2nd week in October to discuss didn't take place	Peter Clarke Jan Chatfield Lynne Potter	Remove action., no longer relevant.
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 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	Eddie has taken the boxes and will sort the contents with a view to exhibiting in the Community Hub.
Agenda Item	Action from GF Meeting 16/09/2025	Responsible	Action Update
Agenda Item 7, Egin Foundation	Set up the meeting with Egin. Delayed until December	Jo Whitaker	Ongoing
Agenda Item	Action from GF Meeting 21/10/2025	Responsible	Action Update
Agenda item 4. Feedback from GCHMG meeting 09/10/2025	Arrange funding review meeting.	Peter Clarke	Completed See agenda Item 6
	Seek advice from Peter Willis as to the cut-off date for revenue funding.	Mark Whitaker	Further Action: Peter W has recommended writing to TNLF to request an extension. MW to write to Mike Dupree at TNLCF
Agenda Item 6. Kitchen	Confirm whether GCC will pay for the upstairs toilet	Mark Whitaker	Ongoing

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Plan	out of their funds.		
	Plan Kitchen Design community engagement event.	Jan Chatfield, Lynne Potter & Mark Whitaker	Completed
	Send out the invitations for the Kitchen Design Community Engagement Event	Peter Clarke	Completed
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	Ongoing See agenda item 2
Agenda Item 9. GF Policies	Circulate the policy awareness record sheet for signing once the Partnership Agreement has been updated	Jan Chatfield	Ongoing
Agenda Item 13. Website/Microsoft/Drop box	Set up a Subgroup to progress the movement of GF documents from Dropbox over to Microsoft.	Andrew North, Debs Nevill. Jo Chatt & Jan Chatfield	Completed. See agenda item 10

Matters Arising not included on the agenda.

None

Correspondence

LP has received an email from **JW** on behalf of the group organising the 2026 St David's Day celebrations which includes representation from the various interested parties in the village (Welsh Club, Grosmont Events, The Angel Inn, Craft Club and the Kitchen Singers to name a few). The Welsh Government are offering a grant of up to £5,000 to run the event, but applications need to be sent from a constituted body. So, the St David's Day Group asked whether GF would act as the lead applicant and submit the grant application under the GF name. **LP** agreed this in advance of the meeting, and this was approved by those present.

Peter Willis forwarded the details of a funding opportunity the CADW Listed Building Regeneration Grant Scheme (LBRGS), the deadline for expressions of interest (EIO) being 10th December 2025.

Action: The funding group to submit an expression of interest before the deadline on 10th December.

AGENDA

1. Finances (OH)

OH sent a report stating 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 (NJ)

NJ reported that the Michaela Chaplin Clerk and GCC Responsible Financial Officer has resigned, which means they are back to square one. Michalea has done Stirling work in getting the GCC finances back in shape after the issues with the previous clerk and GCC are looking to appoint a Locum until a permanent replacement can be found.

JC asked whether Michaela would be attending the monthly review meeting with UKSPF on 18th November and **LP** queried if it would be in order for this meeting to go ahead without any representation from GCC if Michaela was not going to attend. **NJ** agreed to discuss this with the Chair to GCC and confirm one way or another.

Action:

NJ to confirm attendance at the UKSPF meeting on 18th November

3. Highlight Report 38 (PC)

PC circulated a copy of Highlight Report 38 prior to the meeting; there were no questions or queries,

and the project status is green.

There is a lot of planning work going on behind the scenes, but the project remains on track. The kitchen plan is being progressed and Firerite have been engaged for a safety assessment.

NJ asked whether the finial that has been missing from the hall for a number of years and currently being stored in the Church Nave, would be re-instated, PC confirmed that the Finial would be reinstated.

LP stated that the site is looking rather untidy outside the Angel Inn and asked that the site be tidied up in time for the Christmas celebrations.

Action: The building group to discreetly ask the Builder to tidy up the site.

4. Feedback from GCHMG meeting 06/11/2025 (MW)

MW reported that the main topic was the cut off date for the revenue funding in the Community Hub which is currently June 2027, but the revenue funding is to run the Hub for the first two years i.e. to April 2028. As agreed, MW discussed this with Peter Willis and was advised that it would be appropriate to ask TNLCF for an extension. The original date was set when the application was submitted in December 2023 and the build was supposed to be finished by July 2025, since then there have been a number of delays and the build didn't actually start until May 2025. There is a good precedent for this as TNLCF are well aware of the delays and the timeframe for spending the Capital development grant was also extended.

The meeting to discuss the Partnership with GCC has been postponed until January.

JC will send the treatment room wish list to the members of the Building Group

Actions:

- 1. MW to contact Mike Dupree at TNLCF to ask for an extension on the deadline for spending the revenue funding.**
- 2. JC to send the treatment room wish list to the members of the Building Group**

5. Building Project (MW)

MW will circulate a detailed report following the next site meeting on 25/11/25, but in the interim he noted:

- The meeting with the community to confirm the kitchen design has allowed the work to continue in this area with the ducting being used for electrics, plumbing etc,
- The Builder will be able to repair the leaded windows himself, which will reduce the cost, and the windows will be removed off site for repair.
- Lowri Wynn Morgan has confirmed that if necessary GCC will pay for the upstairs toilet if funds cannot be sourced elsewhere but will need a firm quotation first.

6. Funding

Arts Project

SF reported that no addition funds have been sourced as yet.

She has updated 6 funders about the closure of the village shop.

An application to the Arts Council Wales is good to go, but some additional information is required about the status of GFCIO and background of the Trustees.

SF has been careful to steer away from contacting funders that might be used for the building project but is considering contacting TNLCF on behalf of the Arts Project, and the Pilgrim Trust have changed their criteria so may be worth contacting.

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

Building Project

Good news, since the last meeting we have been awarded £12,750 from The National Lottery Awards for All programme (A4A) for use on folding Tables and Chairs, Black out Blinds, a Printer, Noticeboard, Baby Change Table and Kitchenette.

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 Funding Review Workshop has had to be postponed until January.

7. Charity Commission Code of Funding Practice Webinar

LP attended a useful webinar that explained the new rules set by The Financial Regulator governing fundraising by charities.

In short, Trustees have a responsibility to oversee fundraising activities, assess and manage risks, and ensure that donations are used for their intended purposes.

Trustees must ensure that they and their fundraisers are protected from harm and protect donors in vulnerable circumstances.

GFCIO needs to write a fundraising policy to include the Core Principles fundraising must be Legal, Open, Honest and Respectful.

Action: LP & JC to write a GFCIO Fundraising Policy in line with Charity Commission Guidance

8. St David's Day Event

See Correspondence.

There is a lot of enthusiasm in the village, and this is looking like being a 2-week extravaganza! To spread the load each of the groups involved will take responsibility for individual events, and a range of events are being planned to include some low cost or free events so that the celebrations can go ahead if the funding is not forthcoming from the Welsh Government.

9. Grosmont Village Shop (AN)

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

The questionnaires have been completed and the results analysed, the overall outcome being that there is a lot of support for a shop in the village. The full results of the survey are being included in a display at the village market on Saturday 29th November. AN asked whether the GF display boards could be used for this purpose, which was universally approved.

The application to become a Community Benefit Society is with the Financial Regulator.

AN & Karen Farr have met virtually with MCC and walked them around the village to explore the possibility of "change of use" for buildings to a shop or as a temporary site should any become available.

The MCC Heritage Team are responsible for any enforcement action regarding the condition of the current Shop building.

10. Website/Microsoft/Dropbox (DN)

Website – someone from GCC will take over as administrator, the site is quite clunky, but the site designers have asked for more money to improve the functionality of the system. DN noted that we need training on the website or time to play and GF needs to have someone with the appropriate privileges.

The subgroup consisting of DN, AN, JCh & JC are currently reviewing a couple of the folders in Dropbox and meeting up on an adhoc basis. There was a lot of duplication and out of date information which has been culled from these folders. We have logged onto the Sharepoint site and are able to save and share documents and have set up rules to be included in the policy going forward.

Action: Subgroup to continue with spring cleaning Dropbox

11. Christmas Tree Festival

Creemant Events have invited GF to take part in the Christmas Tree Festival being held in in the Church

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

JC, DN, LP & JCh offered to set up the tree, possibly using a tinsel timeline showing progress with the project.

Action: JC, DN, LP & JCh to set up the tree

12. Any other Business

None

13. Next Steps

- Re-schedule the meeting between the funding group and the building group to determine the actual shortfall in funding (**PC**)
- 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**)
- Contact Mike Dupree at TNLCF about cut-off date for spending the revenue funding (**MW**)
- Check whether GCC are going to fund the toilet upstairs in the Hub (**MW**)
- Write a GFCIO Fund raising Policy in line with Charity Commission guidelines (**JCC & LP**)
- Continue with applications for funding for the Arts Project (**SF**)
- Continue spring cleaning Dropbox (**AN, DN, JCH, JCC**)
- Plan GF entry in the Christmas Tree festival (**JCC, JCh, DN & LP**)

14. Date of Next Meeting(s)

LP Suggested that we do not have a meeting in December, anything important to be shared by email.

GCHMG meeting, Thursday December 4th, 2025, 7.30pm by Zoom

GF meeting, Tuesday 20th January 2026, Face 2 Face, 6.00pm in the Church of St Nicholas.

Funding Group Meeting **TBA** before 10th December deadline for CADW Regeneration Grant

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

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Agenda Item 6.,Kitchen Plan	Confirm whether GCC will pay for the upstairs toilet out of their funds.	Mark Whitaker
Agenda item 8. Meeting with GCC to discuss Partnership Agreement	Arrange a GF meeting to discuss the Partnership Agreement and management of the Hub. Ongoing	Lynne Potter
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Agenda Item	Action from GF Meeting 16/11/2025	Responsible
Correspondence: CADW LBR Grant.	Submit an expression of interest before the deadline on 10 th December.	Funding Group
Agenda Item 2: Feedback from	Confirm attendance at the UKCFE meeting on 10 th November	Nick Jones

Agenda item 2: Feedback from GCC	Confirm attendance at the UKSPF meeting on 18 th November.	Nick Jones
Agenda Item 3. Highlight report 38	Discreetly ask the Builder to tidy up the site outside the Angel Inn.	Building Group
Agenda item 4, Feedback from GCHMG meeting 04/11/25	Contact Mike Dupree at TNLCF to ask for an extension on the deadline for spending the revenue funding.	Mark Whitaker
	Send the treatment room wish list to the members of the Building Group	Jan Chatfield
Agenda item 7. CC Code of Funding Webinar	Write a GFCIO Fundraising Policy in line with Charity Commission Guidance	Lynne Potter Jan Chatfield
Agenda Item 10. Website/Microsoft/Dropbox	Subgroup to continue with spring cleaning Dropbox	Andrew North, Debs Nevill, Jo Chatt & Jan Chatfield
Agenda item 11, Grosmont Christmas Tree Festival	Set up the GF Christmas tree by 11 th December.	Jan Chatfield, Debs Nevill, Lynne Potter & Jo Chatt

There being no further Business the Meeting closed at 7.10pm.

