

## **GREENFIELD VALLEY TRUST LTD.**

### **MINUTES OF THE MEETING OF GREENFIELD VALLEY TRUST HELD ON 8 JUNE 2020 VIA VIDEO CONFERENCING LINK**

#### **PRESENT:**

Mrs Gwladys Harrison (Chair),  
Mrs Mary Auty,  
Mr Raymond Bailey  
Mrs Brenda Harvey  
Mr Conrad Jones  
Mrs Angharad Longely  
Mrs Roberta Owen  
Ms Claire Walker

#### **IN ATTENDANCE:**

Mr Ian Jones, Company Secretary  
Mr Tom Woodall, Access and Natural Environment Manager FCC  
Mrs Helen Mrowiec, Team Leader, Sites FCC  
Ms Pippa Gallagher, Countryside & Access Awareness Officer FCC  
Mrs Sophie Fish, Museums Mentor

#### **APOLOGIES**

Ms Clare Hall

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

All Trustees and Officers present were welcomed by the Chairman particularly so as it was the first ever Trust Board meeting held via a Video Conferencing platform.

#### **02 DECLARATION OF INTERESTS AND CODE OF CONDUCT**

None declared

#### **03 MINUTES**

The Minutes of the Ordinary Meeting of Trustees held on 24 February 2020 were received and approved as a correct record.

#### **04 MATTERS ARISING**

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

#### **05 COVID 19 - REOPENING OF GREENFIELD VALLEY**

A report was presented introducing the initial outline measures that could be implemented for the phased reopening of Greenfield Valley. The Welsh

Government (WG) had established a traffic light system for a phased approach to come out of lockdown. The most relevant sections for Greenfield Valley were contained in the section - getting around, relaxing and special occasions, working / running a business.

It was suggested that a phased approach was taken to the reopening of Greenfield Valley linked to the associated risk. The timing of opening a particular section was subject to the Welsh Government's updated guidance.

The document considered the measures that should be put in place to safeguard staff and the public to minimise the risk of transmitting the disease through enhanced hygiene practices, social distancing and other measures. The easing of lockdown restrictions would be considered at some point in the future. These should be under constant review and if the approach was unmanageable, revised measures could be considered and the Trust may have to consider reinstating full closure if necessary.

Trustees considered the report in full and it was recognised that a strategy for re-opening was required and certain decisions needed to be taken in order that appropriate measures and actions could be implemented by FCC Officers.

**RESOLVED:** That

- (i) The wider Valley remain open;
- (ii) The Bakehouse open but officers to work with the tenants to ensure social distancing measures were in place, waste was kept under control and to ensure the safety of staff;
- (iii) Volunteers asked to remain clear of the Valley for at least the next two weeks; and
- (iv) The café and museum remain closed in line with WG advice.

## **06      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. Staff had been working from home wherever possible following the Welsh Government guidance relating to the Corona Virus and volunteer activities suspended. Health and Safety checks have been completed twice a week. There was a significant amount of work to catch up with maintenance tasks once staff were back operational.

An update included performance related issues as follows: - Site Management, Active Travel, Pollinator Project, School Poster Competition, Park Run and General Issues.

Events report included Education, Promotions, Social Media, Shop/ VC and App and Web Development

Trustees discussed various aspects of the report, including the fact that it was difficult to plan events at the moment. Trustees also commented on the Covid stone snake in the vicinity of the Valley, it was considered that these may make a lasting memorial if set in concrete somewhere, however if it was felt that it was a difficult task to co-ordinate all involved and therefore the Valley staff should not remove them.

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

- (ii) **Finance** – The Treasurer updated on the financial position of the Trust taking account of the impact of Covid-19. The lockdown had rendered the income and expenditure forecast for 2020 invalid and so too the 2020 budget which the Board approved earlier in the year

The current forecast for the 2020 out turn on the assumption the Valley would remain closed for rest of the season is a loss of £25k cash and a £37k balance sheet loss. However the Trust fortunately as part of its cash balances review in early 2020 set aside a £30k reserve as contingency to cover unforeseen events. There were additional monies held in general reserves which will cover any additional losses, although this was not expected as expenditure has been reduced to a minimum.

The Trust had received a grant under the Covid-19 awards of £8,200. It was recommended that this money was used to upgrade the website including the provision of a bolt-on which would allow online booking, thus reducing the need to use Eventbrite and encouraging visitors to book in advance. The preferred supplier was one the Trust is already working with very successfully and the cost had been approved by the Chair and Treasurer, but in compliance with financial regulations the Board is asked for its approval.

As the HLF scheme formally closed in December 2019 the associated bank accounts were to be closed

Rents for the cafe and kiosk had been waived for 2020, with the new tenants being asked to pay the cost of utilities only. This was to show support for the new tenants in light of the Covid-19 closure and their loss of income and in recognition that they had invested in the premises earlier in the year..

**RESOLVED:** That the report be received and the following suggestions endorsed:-

- (i) £8,200 be allocated for the new website with a preferred supplier;
- (ii) The Annual General Meeting (AGM) be delayed and as the accounts were not yet complete; and
- (iii) The HLF Bank Account be now closed.

## **07 STRATEGY FOR GREENFIELD VALLEY**

Brenda Harvey had undertaken a lot of work and presented a reports on a proposed strategic pathway. However Covid 19 had stopped the consultation process. The Sub-Group would meet and finalised the process, then the Board would be required to meet and the resulting decisions and preferences would be captured and distilled into a document.

**RESOLVED:** That

- (i) the report be received; and
- (ii) when lockdown is lifted, four 2 hour meetings be arranged of Board Members to specifically deliberate the Strategy.

## **08 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).

## **09 ANY OTHER URGENT BUSINESS**

It was noted that the proposed Park Run would require a co-ordinating work Group with representatives from Holywell Town Council, Greenfield Valley and St Winifred’s Well. Brenda Harvey volunteered to assist in this matter.

## **10 DATES AND TIME OF MEETINGS**

The dates of the subsequent meetings as reported would need to be amended as the accounts this year would be delayed due to the Covid 19 pandemic. It was as yet unclear when these would be released to the Board for perusal and subsequently to the AGM for formal approval.

Therefore the planned dates as illustrated below and previously approved would need amending. However it may be possible to use the 21 July date.

**RESOLVED:** That the Company Secretary and the Treasurer liaise to identify appropriate dates for the approval of accounts 2019.