

## GREENFIELD VALLEY TRUST LTD.

### MINUTES OF THE MEETING OF GREENFIELD VALLEY TRUST HELD ON 18 NOVEMBER 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  
Mrs Angharad Longely  
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  
Mr Tom Woodall, Access and Natural Environment Manager FCC  
Ruairi Barry Project Engineer of Flintshire County Council

#### **APOLOGIES**

None

#### **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 16 September 2019 were received and approved as a correct record.

#### **04 MATTERS ARISING**

There were no outstanding matters arising not present on the agenda.

#### **05 UPDATE ON ENGINEERING/HEALTH AND SAFETY MATTERS**

The Board received a presentation and update from Ruairi Barry Project Engineer of Flintshire County Council. There had been a long standing

scheme within the Capital Programme to carry out works at Battery Pool with various options including re-filling the site, partially re-filling it or let it stand as it was presently with the new habitat in the vicinity. The structure in place would need surveying for strength but the original drawings were still held on file. Trustees discussed the possible outcomes and the use of the pool as a flood mitigation measure and possible educational opportunity making it an attraction with an explanation board at the site.

Welsh Government had shown some interest in the site as a 'green scheme' and it was anticipated that some work would need to start during March to ensure funding/grant conditions.

Trustees suggested that a public viewpoint would be of use in the final determination. Ruairi Barry said he would provide an outline of possibilities and send a schematic document report pack with topography survey to the Board through Tom Woodall.

*Ruairi Barry left the meeting at 6.30pm.*

## **06 CAFÉ REVIEW AND UPDATE**

The tenants had now left the premises, tender documents were available and the closing date was 29 November with preparations for appointment panel to meet on 9 December with an anticipated date of handover and re-let in the New Year.

## **07 HERITAGE LOTTERY FUND – UPDATE**

Sophie Fish updated Trustees on the spend so far – which was on track to be complete within the designated time-frame. Questions were raised by Trustees on the detail of the actual and proposed spend. Sophie Fish to report to Trustees and matters to be finalised soon.

## **08 PROGRESS REPORTS**

Trustees received progress on other matters appertaining to the work of the Valley.

### **(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, Park Run and Crowd Funding.

Events report included Promotions, Social Media, 2019 Review, Education, Shop, VC and Groupon.

**RESOLVED:** That the report be received and endorsed.

- (ii) **Finance** – The Treasurer reported on finances. 2019 looked like at least a break-even position. 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 had been a meeting with Tom Woodall but as yet there was no resolution and this would be further reviewed when the Flintshire County Council budget was completed.
- (iv) **Reports from Other Meetings Attended as Trustee** – Trustees reported back on meetings attended and pertinent matters to the Trust were relayed.

## 09 MUSEUM ACCREDITATION

Sophie Fish outlined the background and the process for the accreditation to take place. Greenfield Valley had been an accredited museum since 1994. This was the first stage and once the process was complete there would need to be a Special Meeting in the New Year to sign off the documentation.

**RESOLVED:** That:

- (i) the report be endorsed and the process supported; and
- (ii) the various documentation be submitted to a Special Meeting in the New Year in time to submit approvals for full accreditation.

## 10 STRATEGY FOR GREENFIELD VALLEY

Brenda Harvey presented a report on a proposed strategic pathway which will be of great value to the Trust for the foreseeable future and to provide a context for what needed to be inserted into the Business Plan each year with aims and objectives clearly identified.

Three steps were identified, sic: By using three steps GVT can –

1. Look 10 years ahead in broad terms
2. Focus in some detail on what we are actually going to do over the next three years and
3. Prepare a detailed and costed Business Plan for what it is going to do in the current year.

Once agreed then the Trust can summarise our plans in an accessible graphic form.

Things to consider included

- Previously prepared plans and strategies,
- Ideas from interested parties and
- Relevant policies and plans of other bodies/partners.

### Input required from

- Each Board member individually
- Greenfield Valley-related Flintshire employees & relevant senior Flintshire officers
- Volunteers and others interested and involved with the Valley
- Cadw
- Local organisations, groups and partners
- Experts who could advise e.g. on tourism, museums, volunteering, running attractions

### Timetable

The planned timetable for the process was:

18 November 2019 Board Meeting - Agreement from Board to proceed on Strategy preparation

Pre-Christmas 2019 - Consultation meetings with individual Board members & with Flintshire officers

January to February 2020 - Consultation events with volunteers, interested parties and outside groups

24 February 2020 Board meeting - Draft versions of Plans to Board and agreement to consult with public

March – April 2020 - Consultation with public

27 April 2020 Board Meeting - Board considers comments from public and changes required to Plans

May-June 2020 - Strategy, Change Scheme & Business Plan finalised and approved by Trust & Flintshire

June/July 2020 - Strategy launched.

**RESOLVED:** That the report be received, strategy actions for Greenfield Valley Trust be agreed and all proposals contained within the report be endorsed.

## **11 TASK AND FINISH GROUPS**

Trustees considered the current make-up and membership of the Sub-Groups and re-aligned existing Groups with recent new developments. HLF was coming to an end, therefore the Sub-Group could now be disbanded. It also made sense to merge some of the previously established Groups.

**RESOLVED:** That the Sub-Groups be amended and approved as follows:-

<b>Sub-Group</b>	<b>Membership</b>
Café	Claire Hall/Conrad Jones/Claire Walker
Marketing, Social Media, Strategy, Policy	Claire Hall/Roberta Owen/Claire Walker
Finance and Reserves	Mary Auty/Gwladys Harrison
Policy Review	Gwladys Harrison/ Roberta Owen

Strategy	Mary Auty/Brenda Harvey/Conrad Jones
Visitor Centre	Angharad Longley

## 12 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).

## 13 ANY OTHER URGENT BUSINESS

Ray Bailey asked to be authorised to continue a piece of work in the possible acquisition of a model railway.

Permission was granted by the Board

## 14 DATES AND TIME OF MEETINGS

The dates of the subsequent meetings were amended and two new Special meetings included as follows:-

### **2020**

20 January - Special (Budget, HLF and Museum Accreditation)

24 February

End of Feb/March- Special (Strategy)

4 May

06 July Special

21 July

### **AGM -**

06 July 2020