

Grosmont Futures - Minutes of Meeting 20th January 2026, Face to Face, Vestry of St Nicholas Church, Grosmont

Present

Committee Members (*Co-opted):

Lynne Potter (LP) Chair, Mark Whitaker (MW) late, Deb Nevill (DN) minute taker, Jo Whitaker (JW), Sara Fulgoni (SF), Jo Chatt (JCh), Andrew North (AN), Oliver Huntsman (OH), Nick Jones (NJ) late.

Members of the Public: Jane Moggridge (JM)

Apologies: Jan Chatfield (JCC), *Peter Clarke (PC)

LP thanked everyone for coming and stated that we should celebrate the very good attendance record of Grosmont Futures Trustees. She thanked JM and the Church for the use of the Vestry again.

Declaration of any Conflicts of Interest None declared.

Minutes of Last Meeting held 18/11/2025: The minutes were accepted as an accurate record by those present.

Action Points:

Actions Arising to be completed by next GF meeting unless otherwise stated.

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 21/10/2025	Responsible
Agenda Item 6.,Kitchen Plan	Confirm whether GCC will pay for the upstairs toilet out of their funds.	Mark Whitaker
		GCC minuted (Sept meeting)that it would depend on the funds.
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
Agenda Item 9. GF Policies	Circulate the policy awareness record sheet for signing once the Partnership Agreement has been updated Ongoing - see above	Jan Chatfield
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
		Couldn't match fund Completed
Agenda Item 2: Feedback from GCC	Confirm whether Michaela Chaplin will be attending the UKSPF meeting on 18 th November and whether it is OK to go ahead without representation from GCC if she is not attending.	Nick Jones
		LP - GCC Clerk didn't attend. JCC and PC attended meeting - money needs to be spent by the end of March.
Agenda Item 3. Highlight report 38	Discreetly ask the Builder to tidy up the site outside the Angel Inn.	Building Group
		Done
Agenda item 4, Feedback from GCHMG meeting 04/11/25	Contact Mike Dupree at TNLFC to ask for an extension on the deadline for spending the revenue funding.	Mark Whitaker
		Extension June 2028 Completed
	Send the treatment room wish list to the members of the Building Group - Completed and sent.	Jan Chatfield
		Done
Agenda item 7. CC Code of Funding Webinar	Write a GFCIO Fundraising Policy in line with Charity Commission Guidance Ongoing	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**

Ongoing

Agenda item 11, Grosmont
Christmas Tree Festival

Set up the GF Christmas tree by 11th December.

**Jan Chatfield, Debs Nevill, Lynne
Potter & Jo Chatt**

Very successful. Completed

Matters Arising not included on the agenda.

Correspondence

Email from Alex Minford - Survey sent from GAVO exploring and evidencing the value of the third sector in Gwent. Closing date 21st Jan, and as we are members DN and LP completed.

Email from WCVA informing members that a Trustee Network is commencing in January 2026 - DN signed GF up for it.

Agenda

1. Finances (OH)

OH sent out an account for Dec 2025 which stated the amount of funds still remained as £3,847.84 the additional £2,000 from the Davies M Charity Grant (to add to the £1,500 from the Ashley Foundation for the community arts project). Note that £170 is also ring fenced for the children's playground.

2. Feedback from GCC meeting 13/01/2026 (NJ)

NJ attended the meeting at 6.25pm. He reported that Witek Mintowt-Czyz (WMC) has completed the online banking application successfully with Jamie Edwards (JE).

GCC were interviewing for a Clerk 21/01/2026.

LP asked about the VAT situation and NJ confirmed that the application for VAT registration has lapsed as no Clerk to complete it and so they have to restart the reclaim application again. This led to raised concerns from many of the GF trustees about what the implications of that will be e.g. on the build, the various grants, the potential 20% hiatus and what are the GCC plans should any of these occur.

Action - OH to write a draft letter stating the GF Trustees concerns. To be circulated, approved and sent by LP and JC to GCC.

3. Highlight Report 39 (PC)

PC circulated the Highlight Report 39 prior to the meeting after making some changes as a result of feedback from **JCC**.

LP - Jan had picked up on several things that were not correct e.g. the VAT registration (page2) is still not sorted.

4. Feedback from GCHMG meeting 15

MW -

Resignation of the Clerk

Setting up of permission of WMC and JE to access GCC bank account funds.

Correspondence to GCC is only via the GCC laptop which Lowri has and doesn't have the time to look at it daily - **JCh** and **AH** offered **NJ** their assistance to help set something up better if GCC agreed.

Treatment room

Wayne is looking into estimating the cost of taking up the flagstones and laying a floor and the cost of cheaper ways of keeping damp to a minimum. The conservation officer will need to be engaged asap.

OH raised concerns again that the funding was only available until the end of March and if not spent will need to be returned.

Project finances -

AN – Raised the issue of the precept being raised by the Grosmont Community Council in January 2022 to help fund a loan that GCC proposed to take out to help fund the work on the building of the community hub. It was agreed to ask the following of GCC:

'In 2022, the Community Council increased the precept to fund a loan taken out to contribute to the cost of renovating the town hall building. This amount has been included in the precept for each subsequent year.

Given that we have a funding shortfall, and that the loan has not been taken out, would the Community Council please advise:

- How this additional precept has been used to date;
- Whether the use of this additional amount levied for 2025/6 has been restricted (i.e. so it can only be used for the community hub project rather than being part of the general funds of the council) for this and the next financial year.'

Action GF to consider how to take this forward.

A meeting is to be scheduled (MW, PC, JC and WMC) in the next 2 weeks to go through the current finances of the project. URGENT

Partnership Agreement - Clerk is integral to this so cannot proceed until one is in place.

Hub Finance - decision making and responsibilities during and after the project - Clerk is integral to this so cannot proceed until they are in place.

Action MW, JCC, PC, WMC arrange a meeting asap.

MW is no longer chairing the GCHMG meetings and Witek is now chair.

LP raised a sensitive but important question - she asked MW if anyone approached him about a change of chair before the GCHMG meeting to which he said no. No formal process was followed particularly as it was not on the meeting agenda or noted as AOB. To regularise the situation it should be revisited with the correct procedures at February GCHMG meeting.

She pointed out that MW had stepped in after Alex Minford left and thanked MW for doing a great job, up to the 3 months before the completion of phase 2 of the project.

5. Community Hub Building Project (MW)

See above

6. Funding (JW)

Not heard of any further funding outcomes.

Repeated the importance of having a meeting to look at the funding and identify the shortfall and plan what is going to be done about it.

7. Feedback on progress with the Arts project (SF).

Awarded £600 from Travel Chapter - (her travel agency) for materials for the art project and £2000 from the Gwendoline and Margaret Davies Charity.

Hugo Burge Foundation turned us down but encouraged us to follow them and to apply again.

The Ashley Family Foundation - will apply to it again.

All Trustees agreed that the Art Project will not start until full funded.

8. ProCook visit (LP)

Visited with Mark Potter and JCC - where they chose £600 worth of returned kitchen equipment items. A shopping list for this trip was compiled by GF and Grosmont Events.

JCh offered to store the pans in her dry cellar until required (thank you Jo);

ProCook would like us to put up their logo somewhere in the kitchen and LP has sent them a signed disclaimer letter.

9. Actions required before Hub can open and how to move forward (LP)

LP- asked for volunteers to look at what is needed and how to move forward - Subgroup DN, LP, JW, JCh, AN and JCC.

Action LP to arrange meeting.

Review of the partnership agreement - As agenda item 2

10. St David's Day Event (JW)

JW - after putting together a detailed application sadly funding was unsuccessful.
Hoping to get a Children's Author to attend.
Grosmont Events may be able to help with subsidies.
St. David's Day Committee to meet and look at the options.

11. Grosmont Shop (AN)

The Community Benefit Society is up and running;
They have opened a bank account.
They have taken over the sale of newspapers from the Angel.
Mark Potter, Gilliy Burgess and LP visited Brockweir and Hewelfield Community shop to see how they have made it successful.
Need to meet with GF to ensure that any services offered do not compete.
Awaiting a meeting with Monmouth County Council to understand what we might be able to do at various sites around the village.

12. Website/Microsoft/Dropbox (DN)

Halls Together - Website is finally up and running. NJ awaiting the new clerk to take over the Website.
Action - DN to contact Halls Together to check that Town Hall still has a space on it.
WCVA - Launching a Trustee Network as above.
GAVO - Gwent Association of Voluntary Organisations - DN and LP completed the Online Survey
They now do a Wellbeing Links Service in partnership with MCC and Primary Care
where each surgery has a wellbeing Advisor who is available to meet patients who are struggling with stress, anxiety or depression due to 'non-medical' issues - they may be interested in use of our consultation room.
Dropbox to Microsoft - long ongoing project but not done anything over Christmas.

13. BECommunity Courses (DN) - sent email out on Sunday.

Sent email out to the GF mailing list of the most recent courses coming up, a reminder also of the web address where you can find all the training day/courses currently available and also to let them know that applications can be made by more than one person.
Just drip feeding now as in a couple of months training of volunteers will be required.

14. AOB

15. Next Steps

- 1) Meeting of subgroup to discuss running of community hub/co-ordinator.
- 2) Meeting to discuss funding.
- 3) Review of Partnership Agreement

16. Date and venue of next meeting(s)

Grosmont Futures meeting 17th February at 6pm St Nicholas Church Vestry.