

## GREENFIELD VALLEY TRUST LTD.

### MINUTES OF THE MEETING OF GREENFIELD VALLEY TRUST HELD ON 22 JULY 2019 AT BASINGWERK HOUSE GREENFIELD

#### **PRESENT:**

Mrs Gwladys Harrison (Chair),  
Mrs Mary Auty,  
Mr Raymond Bailey  
Ms Clare Hall  
Mrs Brenda Harvey  
Mr Conrad Jones  
Ms Clare Walker

#### **IN ATTENDANCE:**

Mr Ian Jones, Company Secretary  
Mr Tom Woodall, Access and Natural Environment Manager FCC  
Mrs Sophie Fish, (Museums Mentor)  
Ms Pippa Gallagher, Countryside & Access Awareness Officer FCC

#### **APOLOGIES**

Mrs Helen Mrowiec, Team Leader, Sites FCC

#### **01 CHAIRMAN'S ANNOUNCEMENTS AND PROCEDURAL**

All Trustees and officers present were welcomed by the Chairman, who thanked them for once again appointing her as Chairman. Everyone present then introduced themselves.

#### **02 DECLARATION OF INTERESTS AND CODE OF CONDUCT**

Conrad Jones declared a personal interest in part of the item discussing Site Issues.  
The Code of Conduct 2019 had been signed by all Trustees present.

#### **03 MINUTES**

The Minutes of the Ordinary Meeting of Trustees held on 7 May and the Special Meeting held on 8 July 2019 were received and approved as correct records..

#### **04 MATTERS ARISING**

There were no outstanding matters arising not present on the agenda. With regard to Minute no.01 7 May, an item would be on the September agenda for the visit by Ruairi Barry of Flintshire County Council. The Chairman asked Trustees to direct any questions they may have for Ruairi to Tom Woodall for consideration before September.

## **05 APPOINTMENT AND RECRUITMENT OF TRUSTEES**

With regard to the recruitment process for filling of Board vacancies, the Recruitment Panel were pleased to report that all appointments had been made as detailed in Minute number 04 of the Special Meeting held on 8 July 2019 apart from one vacancy. The final candidate had been interviewed prior to the meeting and she was recommended by the Panel for Board appointment.

**RESOLVED:** That:

- (i) the report be received; and
- (ii) Mrs Roberta Owen be appointed as a Trustee for a four year period – expiring at the 2023 Annual General Meeting.

## **06 MANAGEMENT AGREEMENT**

It was explained that a lot of negotiation had gone into the document's creation both by Trustees and officers from Flintshire County Council as well as legal advice procured by the Trust.

The Chairman reported Management Agreement with Flintshire County Council had been considered by the Trust Board Meeting held on 7 May 2019 and that subject to a few minor amendments the Board had agreed that the Management Agreement 2019 be signed by the Chairman and that a date and time needed to be arranged. Trustees felt that there was no need to wait for a 'special' occasion and that the Chairman should sign the Agreement asap to ensure there was no complications with the HLF grant.

**RESOLVED:** That the Chairman liaise with Andy Farrow at Flintshire County Council for signing of the Management Agreement by both parties asap.

## **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, Landfill Tax Project, active Travel Route, Animals, Fire Alarm/Electrics, Legionella, Bakehouse, Abbey Farm, Park Run and Dementia Friendly.

(Conrad Jones declared a personal interest in part of the item and took no part in the debate) – details attached as an appendix to these Minutes.

A report on Events, Education and Promotions presented an update on various recent matters including football and costs, the shop and VC, social and other matters. Claire Hall stated that she was able to help

out with educational matters during the Summer school break, which was well received by Officers.

It was noted that three quotes had been obtained for the procurement of the proposed Interactive App, of which each in turn gave different features and benefits but with different costs. It was agreed that the App needed to be as future-proof as possible but flexible too.

**RESOLVED:** That the proposal by Daydream Creative Design Agency be procured.

- (ii) **Finance** – The Treasurer reported that a small surplus was likely this year but cutbacks have had to be made and therefore some creative thinking was required, especially with events in 2020 given that the end of HLF funding was due. There were possibly some additional costs to come from the Health and safety Review and professional fees had made a dent in finances – especially the costs of hiring a firm of Solicitors which would now be settled. 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.

**RESOLVED:** That

- (i) the report be received; and
- (ii) Tom Woodall prepare a report to the next meeting in September on priorities and the estimated costings appertaining thereto.

- (iii) **Awards Update**  
Congratulations were extended on the award of a Green Flag. Also that whilst the Red Wheel Plaque progress had slowed, an application was expected soon.

## 08 TASK AND FINISH GROUPS

- (i) **Heritage Lottery Fund**  
Sophie Fish outlined the history behind the funded projects and explained that there was a significant amount- approx. £116,000 to be spent by 31 December 2019. Contingency plans were in place and she described the details of a number of priority schemes had already been identified (including the App as described earlier). A full update would be to the next meeting in September.
- (II) **Café Review**  
Tom Woodall reported that he needed to speak to the Legal Department at Flintshire County Council to establish if the Agreement With the Café to receive advice on a suitable notice period and any risks involved in terminating the agreement. The Task and Finish Group would then take a look at this in conjunction with the possible use of the former bake house and the cleaning issues previously identified.

## 09 DATES AND TIME OF MEETINGS

**RESOLVED:** That the report be noted and suggested dates for meetings 2019/20 be confirmed as follows with a 6.00pm commencement:-

### **2019**

16 September  
18 November

### **2020**

24 February  
27 April  
06 July Special  
20 July

### AGM

06 July 2020

It was noted that five of the Trustees now appointed within the past twelve months had not received a proper induction and it was recognised that this was a helpful process in the development of an informed and effective Board. Flintshire County Council Officers were asked to come up with a date hopefully in September that suited all involved.

## 10 ANY OTHER URGENT BUSINESS

Trustees asked if the Management Cycle could be included as a standard item on the agenda, viz:-

### Management cycle

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).

**Greenfield Valley Trust Ltd  
Register of Members' Interests**

Declaration of Interests

Person or organisation	Nature of relationship and/or nature of conflict of interest
DEBENTIA FRIENDLY HELD SHARES	WIFE

Name..... *[Signature]*

Position..... TRUSTEE

Signed..... *[Signature]*

Date..... 22.07.2019

CONRAD JONES

NB Complete one form for each Trustee and file with the minutes.