

GREENFIELD VALLEY TRUST LTD.

MINUTES OF THE SPECIAL MEETING OF GREENFIELD VALLEY TRUST HELD ON 20 JANUARY 2020 AT BASINGWERK HOUSE GREENFIELD

PRESENT:

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

IN ATTENDANCE:

Mr Ian Jones, Company Secretary
Mrs Sophie Fish, Museums Mentor
Mrs Helen Mrowiec, Team Leader, Sites FCC
Mr Tom Woodall, Access and Natural Environment Manager FCC

APOLOGIES

Mr Raymond Bailey
Mrs Angharad Longely
Mrs Roberta Owen
Ms Clare Walker
Ms Pippa Gallagher, Countryside & Access Awareness Officer 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 DRAFT BUDGET AND FINANCIAL POSITION

Mary Auty, as Treasurer introduced a report highlighting year-end position as at 31 December 2019 and a proposed budget for 2020.

The end of year outturn 2019

First indications of the out turn for 2019 were showing a positive position of at least break even. The first official draft of the accounts will be available for the Board meeting in February.

HLF grant funding

A significant amount of work by all staff ensured the remaining £116k funding was allocated and work invoiced by the end of Decembers deadline. There would be a one off impact on the balance sheet of the cash flow loan from Flintshire and this would be reported also.

Proposed budget 2020

The draft budget figures were derived from calculations of the income and expenditure anticipated in 2020, and been discussed with the Valley managers. VAT was an estimate which could be highly variable.

Governance and professional fees include the Company Secretary, Accountants and Auditors; all of these services were due to be tendered in 2020. Sub groups were required to undertake the tendering processes. Flintshire CC had indicated that there was currently no saving target for the Valley anticipated to be applied by Flintshire in 2021

RESOLVED: That:

- (i) The budget for 2020 be approved;
- (ii) An approach be made to Flintshire County Council requesting the merger of museum staff into a mainstream department from Aura; and
- (iii) Sub groups be established to undertake the tendering exercises as follows Accountants and Auditors; Mary Auty and Sophie Fish Company Secretary: Gwladys Harrison and Sophie Fish.

04 HERITAGE LOTTERY FUND

Sophie Fish updated Trustees on the final spend which was nearly 100% within the designated time-frame. She outlined the main areas that had benefited from the HLF monies which accounted for an overall spend of around £1.3million. Trustees thanked Sophie all those involved in the project and it would be promoted as soon as opening of the Valley took place.

05 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 final stage prior to the submission for accreditation, which would be in mid-February. And a resolution on various plans and policies would be required in order to complete the process and to sign off the documentation.

RESOLVED: That: the report be endorsed and the following documents relating to Greenfield Valley be approved by the Board for the formal submission and the Minutes signed by the Chair following agreement:-

- (i) Collections Care and Conservation Policy 2020-2025;
- (ii) Museum Collections Documentation Policy 2020-2025;
- (iii) Collections Development Policy 2019-2024;
- (iv) Access Policy Statement 2020;and
- (v) Emergency Response Plan 2020.