

Grosmont Futures - Minutes of Meeting 21/07/2026, 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), Andrew North (AN), Nick Jones (NJ). *Peter Clarke (PC)

Members of the Public: Jane Moggridge (JM)

Apologies: Sara Fulgoni (SF), Jo Chatt (JCh), Oliver Huntsman (OH)

LP welcomed everyone to the meeting and said how exciting it was that the Grosmont Community Hub is so close to finally opening thanks to the hard work of everyone involved in the project.

Declaration of any Conflicts of Interest None declared.

Minutes of Last Meetings held 16/06/2026 : 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/Drop box	Subgroup (AN, DN, JCh & JC) to continue with spring cleaning Dropbox.	Subgroup	See Agenda Item 9
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	To be discussed at next P3PG meeting 01/09/26
Agenda Item	Action from GF Meeting 19/05/26	Responsible	Action Update
Agenda item 10. AOB	Ideas for opening ceremony for Hub	GF Trustees	See Matters Arising below
Agenda Item	Action from GF Meeting 16/06/26	Responsible	Action Update
Matters arising not on the agenda	Post the draft minutes from the GFCIO AGM on the Grosmont Website	Debs Nevill	Completed
Agenda item 3 Highlight report 44	Clarify with PC whether he has replied to Mike Dupree at TNLCF	Jan Chatfield	Completed

Matters Arising not included on the agenda
Ideas for Hub opening Celebration.

Potential dates either Saturday 10th or 17th October for an afternoon party, similar to the celebration when we received the grant from TNLCF. £300 is set aside in the revenue budget to pay for the event.

LP suggested that it could be opened by the youngest and oldest inhabitants of the village, with invitations being sent to

- High Sherrif of Monmouth
- MP & AMs
- All funders – TNLCF, AHF, Tana Trust, UKSPF, CGEF, A4A, GAVO, Procook etc.
- MCC – David Hughes Jones
- Seven Wye / Rural Futures Peter Willis
- Architect & Building Team

NJ suggested commissioning a stone plaque to be unveiled on the day.

Action: Ideas to be taken to the next GCHMC meeting by the GF representatives.

Correspondence - None

Agenda

1. Finances (OH)

OH, was not at the meeting, but circulated a report in advance. 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 14/07/2026 (NJ)

The minutes from this meeting were circulated in advance, there were no queries or comments for **NJ**.



Minutes-Council-Mee
ting-14-July-2026.pdf

3. Highlight Report 45 (PC)



Highlight Report 45 -
draft.docx

PC circulated the Highlight Report 45 prior to the meeting; the project status is GREEN. The project appears to be on target.

JC asked whether there is enough money left in the budget to complete the building work. **PC** replied that most of the contractors reported coming in under budget, but that this would be confirmed by the Architect at the next and possibly final site meeting on 4th August.

PC confirmed that the training on the audio-visual system was scheduled for 22/07/26, **AN** and Miriam Vincent to attend.

Once the building work is finished, GCC will arrange and pay for Firerite to carry out an assessment so that a Fire Certificate can be granted.

PC said that although the bulk of the work is finished there are still lots of little fiddly things to do.

GCC have asked **PC** to provide a maintenance schedule for the Hub going forward.

4. Feedback from GCHMG meeting 16/07/26.

MW reported that this was the last meeting of the group which is morphing into the Grosmont Community Hub Management Committee (GCHMC) with immediate effect.

The Chair of GCHMG Witek Mintowt-Czyz had taken the opportunity at the meeting to thank the previous Chairs Mark Whitaker and Alex Minford and the rest of the committee for their hard work in getting to this point.

Reports were received from the funding and building groups and minutes from GCC and GF were presented.

The following action points were agreed

- GF and the Building Group to confirm any funding shortfall.
- The TNLCF plaque must be found (this was confirmed)
- A new Banner should be commissioned to replace the original one that was lost in the building work
- Planning for the opening ceremony

5. Feedback from the first Grosmont Community Hub Management Committee (GCHMC) meeting 16/07/26 (DN)

Notes from first meeting of GCHMC after hand-over from GCHMG on Thursday July 16th, 2026.

Present - Lowri Wynn Morgan (chair), Nicholas Jones, Jan Chatfield, Mark Whitaker, Deborah Nevill, Miriam Vincent (Hub Coordinator)

Not present - Catherine Kennedy

Items raised at the meeting.

- Deb Nevill and Jan Chatfield had put together a list of things to be considered by GCHMC which was shared with everyone. Contained many things that need to be addressed before the hub project can move forward.
- What is happening to the Gaol? Wayne (Builder) suggested replacing the old door, with the now redundant inside door. Get advice from him re what needs to be done to make it a useful space.
- Contact Chris to assess the state of piano before further action.
- Induction/management of Co-ordinator to take place
- Terms of reference need to be completed at next GCHMC meeting
- Jan Chatfield to approach local halls to find out hall charges
- Need to find out when GCC Clerk Cathy can attend meetings (minute taker) - could mean moving meeting day/time.
- Consider Revenue budget/deed of covenant/deed of dedication.
- Grand opening in September to be arranged.
- Pub social of GF and GCC when building work completed.

The next meeting of the GCHMC is 27th July.

NB. **PC** confirmed that the “Deed of Covenant” in the revenue budget is the same as the “Deed of Dedication” already paid for by GCC, which will release £2,000 back into the budget.

6. Community Hub Building Project (MW)

MW circulated a progress report on 15th July, work is progressing well to a high standard.



Since then, there are a few updates:

- The shower room fittings have been replaced.
- Hot and cold taps have been fitted in the downstairs cupboard for access by the cleaner
- The power points at the side of the lift in the undercroft are accessible by the public, an isolation switch will be fitted to stop unauthorised usage
- The building materials have been removed from the Gaol
- The fridge freezer has not yet been purchased or fitted (70% fridge & 30% freezer)
- The new railings have been fitted and look fabulous
- The redundant inside door will be recycled to use on the Gaol
- The dishwasher has been fitted

It was originally intended to refit the old radiant heaters, but Councillor Alex Hill thinks it would be a shame to fit them as they are unsightly and ineffective. He has suggested that GCC could cover the cost of fitting new heaters and has offered to explore suitable options. He does not consider this to be urgent as there is already a storage heater in place and will be easy to resolve in the short term.

JC stated that any option should be as “Green” as possible.

LP thanked **AN** for storing the Dishwasher until it was fitted.

JC commented that we have missed a trick by not including renovating the gaol to make it a dry usable space as part of the project. **MW** noted that it is very difficult address as water ingress occurs from the external stairs. **JW** suggested asking Issy Frisbee and the Egin mentor for advice.

7. Funding (JW)



Funding Report 15
July 2026 JW.docx

JW circulated a funding report and emphasised that it is not possible to do any more fund raising until the extent of any shortfall is confirmed and reminded the meeting that it is not possible to apply for funding retrospectively for work that has been started or completed.

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

SF had sent her apologies and couldn't be present but provided this feedback.

Nearly ready to submit to Fund for Wales, only some registration issues, the main application is ready for the subgroup's approval. Similarly, Arts Council Wales almost ready to submit pending group's approval, responses only need to be transcribed from the old system to ACW's newly branded application system.

9. Website/Microsoft/Dropbox (DN)

AN & DN have set up an email and Google account for GCHMC.

Going forward Dropbox will be used as an archive store with new documents being stored on Sharepoint. There followed a discussion on the best way to remove duplicate documents in Dropbox.

10. Grosmont Futures Present and Future (LP)

LP suggested that as our first project is finally coming to fruition it is time to consider the future. How can we best make GF work for the community? Is it time to take on a new project like the children's playground, or should we concentrate our efforts on supporting the third phase of the Hub, or get more involved in the Grosmont Community Shop project? Another option is to take a gear down and complete some of the outstanding tasks. She asked the trustees to bring their thoughts and expectations to the next meeting in September.

- **Action: GF Trustees to consider the options for future projects / actions for GF in the future**

11. Grosmont Community Shop (AN)

AN reported that the Shop Steering Committee have been busy and are making good progress as follows:

- business plan drafted - being shown to people who have run businesses for comments and to ensure it's robust;
- pre-planning completed with Monmouthshire County Council;
- planning application drafted; design & access statement being prepared; Grosmont CC asked whether it could fund planning application fee of £677;
- donations of lighting and worktops;
- offers of help for restoring the building - minimal planned to keep down costs and given temporary nature of lease;
- range: local suppliers being sought. All suggestions welcome!

12. AOB

AN asked those present to suggest local suppliers and products that could be sold in the Grosmont Community Shop.

13. Next Steps

- Confirm the size of any shortfall in funding
- Revise Partnership Agreement
- Thoughts for future GF projects /actions for GF in the future
- Planning for opening ceremony in October

14. Date and venue of next meeting(s)

GCHMC Meeting 27th July 2026, 7.30pm St Nicholas Church

Grosmont Futures/ GCC Social Thursday 20th August 2026, 7.00 the Angel Inn, Grosmont

P3PG Meeting 1st September, 7.30 venue to be confirmed

Grosmont Futures Meeting 15th September 2026, 6.00pm, Grosmont Community Hub

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Agenda Item	Action from GF Meeting 21/07/26	Responsible
Matters Arising not on the agenda	GF ideas for opening ceremony to be taken to the next GCHMC meeting	GF representatives on GCHMC
Agenda Item10. GF Present & Future	Trustees to consider the options for future projects / actions for GF in the future for discussion at the GF September meeting	GF Trustees

There being no further business the meeting closed at 7.15pm