GREENFIELD VALLEY TRUST LTD.

MINUTES OF THE MEETING OF GREENFIELD VALLEY TRUST HELD ON 26 APRIL 2021 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 Roberta Owen

IN ATTENDANCE:
Mr Ian Jones, Company Secretary
Mr Tom Woodall, Access and Natural Environment Manager FCC
Mrs Helen Mrowiec, Team Leader, Sites FCC
Mrs Sophie Fish, (Museums Mentor)
Mrs Pippa Jagger, Countryside & Access Awareness Officer FCC
Mr Douglas Don, Ranger
Ms Michelle Edwards, Administrator/Reception
Mrs Melanie Langton-Davies, Azets Accountants (formerly Gardners)

APOLOGIES
Mrs Angharad Longely
Ms Clare Walker

01 CHAIRMAN'S ANNOUNCEMENTS AND PROCEDURAL

All Trustees, guests and officers present were welcomed by the Chair.

02 DECLARATION OF INTERESTS AND CODE OF CONDUCT

No declarations were made.

03 TRUST ANNUAL REPORT/ACCOUNTS 2020 AND FINANCE REPORTS

Mrs Melanie Langton-Davies, Azets Accountants (formally Gardners) was introduced by Mary Auty to present the Trust Annual Report / Accounts 2020. Copies of the report had been circulated in advance.

The report, which had been agreed with the Treasurer and recommended for adoption at the meeting of Trustees, was submitted. The report was introduced by the Treasurer, Mrs Melanie Langton-Davies who stated that it had been a challenging year socially and financially with lots of difficulties and the problems especially the impact COVID-19. She said there had been no significant audit issues and the finances were well maintained and established.

The financial statements had been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Trust's governing document, a deed of trust, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".
Melanie outlined the main sections of the report which needed to be signed off by the Board and the outturn of a £600 overall surplus at year-end. A question was raised as to where Aura should be mentioned as a related or relevant party in future reports. 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 also received and noted the report by the Treasurer which outlined a commentary on the outturn 2020, the interim working budget, 2021 and a statement of the reserves and balances.

The Chair thanked Melanie and the Treasurer for all the hard work and the clarity of the reports.

RESOLVED: That the report and audited financial statements for the period 1 January 2020 to 31 December 2020 be recommended to the Annual General Meeting and be adopted.

Mrs Melanie Langton-Davies and Michelle Edwards left the meeting.

04 <u>MINUTES</u>

The Minutes of the Ordinary Meeting of Trustees held on 22 February, 2021 were received and approved as a correct record.

05 <u>MATTERS ARISING</u>

With regard to Trustees terms of appointments, this item be placed on the agenda of the July Special Board meeting.

There were no other matters arising.

06 <u>PROGRESS REPORTS</u>

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.

(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, Active Travel, Strand Clear-up Day, Abbey Wire Mill, Public Services Board Funding, Castle Mound, Meadow Mill, Landfill Tax, Grants, Wat's Dyke, Tree Work, Anti-Social Behaviour and Site Maintenance. Compliments had been received from Cadw upon the work that had been carried out at Castle Mound.

A report on Events, Education and Promotions was presented and included update on Draft events programme, the shop and VC, café sub group, social/promotion and website analytics.

With regard to the code for Volunteers at the Valley, there was a conflict of opinion in policy documents as to whether the minimum age was 16 years of age or 18. There was also confusion as to the DBS requirements for staff at the Valley and what levels would apply to those for whom it would be a requirement. Thanks were expressed to all those involved in the litter collection and in particular the Bryn-y-Felin area which was much improved.

RESOLVED: That

(i) The minimum age for Volunteers be 16 as expressed in the Business Plan;

(ii) Tom Woodall address the DBS question asap and report back to Trustees; and

(iii) The reports be received and endorsed.

Commented [A1]:

(ii) Health and Safety/Risk Register

The Treasurer reminded Board Members that there were at least two areas in the Valley which could represent a risk to life and limb. It was considered to be due diligence to address the immediate risks identified (Flour Mill Pool and dam wall) and to look at some grey areas as to what was considered for a risk assessment and what could be considered into a Valley risk register. It was agreed that health and safety issues should be addressed as soon as practicable in priority order.

RESOLVED: That Tom Woodall take advice from the Health and Safety partners at FCC and bring a report back to the Board for consideration.

Roberta Owen left the meeting at 7.32pm.

(iii) Museums Update

Sophie Fish reported that

(i) There had been an expression of interest lodged with Play Wales for an exhibition of how the Valley projects play. This might involve large photographs, digital image etc. and possible events and workshops.

(ii) Application for the Welsh Cultural Grants – environmental monitoring systems

(iii) With regard to Black Life Matters, Wales Equality Network had placed information into the public domain on local links to slavery with several inaccuracies and sometimes without factual back-up. Sophie Fish agreed to keep Claire Hall and Roberta Owen in the loop and agree a response to Wales Equality Network.

RESOLVED: That the report be received and endorsed.

06 GREENFIELD VALLEY STRATEGY

A report was presented by Brenda Harvey outlining that the Board's previously agreed procedures for the consultation and production of a Strategy for the Greenfield Valley as the original plan had been severely impacted on by the onset of COVID 19.

Since the last Board meeting a number of brief presentations had drawn together all of the information and ideas that had been formulated over the lockdown period and which had originally been intended to share with the Board in face-to-face sessions. These new presentations went before the Strategy Sub-Group and Flintshire Officers and on 30 March 2021.and a Webex meeting of the group which decided how to progress the Strategy work.

It was important that the opportunity to consult the public was seized during the summer season to enable the strategy to be in place for the post-covid period. Ideas for consulting the public would be considered by the Strategy Sub-Group and proposals brought to the Board. Flintshire County Council would assist the process as well as Aura with their responsibility for the Museum.

Once the key elements of the strategy were agreed by the Board, a draft strategy would enable discussion with partners and a greater discussion within the Board of the detailed implementation of the Strategy.

RESOLVED: That the following be approved:-

(i) the approach suggested and tested (presentations circulated and question responses returned via Microsoft Forms) should be used for the remaining nine presentations covering the key strategic elements;

(ii) the timetable set out in Appendix 1 and Board Members to respond as per the timetable set out. (The report seeks confirmation that all Board Members will respond to the next nine presentations by 13 May);

(iii) an open-air meeting would be an acceptable and appropriate method of allowing Board discussion and the first such meeting be Wednesday 19 May;

(iv) the Board wish to consult the public on the Strategy during the 2021 summer season;

(v) the Board wish to confirm and launch the Strategy in the autumn of 2021; and

(vi) Brenda Harvey and the Strategy Sub-group liaise with the Chair to progress formal discussions with Flintshire County Council, Aura and other partners particularly Holywell Town Council, Cadw and St Winefride's Well.

07 TASK AND FINISH GROUPS

The Group set up at the last meeting to review tenders for Auditors and Company Secretarial services had considered various options, including a previous report and had decided that the Company Secretarial tender review be delayed until January 2023 in the best interests of continuity of Trustees with the forthcoming recruitment period and the knowledgeable support guaranteed by the current Company Secretary.

Commented [A2]:

It was noted that the Policies Group would shortly be discussing Memorial Benches, policies and plans with a view to a September decision

RESOLVED: That the report be received and suggestions contained therein be endorsed.

Tom Woodall left the meeting at 7.52

The Chair gave details of the items that were discussed at the Holywell Town Partnership meeting held on 30 March 2021.

08 THE 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, 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 following be noted:-

2021
05 July Special
26 July

AGM
05 July 2021

10 ANY OTHER URGENT BUSINESS

None.