

Grosmont Futures - Minutes of Meeting 16/06/2026, Face to Face, Vestry of St Nicholas Church, Grosmont

Present

Committee Members (*Co-opted):

Lynne Potter (LP) Chair, Mark Whitaker (MW), Jo Whitaker (JW), Deb Nevill (DN), Jan Chatfield (JCC) minute taker, Jo Chatt (JCh), Oliver Huntsman (OH)

Members of the Public: Jane Moggridge (JM)

Apologies: Sara Fulgoni (SF), Andrew North (AN), Nick Jones (NJ). *Peter Clarke (PC)

Declaration of any Conflicts of Interest None declared.

Minutes of Last Meetings held 19/05/2026 : 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 21/01/25	Responsible	Action Update
AOB	Repeat Governance Health Check	Jan Chatfield & Lynne Potter	Ongoing
Agenda Item	Action from GF Meeting 21/10/25	Responsible	Action Update
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	Action from GF Meeting 16/11/25	Responsible	Action Update
Agenda item 7. CC Code of Funding Webinar	Write a GFCIO Fundraising Policy in line with Charity Commission Guidance	Lynne Potter & Jan Chatfield	Ongoing
Agenda Item 10. Website/Microsoft/Dropbox	Subgroup (AN, DN, JCh & JC) to continue with spring cleaning Dropbox.	Subgroup	See Agenda Item 12
Agenda Item	Action from GF Meeting 20/01/26	Responsible	Action Update
Agenda item 9, Actions to be completed before Hub opens	Arrange review of the Partnership Agreement with GCC ASAP	Lynne Potter	Raised at P3PG meeting OH queried the delay and noted that the revised version should be in place before the Hub opens
Agenda Item	Action from GF Meeting 19/05/26	Responsible	Action Update
Agenda item 2. GCC meeting feedback	Produce shortlist of Hub furniture and equipment to present to P3P	Jan Chatfield	See Agenda item 5
Agenda item 4. GCHMG Feedback	Ensure disposal of surplus iron gates is dealt to best benefit the project	Lynne Potter	This has been raised with GCC
Agenda item 7 Funding	Is it possible to see GCC accounts as stated on website?	Nick Jones	The accounts will be available for viewing between 6 th to 31 st July, instructions for how to access them are on the website. If anyone does manage to gain access, please forward to OH .
	Source an interim and permanent solution to publicise lottery grant. ? Plaque	Lynne Potter	TNLCF provided a plaque, JW to check display box to see if it is there.
	Apply to Community Green Energy for double glazing funding	Funding Group	See Agenda Item10

Agenda item 10. AOB	Add Grosmont Shop update as standing agenda item.	Jan Chatfield	Completed
	Suggestion to P3P that Grosmont Shop be represented on GCHMC	Lynne Potter	See Agenda item 5
	Ideas for opening ceremony for Hub	GF Trustees	Likely to be in September Ideas Please

Matters Arising not included on the agenda – DN asked whether she should post the draft minutes from the GFCIO AGM on the Grosmont Website. This was agreed by those present.

Action: DN to post the draft minutes from the GFCIO AGM on the Grosmont Website.

Correspondence - None

Agenda

1. Finances (OH)

OH, stated that there has been no movement on the account since January. The funds remain at £4447.84 of which £600 was received from the Travel Chapter, £2,000 from the Davies M Charity Grant and £1,500 from the Ashley Foundation all for the community arts project. Note that £170 is also ring fenced for the children's playground. Meaning the funds available to GF are £177.84.

2. Feedback from GCC meeting 09/06/2026 (NJ)

NJ was not present at the meeting and had not submitted a report.

3. Highlight Report 44 (PC)

PC circulated the Highlight Report 44 prior to the meeting but was not present; the project status is GREEN. The project appears to be on target.

It is likely that the building work will be completed by early August, that would allow a few weeks to get everything in place with the view of opening the Hub in September.

PC has submitted the 6-month report to TNLCF which was approved by Mike Dupree. Mike has asked if we are now ready to start using the revenue funding. We are but are not sure whether **PC** has replied to Mike.

Action: JC to Clarify with PC whether he has replied to Mike Dupree at TNLCF

4. Feedback from GCHMG meeting 04/06/26.



2026.06.04%20GCH
MG%20meeting.docx

MW reported that the main topics discussed were:

- The choice of styles and colours for the new Chairs and tables for the Hub was approved.
- It was recognised that the old iron gates from the Poorscript Lane side of the Undercroft had a value and should be retained.
- It was agreed that the contractor should be instructed to install the railings on the outside stairs as suggested by him and recommended by building control.
- The possibility of opening the Hub in August.

5. Feedback from the project Phase 3 Planning Group meeting (P3PG) 02/06/26 (LP)



2026.06.02%20P3PG
%20meeting%20%20

LP reported that the main business revolved around the Shortlisting of applicants and interviews for the Hub Co-ordinator position.

The action points from the meeting were:

- GCC to put in place maintenance schedule and budget as previously agreed by GCC.
- To liaise with Clerk to identify existing policies relevant to Community Hub (NJ)
- To liaise with Clerk to clarify recycling options (NJ)
- To establish with Wayne Hill how security for the building will be provided after handover and what the options might be for main door access and the lift.
- To establish whether Hub Coordinator candidates might be shown round the TH on Friday 12th June after 3.30pm prior to interview (MW)
- Clarify options for electronic booking system (Halls Together) and payments (JC & DN)
- Ask Andrew North for availability as tour guide with WMC on 12th June (WMC)
- Draft contract for Hub Coordinator (LWM)

6. Hub Coordinator (LP)

There were 15 expressions of interest in the role, and 13 completed applications were received. These were shortlisted to 4 by Lowri Wynne Morgan, Lynne Potter and Jan Chatfield. These four were invited to interview, but one dropped out. The remaining three applicants were shown around the Hub by **WMC & DN** prior to being interviewed on 12th June. They were all strong candidates, but very different. However, Miriam Vincent was outstanding, she is very enthusiastic about the project and has strong links with local groups. Miriam was offered the role, reporting to GCC via the GCHMC with a flexible start date and has formally accepted the position which is fantastic news. Miriam will be invited to the next GF meeting .

7. Community Hub Building Project (MW)

MW circulated a progress report on 4th June, work is progressing well to a high standard.



Building Report June
2026.pdf

Since then, it has been noted that:

- The plugs in the main room do not include USB sockets.
- Blinds will be needed for the treatment room
- The access to the lift goes in one way then turns though 90 degrees to exit, confirmation is required that there is sufficient room for a turning circle for wheelchair users. A spare wheelchair may be needed...

8. Actions required before the community Hub opens

There is a lot to do, policies need to be written and items such as a till and safe need to be purchased, it was agreed that this would be the responsibility of the Grosmont Community Hub Management Committee (GCHMC) going forward. So, no action is required by GF at present.

9. Representation on Grosmont Community Hub Management Committee (GCHMC).

Lowri Wynne-Morgan will chair the group which is to be a sub-Committee of GCC and Nick Jones will act as the second representative from GCC. GF will be represented by **MW, DN & JC** in the first instance. The appointments will be for a fixed term either one or two years to be confirmed. Once the core members of GCHMC are in place other members of the community will be invited to join the committee as the team develops. Additional members of GF may be coopted on as necessary e.g. to assist with the monitoring and feedback to TNLCF.

10. Funding (JW)

JW is working on an application to the Community Green Energy Fund for secondary glazing and has asked for up to date costings from the Architect (Sarah Browne), but Sarah questioned whether this was the best thing to apply for given that the windows have been comprehensively restored. Sarah has been asked to suggest alternatives, bearing in mind that the deadline for submission is mid-July. The Funding Team are still waiting for feedback on the size of the shortfall, if any.

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

SF had sent her apologies and couldn't be present, No update available

12. Website/Microsoft/Dropbox (DN)

Now that we know that the GCC Clerk is remaining in post we can re-visit having a presence on the Halls Together Website.

We need to sort out how the various documents required by the Hub and the GCHMC group are to be managed and stored.

13. Grosmont Community Shop (AN)

AN was not at the meeting, but **JCh** advised that things were moving on and work is being done on a business plan. There is a meeting of the steering group on 22nd June.

14. AOB

The banner has not been found, so a new one will have to be commissioned.

15. Next Steps

- Confirm the size of any shortfall in funding
- Find the TNLCF Plaque
- Commission New Banner
- Planning for opening ceremony in September

16. Date and venue of next meeting(s)

GCHMG Meeting/ Inaugural meeting of GCHMC 16th July 2026, 7.30pm St Nicholas Church Vestry
Grosmont Futures Meeting 21st July 2026, 6.00pm, St Nicholas Church Vestry

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

Agenda Item	Action from GF Meeting 21/01/25	Responsible
AOB	Repeat Governance Health Check Ongoing	Jan Chatfield & Lynne Potter
Agenda Item	Action from GF Meeting 21/10/25	Responsible
Agenda Item 9. GF Policies	Circulate the policy awareness record sheet for signing once the Partnership Agreement has been updated.	Jan Chatfield
Agenda Item	Action from GF Meeting 16/11/25	Responsible
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 (AN, DN, JCh & JC) to continue with spring cleaning Dropbox.	Subgroup
Agenda Item	Action from GF Meeting 19/05/26	Responsible
Agenda item 10. AOB	Ideas for opening ceremony for Hub – Likely to be in September, ideas please	GF Trustees
Agenda Item	Action from GF Meeting 16/06/26	Responsible
Matters arising not on the agenda	Post the draft minutes from the GFCIO AGM on the Grosmont Website	Debs Nevill
Agenda item 3 Highlight report 44	Clarify with PC whether he has replied to Mike Dupree at TNLCF	Jan Chatfield

There being no further business the meeting closed at 7.20pm