



Meeting of Magor and Undy Community Hub (MUCH) Team

MCC office, Innovation House, Magor

11 September 2018

Attendees: Paul Turner (Magor / MUCH committee), Judith Langdon (MCC – until 18:35), Mike Burke (Resident), Sian King (resident), Donovan Taylor (resident), Cllr. Lisa Dymock, Cllr. Mike Boyland, Cllr. Geoff Cook, Jerry Ennis (resident), Linda Squire (resident), Cllr. Frances Taylor (from 18:25)

Apologies: Rob Ollerton (Magor Events Group / MUCH committee), Kevin Wright (resident / MUCH Committee), Sally Raggett (Magor Amateur Dramatics / MUCH Committee), Peter Wilson (MAGOR), Ben Thorpe, Mike Moran (MCC)

The following is a set of ‘action notes’ of the meeting but it is not intended as verbatim minutes.

#	Subject	Decision / Action	Who
1.	Main Purpose of Meeting	To further discuss and progress subjects of previous meetings. Paul Turner chaired and Mike Boyland took notes of the meeting	
2.	Welcome guests and receive apologies for absence	<ul style="list-style-type: none"> Apologies were noted 	
3.	Notes of previous meetings (Action points)	<ul style="list-style-type: none"> Rob Ollerton and Lisa Dymock were continuing to try and establish a contact at the Teenage Action Group. Christian Schmidt had been approached to establish further details in terms of funding and the type of pedestrian crossing required Donovan Taylor confirmed that he would email Kevin Wright re the Ideas Bank <p><i>[All other actions from the previous meeting would be covered under the appropriate agenda items]</i></p>	<p>RO / LD</p> <p>MM / PT</p> <p>DT</p>
4.	Working Groups - Update	<p><i>a. Resource Management (Lead – Kevin Wright; covered by LS)</i></p> <ul style="list-style-type: none"> KW is meeting with a Charity Bank Manager who will email details of charity grants and ideas for other possible grant availability. Waitrose and the CoOp have been approached for funds. The Police have been asked if MUCH can use the old Police hut at the west end of the villages as a temporary mini-hub. DT advised that the insurance firm Aviva had a community fund we could tap into and also potentially the People’s Lottery. 	KW

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		<p data-bbox="459 125 1134 159"><i>b. Communications Management (Lead – Paul Turner)</i></p> <ul data-bbox="523 203 1310 1238" style="list-style-type: none"> <li data-bbox="523 203 1299 271">• PT advised that a MUCH flyer had been supplied for the CPP for use at a 999 event. No feedback had been received as yet. <li data-bbox="523 277 1283 378">• Some useful hints and tips had been received from a communications manager on the use of our website and social media tools. PT will work with Mike Boyland on these. <li data-bbox="523 385 1299 486">• As well as the existing website, there would need to be a new one set up before the Hub opens, to deal with operational items such as bookings, availability etc. <li data-bbox="523 492 1206 560">• Tony Raggett is drafting an article for the next Villager magazine. <li data-bbox="523 566 1254 633">• We had received broadly positive comments on the Argus online and Free Press websites. <li data-bbox="523 640 1278 741">• The presentation to the Community Council the previous evening was very well-received and Mike Boyland had been nominated as the official MUCH / MUCC link. <li data-bbox="523 748 1257 848">• Help with our business plan could come from Owen Wilce, with Lawrence Dawkins (Mon CC H&S Officer) also able to help and advise <li data-bbox="523 855 1291 956">• There is to be a Risk Assessment training course in Magor in November and a Social Media one in October; further details to follow. <li data-bbox="523 963 1299 1106">• The MAGOR event on 20 September will open its doors at 16:15 and will be held at Magor Baptist Chapel. PT will supply Judith Langdon with A3 copies of Hub graphics to be used on the day. <li data-bbox="523 1113 1310 1238">• Mike Boyland provided an update in respect of MUCC support and showed the group screenshots of a new page on their website promoting MUCH, as well as the positive responses to two Facebook posts on its page. 	<p data-bbox="1369 125 1406 159">PT</p> <p data-bbox="1337 412 1442 445">PT/MBd</p> <p data-bbox="1369 486 1406 519">TR</p> <p data-bbox="1369 770 1406 804">PT</p> <p data-bbox="1369 878 1406 911">PT</p> <p data-bbox="1369 1016 1406 1050">PT</p>

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		<p data-bbox="464 129 1139 163"><i>c. Policies and Administration (Lead – Donovan Taylor)</i></p> <ul data-bbox="523 203 1305 1279" style="list-style-type: none"> <li data-bbox="523 203 1305 371">• DT recommended that we proceed with registering as a charitable incorporated organisation, which takes around 45 days to come through. This is seen as the most uncomplicated option, and necessitates the production of only one set of Annual Report and Accounts. <li data-bbox="523 383 1209 443">• Templates would then be available from the Charity Commission’s website, including a model constitution. <li data-bbox="523 454 1294 555">• Decisions would be made by a governing body and, although the process of obtaining loans in the future could be difficult, no fines would be levied for administrative errors. <li data-bbox="523 566 1238 627">• DT will circulate further details for the group to read and comment / object if necessary. <li data-bbox="523 638 1294 739">• It had been suggested that we could seek guidance and help from GAVO on the various activities the 4 working groups are focussed on. <li data-bbox="523 750 1262 851">• Jo Gillard and Mandy Moore (GAVO) would be able to help with any CAT which might be needed in the future. PT to contact. <li data-bbox="523 862 1305 963">• The proposal included a Management Committee of 5 people, to include: Chair, Secretary and Treasurer, plus a Community Officer and a Business Operations Officer. <li data-bbox="523 974 1230 1034">• A pollinator policy should be developed for the grounds, including a wildflower meadow in the ancient orchard. <li data-bbox="523 1046 1299 1106">• The next steps are to get the constitution agreed and appoint an interim group of caretaker trustees. <li data-bbox="523 1117 1283 1218">• The constitution needs to be in place for charity status to be awarded, which will be indicated by the award of a charity number. <li data-bbox="523 1229 1206 1290">• The existing Three Fields Trust will continue to remain dormant and eventually likely dissolved. 	<p data-bbox="1326 129 1362 163">DT</p> <p data-bbox="1326 521 1362 555">DT</p> <p data-bbox="1326 734 1362 768">PT</p>

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		<p data-bbox="464 125 1185 161"><i>d. Building and Grounds Management (Lead – Mike Burke)</i></p> <ul style="list-style-type: none"> <li data-bbox="523 203 1297 297">• The tender process is to be taken forward by Ben Thorpe and will include a specification and associated details, such as which areas constitute buildings and which are contents. <li data-bbox="523 309 1297 403">• We will need to formulate a log of what users want and what MUCH can provide and appoint a Project Manager to scope things out. <li data-bbox="523 414 1235 450">• MB will circulate a “shopping list” of must haves vs likes. <li data-bbox="523 461 1305 555">• Geoff Cook will provide costings of gardening and landscaping work; Nigel Leaworthy at Mon CC is a useful contact for more operational landscaping. 	<p data-bbox="1361 125 1422 161">MBk</p> <p data-bbox="1361 414 1422 450">MBk</p> <p data-bbox="1361 483 1409 519">GC</p>
5.	Any Other Business	<ul style="list-style-type: none"> <li data-bbox="523 566 1297 660">• It was suggested that an appointment would be needed with the Lotto charity arm, with funding up to £1/2M available. Frances will supply further details to the Fundraising Group. <li data-bbox="523 672 1310 808">• Youth engagement is still low. As there is now no designated Mon CC officer for this demographic, it was suggested that we could try Positive Futures. Another option could be to approach the various youth groups individually. 	<p data-bbox="1361 633 1409 669">FT</p>
6.	Date of next meeting	Tuesday 16 th October 2018 @ 17:45 (Innovation House)	