

## **GREENFIELD VALLEY TRUST LTD.**

### **MINUTES OF THE MEETING OF GREENFIELD VALLEY TRUST HELD ON 25 FEBRUARY 2019 AT BASINGWERK HOUSE GREENFIELD**

#### **PRESENT:**

Mrs Gwladys Harrison (Chair),  
Mrs Mary Auty,  
Mr Raymond Bailey  
Mrs Angharad Longley  
Ms Claire Walker  
Mrs Rachael Wheatley

Trustee designate  
Ms Claire Hall  
Mr Conrad Jones

#### **ALSO IN ATTENDANCE:**

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

#### **APOLOGIES**

Mr Martin Weigh  
Mr Tom Woodall, Flintshire County Council  
Mr Andrew Farrow, Chief Officer Planning and Environment, FCC

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

Trustees and all present were welcomed by the Chair; a special welcome was made to Claire Hall and Conrad Jones who were attending their first meeting as designate Trustees following the recruitment campaign. All those present introduced themselves. Lead Members on any Sub-Group were reminded that the Chair should be kept fully informed of progress on the subject area.

#### **02 DECLARATION OF INTERESTS**

No declarations of interest from Trustees.

#### **03 APPOINTMENT AND RECRUITMENT OF NEW TRUSTEES**

Following the recruitment process two trustee designate were recommended to the Board, with appropriate references for approval and appointment with immediate

effect. The Chair proceeded to read out the recommendation from the Appointment Panel.

**RESOLVED:** That Claire Hall and Conrad Jones be formally appointed as Trustees (subject to references) to serve on the Board for a period of up to four years.

They then duly signed the Trust's Code of Conduct form.

#### **04 MINUTES**

The Minutes of the Ordinary Meeting of Trustees held on 19 November 2018 and the Special Meeting held on 8 January 2019 were received and approved as correct records..

#### **05 MATTERS ARISING**

Minute 8 (III) Nov 2018 - A meeting would take place with the Accountants towards the end of March.

There were no other matters arising that were not present on the agenda.

#### **06 ANNUAL ACCOUNTS**

The Treasurer explained that illness had prevented Melanie Langton-Davies, Director, Gardeners Accountants from attending this meeting, but hopefully she could attend the next Board meeting. It was reported that a surplus of around £11K was the likely outcome from trading figures during 2018 largely due to the tremendous efforts of the new team in place as well as the great effort in the shop area. For the next meeting a full report would be given.

The report was noted.

#### **07 MANAGEMENT AGREEMENT**

An update was given by the Chair following the legal advice and the meeting on 15 February with Andy Farrow, Flintshire CC. Good progress was reported from both sides and several items were agreed as well as a clear understanding as to the Key principles. Four documents needed slight amendments and a meeting of the Sub-Group had been arranged for 22 March to include both legal representatives and hopefully a final agreement could be reached.

It was suggested that the full Board would receive the updated agreed version for formal approval at the meeting on 7 May. A review of the cost of legal support would be undertaken between the Sub-Group and the Treasurer. There was likely to be an official signing of the Agreement when complete.

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The report was noted.

## **08 PROGRESS REPORTS**

### **(i) Operations Performance and Events**

A report was received and noted and an update included performance related issues as follows:-

Events, Education and Promotions, including social media, website and shop; Site Management including Active Travel, Volunteering, Animals, Disabled route – re Landfill Grant.

It was noted that Flintshire CC would be funding works to fire alarm and electrical re-wiring. Ruari Barry, Project Engineer had indicated that he was available to update the Board on environmental matters, particularly Battery Mill Pond and it was requested that he attend the next meeting to be held on 7 May, 2019.

**RESOLVED:** That the report be received with thanks to all in the team.

### **(ii) Museums – Barwise Collection**

A collection of approx. 400-500 agricultural implements had been offered to the Valley to display, and although it was an excellent collection it was unlikely to be easy to display all and give it priority over other display material.

**RESOLVED:** That the ‘old hatchery’ room be utilised to display as much as possible after which consideration be given to either storing it or returning it to the family dependant upon their wishes.

### **(iii) Holywell Town Council**

A positive liaison meeting was held on 4 March 2019. Any valuable reports from the meeting would be circulated and the next meeting would held in six months’ time.

## **09 TASK AND FINISH GROUPS**

An HLF update was reported by Sophie Fish which gave a very positive outlook on progress and funds with a likely under-spend of approximately £100,000. An outline of proposed projects was presented and the contributions suggested.

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

There had been no other formal Sub-Group meetings but much of the content of informal discussions was contained in the Progress Reports.

## **10 CAFÉ AGREEMENT REVIEW**

There had been an agreed rollover of the contract and a temporary solution was in place. The Board to consider a new tender and contract details later in the year, considering what were the future requirements for the Board, the proprietors and the public as customers.

**RESOLVED:** That:

1. the position be noted and that a Task and Finish Group be set up to consider this matter;
2. with Conrad Jones as the lead person, it would include Claire Hall and Claire Walker with officer support from Tom Woodall, Helen Mrowiec and Pippa Gallagher; and
3. the Sub-Group to report back to the Board on 7 May, 2019.

(Ian Jones left the meeting at this point).

**11 COMPANY SECRETARIAT REVIEW**

A report was presented by the Task and Finish Group which outlined the historical and present position of this contracted post. A review of the position, remuneration, contractual purpose, duties or updated terms and conditions has been completed.

**RESOLVED:** That the recommendations be approved for improved remuneration and the terms and conditions to be settled.

**12 ANY OTHER URGENT BUSINESS**

None

**13 DATES OF NEXT MEETINGS**

Calendar of meetings dates were noted:-

Board

**2019**

07 May

08 July (Special)

22 July

AGM

08 July 2019