



Meeting of Magor and Undy Community Hub (MUCH) Team

MCC office, Innovation House, Magor

20th November 2018

Attendees: Paul Turner (Magor / MUCH committee), Sally Raggett (Magor Amateur Dramatics / MUCH Committee), Mike Burke (Resident), Sian King (resident), Donovan Taylor (resident), Cllr. Lisa Dymock, Linda Squire (resident), Ben Thorpe, Kevin Wright (resident / MUCH Committee), Jo Gillard, Peter Wilson, Geoff Cook, Jerry Ennis, Neil Davies (1st Magor Cub Scouts), Chelsea Moore (resident)

Apologies: Mike Moran (MCC), Judith Langdon, Rob Ollerton (Magor Events Group / MUCH committee), Tony Raggett Cllr. Mike Boyland, Desiree Mansfield, Steve Sudlow (CPP), Tara Knights

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

Item	Subject	Decision / Action	Who
1.	Main Purpose of Meeting	To further discuss and progress subjects of previous meetings. Paul Turner chaired and Linda Squire 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)	Security of tenure- meeting has taken place with MCC and this is being worked on PT asked MBd if he could follow up with MUCC to elicit a response to the 'thank you and summary' email sent after the presentation <i>[All other actions from the previous meeting would be covered under the appropriate agenda items]</i>	PT/MM MBd
4.	Working Groups - Update	<p><i>a. Resource Management (Lead – Kevin Wright)</i></p> <ul style="list-style-type: none"> Banking service update-Treasurers Bank account set up with Lloyds bank, confirmation received today 20th November, this can be transferred to a charity at a later date. Big Lottery application process meeting 13th November 2018, attended by SR & LS, note to be circulated, security of tenure needs to be established prior to any application and include any anticipated fixtures & fittings in the request. Ideas bank summary and priorities-list circulated. Of the 32, some were considered, and numbers 1 & 3 were agreed, 2 was a possible, 4 was a no, 5 & 6 will be considered later and 11 is covered by the constitution. An updated list will be placed in the 'Documents Section' 	KW/PT

		<p>of the website. Comments and new ideas to be sent to KW.</p> <ul style="list-style-type: none"> • Training feedback-social media - LS updated- presentation link previously circulated which has some useful links to free material that can be used, further social media content training intended no date yet, social media policy required, hootsuite.com useful tool to link all our messages to go out to a variety of social media channels at the same time. • Heritage fund referred to as a possible funding source • Crime prevention panel- PT has written in response to a letter asking if they have any ideas to contribute to the business case. 	<p>All</p> <p>PT</p>
		<p><i>b. Communications Management (Lead – Paul Turner)</i></p> <ul style="list-style-type: none"> • Frost Fayre 8th December 2018, stall requested next to the Magor and Undy walkway station. • Social media - PT cannot get twitter to run off the website, request if anyone could assist. Rob Ollerton is sending messages out via twitter, LS willing to assist once social media content training has taken place. • Young People - LD advised that approx. 13 had attended the chapel session, parents wanted family days, BBQ and a bar. Teenagers have said they do not want a youth club feel, they want something more vibrant, they are interested in exercise classes, cinema nights and gig nights. Undy school have been asked to issue the survey to year 6 children and Frances Taylor will be asking Magor school to do the same, this will also be issued to the cubs, tennis club and the barbers which is popular with the youngsters. LD has also placed the survey on both her councillor and personal social media. Survey will be available to complete until just before the Christmas holidays start. LD will to produce a spreadsheet of responses. • Villager - Information is almost ready to go in, it will also include LD's survey, PT to provide pictures. • Future Generations (Wellbeing) - Monmouthshire council workshop 27th November 2018, limited numbers. PT & PW (and Ted Hand) attending to represent MUCH & Magor & Undy walkway station. 	<p>PT</p> <p>LD</p> <p>SR/PT</p> <p>PT/PW</p>
		<p><i>c. Policies and Administration (Lead – Donovan Taylor)</i></p> <ul style="list-style-type: none"> • New constitution latest draft - recently circulated by DT, majority is prescriptive format so limited alterations can be made, it can be altered after it is registered. Nominations required by 27th November 2018 for those interested in being trustees. Need to demonstrate that MUCH charity will have an income greater than £5k, it appears from discussions with MM & JL that the section 106 monies can be included as income, evidence is needed of the money coming in. Business plan can be populated from some of the information already gathered. JG had sent comments to PT these will be shared with DT. • Committee proposals-discussion regarding: - 	

		<p>- number of trustees, was 7 too ambitious, it was felt that 3 was too small</p> <p>tasks can be delegated but ultimate responsibility remains with the trustee/s and any co-opted experts can be involved and attend meetings but will not have voting rights.</p> <p>Due to the workload at least 5 was suggested, further discussions required between DT and JG preferred number of trustees between 5 & 7.</p> <ul style="list-style-type: none"> - Whether to have a vice chair- agreed taking in account advice from JG - Whether the Chairman has a casting vote - consensus was that the chair should have the casting vote to prevent delays in decision making 	
		<p><i>d. Building and Grounds Management (Lead – Mike Burke)</i></p> <ul style="list-style-type: none"> • Associated Health & Safety- Meeting has taken place with Lawrence Dawkins, responsibilities on the Council as the hub is built, Service Level agreement on service levels will be agreed at a later date, most will be covered as part of the build. Need to be aware of legionella, integrity of electric, once the building is up and running these will be to be in place to comply. Need to cover how we will deal with vulnerable adults & children. <ul style="list-style-type: none"> Risk assessment training next week- MB & SR attending plus a date in February 2019. LD to be co-opted (as required) onto this group due to her previous experience, Carrie Davies also willing to assist per ND. <i>a.</i> Other Updates - Hub won't go out to tender until MCC are satisfied that the funds are in place for the build <ul style="list-style-type: none"> - Query on how local skilled tradesman can get involved - Per BT it depends on how MCC go out to tender, likely to be 1 contract or framework, once main contractor found in the tender document you can specify specific skills within certain mileage of the scheme, however the procurement process could be restrictive. 	MB
5.	Any Other Business	<i>None</i>	
6.	Date of next meeting	Tuesday 18 th December 2018 @ 17.45 (Innovation House)	