



Meeting of Magor and Undy Community Hub Team – Magor Church Hall – 17/05/17

Attendees: Paul Turner (MAGOR), John O’Shaughnessy (Resident), Mike Moran (MCC), Sally Raggett (Magor Amateur Dramatics), Kevin Wright (Resident), Cllr. Lisa Dymock, Debra Hill-Howells (MCC), Ben Thorpe (MCC), Glen Ingleson (Resident)

Apologies: Jo Gillard (GAVO), Rob Ollerton (Magor Churchmen), Cllr. Frances Taylor

The following is a set of action notes of the meeting but they are not intended as verbatim minutes.

	Subject	Decision / Action	Who
	Purpose of Meeting	To follow up on progress with actions from the last meeting, receive feedback from Debra Hill-Howells MCC on Project working arrangements, governance and roles and responsibilities and to discuss other agenda items	
1	Notes of previous meetings (Action points)	<ul style="list-style-type: none"> It was clarified that Bovis Homes own some of the Vinegar Hill development area and have options on other parts. Sally Raggett and Frances Taylor had met with Undy AFC. It was agreed that a follow up meeting was required as UAFC had reduced the scope of their proposals for the grounds. KW would arrange to meet. RO had circulated the details of the Wiltshire village hall (Seend) BT had compiled and circulated a list of prospective architects. MM to have follow up discussions with MwUCC KW had now been recorded as a director of the Three Fields Trust Desiree Mansfield to be invited to a future meeting (at her convenience) to discuss benefits or otherwise of becoming a charity 	<p>KW</p> <p>MM</p> <p>MM/DHH</p>
2.	Funding purchase of piece of land adjacent to 3 Fields Site	The paper that KW had pre-circulated was discussed. It was agreed that if the land was purchased (for the benefit of the community centre and/or any new station) it would be owned and maintained by MCC until such time that it was felt that it could be transferred as part of the Three Field Site or sold to the station operator. This was accepted as zero risk to the MUCH group. MCC would be progressing the potential purchase in that vein.	
3.	Governance of MUCH Project	DHH confirmed that MCC would drive and manage the project. MUCH group would be key stake holders and assist in any way they could (particularly in terms of communication with residents, helping to develop the project brief and the seeking of funding from other sources for the fit-out and site development). DHH confirmed that she would be accountable for delivering the project (‘project executive’) and BT would act as the project manager supported by other staff of MCC. Commissioning the brief design and build would be completed	

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		within the limitations and constraints of the business case. MCC would be the 'cost manager' with regard to section 106 funding. The group was happy with the approach. PT would work with BT to produce a milestone plan that can be published on the MUCH website.	PT
4.	Liaison with other projects and organisations	As detailed in item 1.	
5.	Consideration of draft constitution	The draft constitution, based on the MAGOR group's format and in line with the 3 Fields Trust's 'Article of Association', which had been previously circulated, was agreed without further modification <u>except</u> that under 'membership' - provision would also be made for 'junior members'. PT would make that addition and upload (as a draft) onto the MUCH website. It was accepted that it may need to change in the future – depending of advice received from Desiree Mansfield and if MUCH became the formal body rather than the 3 Fields Trust.	PT
6.	Inaugural annual general meeting	It was agreed that the inaugural AGM / launch would be held before the end of September 2017. To be discussed at future meetings.	PT
7.	Any other business	<ul style="list-style-type: none"> Possible re-siting of the Grade II listed building – the Old Vicarage to the Three Fields Site. DHH outlined the proposal. It was agreed to consider further as it could be a source of on-going income. GI would investigate further. 	GI
8.	Date of Next Meeting	14 th June 2017, 6.15pm, Magor Church Hall.	RO