GREENFIELD VALLEY TRUST LTD.

MINUTES OF THE MEETING OF GREENFIELD VALLEY TRUST HELD ON 28 SEPTEMBER 2020 REMOTELY BY VIDEO CONFERENCING

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.

IN ATTENDANCE:
Mr Ian Jones, Company Secretary
Mr Andrew Farrow, Chief Officer Planning and Environment, FCC
Mr Tom Woodall, Access and Natural Environment Manager FCC
Mrs Sophie Fish, (Museums Mentor)
Mrs Pippa Jagger, Countryside & Access Awareness Officer FCC
Mrs Helen Mowiec, Team Leader, Sites FCC
Douglas Don, new Ranger

APOLOGIES
Ms Clare Walker

01 CHAIRMAN'S ANNOUNCEMENTS AND PROCEDURAL

All Trustees and officers present were welcomed by the Chair, who thanked them for once again appointing her as Chair. Everyone present then introduced themselves. The Chair gave a warm welcome to Doug Don the newly appointed Ranger, who gave a background to his experience in countryside management.

02 APPOINTMENT OF OFFICERS

RESOLVED: That the recommendations of the Annual General Meeting be endorsed thus:-

(i) Gwladys Harrison be appointed Chair for the ensuing year; and
(ii) Mary Auty be appointed Treasurer for the ensuing year.

In addition it was noted that most Trustees would be stepping down from their current appointed posts in 2023 and that in order to plan for appointments in future, it would be necessary to address this issue. The Company Secretary would place an item on the agenda for next meeting to discuss a way forward.

03 DECLARATION OF INTERESTS AND CODE OF CONDUCT

None.

04 MINUTES

The Minutes of the Ordinary Meeting of Trustees held on 8 June and the Special Meeting held on 7 July 2020 were received and approved as correct records, subject to the addition of Claire Hall in the list of attendees on 8 June.

05 MATTERS ARISING

With regard to the proposed statement on 'Black Lives Matter' and Greenfield Valley's connection with the slave trade, Claire Hall would continue to liaise with her contacts at Liverpool University and feed any useful information gleaned through to Tom Woodall who would also speak to Sophie Fish in putting some suggestions to the next Board meeting.

06 PROGRESS REPORTS

Trustees received progress on other matters appertaining to the work of the Valley. The whole team and volunteers were thanked by the Board of Trustees for all their best efforts during this testing period in time.

(i) Operations and Site Management
A report was received and noted and an update included performance related issues as follows: - Site Management: Covid-19 arrangements, New Ranger, Movement for Good application (for funding bandstand water wheel), Active Travel Route, Barwise Collection, Dragon Doors, Painting and general issues.
A report on Events, Education and Promotions was presented and included update on various recent matters including footfall and costs, the shop and VC, cancelled events, social/promotion and applications and website development.

RESOLVED: That the reports be received and endorsed.

(ii) Finance – The Treasurer reported that as per the June report a small deficit was likely this year due to the impact on footfall and other income streams of Covid-19. Although this impact would have been a lot worse had the valley not taken the window of opportunity to open when it did, as during that period the income was good.

Due to the Trust's previous prudent decision to allocate a contingency fund of £30K and given the lack of expenditure this year, the overall position was reasonably stable.

RESOLVED: That
(i) the report be received and noted

(iii) Policies

The following policies were received for noting and formal adoption by the Trust:-

- Emergency Evacuation Procedure
- Lost Child Procedure – this may need a tweak to the wording and Social Services would be asked for any advice.

RESOLVED: That the policies be received and adopted (subject to advice).

(iv) Museums Update

Sophie Fish presented the latest update which included the proposal for a project on 'Slavery and its links to Greenfield Valley'. This would be in collaboration with Liverpool University and would require Trustees to help formulate this. Both Claire Hall and Roberta Owen offered their assistance in this matter.

With regard to funding, the Valley did not qualify for Recovery Grants for essential costs; however it may have been possible to apply for funding for the Museum Collection Management Database. If successful this would be split between Aura and Museums service. Trustees supported this application.

It was reported that the Museums Service was back up and running following closure and furlough scheme implementation, and the question about Sophie's lost time to the Valley would be addressed to Andy Farrow at FCC.

The question of Language arrangement on signage would be picked up at the next meeting as contained within the Business Plan.

(**v) Cafe Licence**

A draft Cafe Licence was presented for Trustees' consideration. It was noted that the Tenants' wished to utilise the cafe during winter periods and that the Licence would need fine tuning, therefore the Cafe Task and Finish Group would meet shortly to agree the details.

07 TASK AND FINISH GROUPS

No reports.

08 THE MANAGEMENT CYCLE OF BUSINESS

The Management Cycle of Business was reported as an aide memoir viz:-

<u>October</u> Planning – new season, events, key projects, budget
<u>January</u> Programme agreement, budget set

March Delivery, progress reporting
September Review – events, café, standards, KPI's, 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).

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:-

2020
16 November
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2021
22 February
26 April
*05 July Special
26 July

AGM
*05 July 2021

* Subject to completion of the annual accounts
**Special Meeting sometime in December

10 ANY OTHER URGENT BUSINESS

Trustees were requested to take part in conversations in bringing an initial findings report to the November Board meeting on the Strategy development. Tom Woodall and Pippa Jagger would assist the process and a Group consisting of Mary Auty, Brenda Harvey, Conrad Jones and Tom Woodall would meet in safety to discuss this matter and take it forward.

Greenfield Valley Trust Ltd
Register of Members' Interests

Declaration of Interests

Person or organisation	Nature of relationship and/or nature of conflict of interest
DEMENTIA FRIENDLY HELEN JONES	WIFE

Name........C Jones..............

Position ......TRUSTEE..............

Signed ....

Date ......22.07.2019..............

CONRAD JONES

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