

## **GREENFIELD VALLEY TRUST LTD.**

### **MINUTES OF THE MEETING OF GREENFIELD VALLEY TRUST HELD ON 07 MAY 2019 AT BASINGWERK HOUSE GREENFIELD**

#### **PRESENT:**

Mrs Gwladys Harrison (Chair)  
Mrs Mary Auty  
Mr Raymond Bailey  
Ms Claire Hall  
Mr Conrad Jones  
Ms Claire Walker  
Mr Martin Weigh

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

Mr Ian Jones, Company Secretary  
Mr Tom Woodall, Flintshire County Council  
Mrs Helen Mrowiec, Team Leader, Sites FCC

#### **APOLOGIES**

Ms Pippa Gallagher, Countryside & Access Awareness Officer FCC  
Mrs Angharad Longley  
Mrs Rachael Wheatley

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

Trustees and all present were welcomed by the Chair; a special welcome was made to Mel Langton Davies from Gardners. Ruairi Barry from Flintshire County Council had not been able to attend the meeting

#### **02 DRAFT ACCOUNTS, REPORT AND FINANCIALS YEAR 2018**

Melanie Langton Davies from Gardners presented the Report of the Trustees for the year ended 31 December 2018 as prepared under the requirements of the Companies Act 2006 and in accordance with the provisions of the Accounting and Reporting by Charities: Statement of Recommended Practice. Melanie outlined the main sections of the report which needed to be signed off by the Board when it was in its final state. The following areas were detailed and explained in greater depth with questions and answers from the Trustees and Melanie:-

Trustees Report;  
Auditors Report;  
Statement of Financial Position;  
Statement of Cash Flows;  
Notes to Financial Statements; and  
Detailed Statement of Financial Activities.

Trustees discussed key areas and noted that the financial position had been difficult but that due to all the hard work that had been undertaken by many at the Valley the position was better than anticipated and there was some optimism for the future.

The Chair and Board thanked Melanie for the presentation and would await the final version prior to its sign-off in July at the Special Board meeting.

### **03 DECLARATION OF INTERESTS**

No declarations of interest from Trustees.

### **04 MINUTES**

The Minutes of the Ordinary Meeting of Trustees held on 25 February 2019 were received and approved as a correct record.

### **05 MATTERS ARISING**

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

### **06 MANAGEMENT AGREEMENT**

An update was given by the Chair and Martin Weigh that following the legal advice and the meetings with Andy Farrow, Flintshire CC. Good progress had been made by both sides and the Agreement was now almost final as presented to Trustees. However it was felt that it needed slight amendments and also following a meeting of the Sub-Group it was felt that the Legal costs had been rather higher than first agreed and a review of the cost of legal support would be undertaken between the Sub-Group. Martin Weigh together with input from the Treasurer and Chair would attempt to negotiate the final bill.

It was suggested that apart from two suggested amendments the Trust should be able to sign up to the revised document..

**RESOLVED:** That

- (i) the report be received and everyone involved in the work be commended for their efforts;
- (ii) item 4.5.2 be amended to read 'the Trust to adopt the Flintshire County Council Health and Safety Policy and then delegates the day to day operation of this to the staff to implement and adhere to';
- (iii) item 4.5.4 be amended to read 'Flintshire County Council be accountable for the budgets allocated to the Greenfield Valley Trust - for the purpose of public accountability.'; and
- (iv) subject to these amendments the Chair be authorised to sign the Management agreement of behalf of the Board.

There was likely to be an official signing of the Agreement when complete.

## 07 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, Volunteering, Animals – new goats soon, Flintshire CC funded works to fire alarm and electrical re-wiring. The May Day event was well attended.

It was noted that the Legionella Risk Assessment had identified issues to address, some of which had been undertaken. However other areas needed attention asap. New fingerposts and bins would be installed as part of the Active Travel arrangements, a Community consultation was underway and Landfill Tax was funding some footpath work. A request for a park run was generally well received and this could be trialled and monitored for success.

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

### (ii) **Business Plan**

No further update

**RESOLVED:** That an update be brought forward following the Annual General Meeting, either late July or September.

### (iii) **Red Wheel Plaque**

Ray Bailey explained that the Transport Trust's Red Wheel Heritage Plaque scheme was a commemorative way of celebrating important sites of engineering and transport development. It was quite possible that the Greenfield Valley could be a suitable candidate, but it would cost around £300 for the wheel plaque.

**RESOLVED:** That the Valley be nominated for the Red Wheel Scheme.

## 08 TASK AND FINISH GROUPS

An HLF update was reported following a meeting with HLF and the Sub-Group. A December completion was the target and there still remained some uncertainty about cash flow but FCC would support any difficulties encountered.

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

The Sub-Group dealing with the Company Secretarial review had now completed its work after recommendations were approved at the last meeting. The Chair would circulate the final details.

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

## **09 CAFÉ AGREEMENT REVIEW**

There had been an agreed rollover of the contract and a temporary solution was in place. The Board was to consider new contract details later in the year after considering what were the future requirements.

**RESOLVED:** That:

1. Tom Woodall to liaise with FCC Legal Officers to ascertain the best way forward with the existing Licence as a basic document
2. Appropriate Notice be served on the Café proprietors as soon as practicable
3. the Task and Finish Group consider this matter further and determine the outcome aiming for February 2020 with a reports back to the Board as necessary

## **10 ANY OTHER URGENT BUSINESS**

### **AGM & Appointment of Trustees**

It was noted that four Trustees' terms of Office were coming to an end at the AGM including current incumbents in the positions of Chair and Treasurer. The Company Secretary announced that he would work with Flintshire County Council to arrange a suitable timetable to fit in with the Trust's meeting schedule and appointments procedure. Hopefully this could be done as seamlessly as possible.

## **11 DATES OF NEXT MEETINGS**

Calendar of meetings dates were noted:-

### Board

**2019**

08 July (Special)

22 July

### AGM

08 July 2019