

GREENFIELD VALLEY TRUST LTD.

MINUTES OF THE MEETING OF GREENFIELD VALLEY TRUST HELD ON 16 SEPTEMBER 2019 AT BASINGWERK HOUSE GREENFIELD

PRESENT:

Mrs Gwladys Harrison (Chair),
Mrs Mary Auty,
Mrs Brenda Harvey
Mr Conrad Jones
Mrs Roberta Owen
Ms Clare Walker

IN ATTENDANCE:

Mr Ian Jones, Company Secretary
Mrs Sophie Fish, (Museums Mentor)
Ms Pippa Gallagher, Countryside & Access Awareness Officer FCC
Mrs Helen Mrowiec, Team Leader, Sites FCC

APOLOGIES

Mr Raymond Bailey
Ms Clare Hall
Mrs Angharad Longely
Mr Tom Woodall, Access and Natural Environment Manager FCC

01 CHAIRMAN'S ANNOUNCEMENTS AND PROCEDURAL

All Trustees and officers present were welcomed by the Chairman.

02 DECLARATION OF INTERESTS AND CODE OF CONDUCT

None declared

03 MINUTES

The Minutes of the Ordinary Meeting of Trustees held on 22 July 2019 were received and approved as a correct record.

04 MATTERS ARISING

There were no outstanding matters arising not present on the agenda. Ruairi Barry was due to attend the next meeting as he was unable to make either the July or the September meetings. He would report to the November meeting after speaking to Helen Mrowiec.

05 CAFÉ REVIEW AND UPDATE

Helen Mrowiec reported that Tom Woodall had liaised with the Legal Department at Flintshire County of Council to establish the legal parameters

of an Agreement/Licence/Lease of the Café and had received advice on a suitable notice period and any risks involved in terminating the agreement. FCC had suggested a Lease was the best option with FCC as the tenant and GVT invoicing to receive the funds. Trustees were not in favour of this option and further discussion of possible alternatives would be needed before final decision of the new arrangements.

The tender document would specify the type of operation, standards and detail of requirements. Possibly in future an in-house option could be considered. In any event Trustees felt that Notice of termination should now be served on the current tenants bearing in mind timescales and upcoming events. The Task and Finish Group would then take a look at options and details.

RESOLVED: That:

- (i) the report be received;
- (ii) that Notice of termination should now be served on the current tenants from early October: and
- (iii) the Task and Finish Group consider all options and details and report back with recommendations to the November Board meeting.

06 TRUSTEE INDUCTION EVENT

The Chairman reported good feedback from the event held on 11 September and future liaison meetings with staff and volunteers be arranged. The next one being in December as a thank you from the Board to the hardworking teams that provide excellent service in the Valley.

07 PROGRESS REPORTS

Trustees received progress on other matters appertaining to the work of the Valley. The whole team were thanked by the Board of Trustees for all their best efforts and that they be invited to meet the Board at an Induction event.

(i) Operations and Site Management

A report was received and noted and an update included performance related issues as follows: - Site Management, HLF, Active Travel Route, Volunteering, Animals, Fire Alarm/Electrics, Health and Safety, Legionella, Green Flag and Staffing.

It was noted that the Landfill Tax grant may fund either a higher fence or CCTV cameras on the footpath near the Strand. A fence was the favoured option. Further work and consultations were required with regard to the Active Travel Route (Phase 2) , woodland management, park run and paths

Stock fencing was also going to be installed and A Parry was the preferred supplier.

RESOLVED: That the final decision on the procurement suppliers relating to HLF be delegated to the Chair and Treasurer.

A report on Events, Education and Promotions presented an update on various recent matters including footfall and costs, the shop and VC, social and other matters. Some ideas for 2020 were noted and as soon as the budget was finalised for this area, priorities would emerge.

- (ii) **Finance** – The Treasurer reported that a small surplus was likely this year despite an unanticipated legal bill of £6.5K. The admissions figures were much improved and there was a significant VAT refund to boost funds.
- (iii) **Flintshire County Council Monies in Balance** - With regard to the funds held by Flintshire County Council, there was some debate as to what this should be used for, but it was agreed that prior to requesting the drawdown priorities needed to be allocated the money asap..

RESOLVED: That the report be received and a meeting take place shortly with Tom Woodall to finalise this matter at the next Board meeting in November.

- (iv) **Management Agreement** - The Chairman reported tha the Management Agreement with Flintshire County Council had been signed by both parties.
- (ii) **Sustrans Phase 2 Active Travel** – it was reported that discussions had taken p[lace locally and with Cadw and that the scheme had progressed satisfactorily.

08 TASK AND FINISH GROUPS

- (i) **Heritage Lottery Fund**
Sophie Fish outlined the latest position and that the Sub-Group would need to meet soon to consider priorities for the remaining monies, so that a report could be prepared for the November Board meeting.

RESOLVED: That a review of all Sub-Groups be considered at the next Board meeting

09 DATES AND TIME OF MEETINGS

Noted as follows:-

2019

18 November

2020

24 February

27 April

06 July Special

20 July

AGM
06 July 2020

10 MANAGEMENT CYCLE OF BUSINESS

The Management Cycle of Business was reported as an aide memoir viz:-

October Planning – new season, events, key projects, budget

January Programme agreement, budget set

March Delivery, progress reporting

September Review – events, café, standards, KPIs, policies

(In year priorities will be guided and delivered through established ‘task and finish’ groups. These groups will be brought together with officers and trustees with specific skills to lead on the development to bring to Board for agreement).

11 ANY OTHER URGENT BUSINESS

At the Induction Event earlier in the month, it was strongly suggested that a Strategy and Business Planning Group be set up and that all Board Members were willing to participate in individual and/or smaller group meetings between scheduled Board meetings in order to contribute their own thoughts and ideas to the process.

RESOLVED: That a Strategy and Business Planning Group be set up with membership as follows:-

Brenda Harvey, Conrad Jones and Mary Auty.