



Meeting of 3 Fields Community Trust – Room 5 Wales1 Building – 15/03/16

Attendees : Louise Blackmore (MwUCC), Keith Plow (MwUCC), Jessica Crook (County Councillor), Frances Taylor (County Councillor), Andrew David (SEWEA), John Major (SEWEA), Peter Mills (MAGOR), Paul Turner (MAGOR)

It was proposed that Paul Turner chair the meeting and that the agenda provided by Richard Davies (GAVO) be used as the basis for discussions. The following is a set of action notes of the meeting but is not intended as verbatim minutes.

	Subject	Decision / Action	Who
1.	Resignation	PT informed the group that Mr Donovan Taylor had resigned from the group. This prompted some discussion on the number of members and directors the 'association' should have. This would need to be further considered and then reflected in the 'Company Constitution'	AD
2.	Membership	It was agreed that as many people representing groups in the community should be encouraged to join the community trust and that just 4 directors may be too few. Groups that were identified and that might like to be represented (and attend meetings) were – Magor Players, Churchmen, Baptist Chapel, Guides and Scouts, The Lawns, Women's Institute and the youth (via representation from Caldicot School possibly). . All to make contact where appropriate and seek new members to the association. The Men's shed idea was a laudable proposal and should be followed up again at some point. It was also felt that future meetings, until the asset is transferred, should include representation from MCC. PT would contact Debra Hill-Howells	All PT
3.	Directors and Secretary	It was agreed that we could move forward with 3 directors but the 'Company Constitution' should indicate that we would aim for 6 to 8 (maximum). The 3 directors were nominated; Louise Blackmore (MwUCC), Paul Turner (MAGOR) and Andrew David (SEWEA). These names would be submitted within the 'Company by Limited Guarantee' registration. It was also noted that we would need a 'minute taker'. All to consider possible candidates.	AD All
4.	Company Constitution	A number of example templates were considered. Andrew David would draft a hybrid that was tailored to our requirements and circulate the draft when available or table at the next meeting. It was also accepted that the 'banner' used on the questionnaire was fine but may be changed at some point when 'branding' of the community trust is further considered.	AD

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5.	Expression of Interest	Andrew David would draft the 'Expression of Interest' of Asset Transfer form and circulate the draft when available or table at the next meeting.	AD
6.	Community Questionnaire	The group were appreciative that Andrew David had organised the questionnaire and that it was in the process of being delivered to all households in Magor and Undy. Completed forms were already being returned (some 160 already) and that there were already patterns emerging. When all the returns are in, the data will be analysed and the information derived presented to the group. The raw data will also be shared.	AD
7.	Building vision	The questionnaire had referred to 'distinct buildings' which had caused some consternation and flagged up that there wasn't one consistent and agreed vision. Some discussion took place and it was agreed that the results of the questionnaire would shape the requirements of the building(s) and therefore we should keep an open mind at this point. However it was agreed that group would co-ordinate and manage the building(s) at a high level with potentially delegated responsibilities to the main users. It should be as joined-up as possible to maximise the land space available and the internal space should be flexible for multi-use. The subject would be discussed further when the questionnaire information is available.	All
8.	Balance of WG loan to MwUCC/MUSLA	Some discussion took place. Generally it was agreed that, if it was legal, the loan could be transferred to the new trust. That may be preferable rather than returning it to WG and then re-applying for a loan. It would be clear within a few months whether this funding could be used or not in the short to medium term. Louise Blackmore would take the views back to MwUCC for further consideration	LB
9.	Tennis Club	It was understood that the Tennis Club was closing. PT asked whether there might be advantages for the lease of that piece of land to be appended to the 3 Field Site asset for management under the new group. It was thought unlikely that the MwUCC would agree to that or see any advantage but the question could be raised.	LB
10	Magor Players	Louise Blackmore believed that the Magor Players were keen to have representation on the group and would be willing helpers. Louise would invite representation to the next meeting.	LB
11	Date of Next Meeting	It was agreed that the next meeting would be at 9.00am on Friday 15 th April. PT would ask Debra Hill-Howells if she could book a room at the Wales1 office.	PT