



Meeting of Magor and Undy Community Hub (MUCH) Team

MCC office, Innovation House, Magor

18th December 2018

Attendees: Paul Turner (Magor / 3 Fields Trust), Sally Raggett (Magor Amateur Dramatics / 3 Fields Trust), Rob Ollerton (Magor Events Group / 3 Fields Trust) Mike Burke (Resident), Sian King (Resident), Donovan Taylor (resident), Cllr. Lisa Dymock, Linda Squire (Resident), Kevin Wright (resident / 3 Fields Trust), Jo Gillard (GAVO), Peter Wilson (MAGOR), Jerry Ennis (Resident), Cllr. Mike Boyland (MUCC), Tara Knights (Resident)

Apologies: Mike Moran (MCC), Ben Thorpe, Geoff Cook

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 agree the method for confirming the trustees and officers and to progress subjects of previous meetings. Paul Turner chaired and took the 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"> Security of tenure – still being considered by MCC Collation of teenager responses – ongoing <p><i>[All other actions from the previous meeting would be covered under the appropriate agenda items]</i></p>	JL / MM LD
4.	Process for assigning volunteer trustees to officer roles	<ul style="list-style-type: none"> The pre-circulated (also attached) proposal was discussed and agreed. The logistics and timing would be discussed under item 5c 	
5.	Working Groups - Update	<p>a. <i>Resource Management (Lead – Kevin Wright; covered by LS)</i></p> <ul style="list-style-type: none"> <u>Banking service</u> Now established. A small amount of cash had been deposited as from donations received <u>Lottery application process</u> Was making good progress. Linda Squire, following the 'Lottery Surgery' would assist. <u>Ideas Bank</u> – Had been updated and a master copy put on the website. Some more of the ideas were discussed. The master would be further updated, and individuals would progress the ideas they took ownership for. <u>Training Feedback</u> – Positive feedback was received with reference to courses provided by MCC (e.g. Social Media). Further courses are planned, e.g. 'Role of Trustees'. 'Safeguarding', 'Managing Volunteers' and 'Inspiration Evaluation' are in the pipeline via the 'B 	LS / KW KW / All JL / JG / PT

		Academy' etc. and will be advised. Mike Burke offered to maintain the 'Skills Matrix'.	MBk / PT
		<ul style="list-style-type: none"> <i>Communications Management (Lead – Paul Turner)</i> <ul style="list-style-type: none"> <u>Frost Fayre</u> – MUCH Stall set up and manned by Kevin Wright and Mike Burke. Good interest in the progress and the pyrography idea (we now have an idea what people would pay). Also, 15 ideas for the Hub were captured and will be added to the Ideas Bank. Additionally, several people offered to get involved and need to be contacted <u>Social Media</u> (and communication generally). Improvements had been made to the Facebook page and the Twitter account was being made good use of. Further development and integration ('Hoot Suite'?) of the various digital methods was required. Rob Ollerton, Mike Burke, Mike Boyland and Donovan Taylor offered to assist on this front. The idea for the outdoor information board on the site was again raised, e.g. "Coming Soon" - Sally Raggett, Lisa Dymock and Jerry Ennis offered to progress the matter (including reference to the Railway Station). Another idea was to produce a scale model (real and/or virtual) of the Hub and 3 Field Site for use at publicity events. Lisa volunteered to ask if anyone at MCC could suggest ideas. <u>Young People</u> – Lisa was actively developing additional opinion gathering methods (e.g. Survey Monkey) <u>The Villager</u> – The recent edition contained an informative MUCH article produced by Tony and Sally Raggett (thanks both). Suggested that the future 2-monthly submissions be alternated and coordinated between MUCH and MAGOR groups <u>Other Groups</u> – PT informed the group that the MAGOR group had been invited to discuss the Walkway Station (as an exemplar) with the 'Living Streets' organisation. The Hub would be included in those talks. 	<p>KW</p> <p>PT</p> <p>RO / MBk / MB/DT</p> <p>SR / LD / JE</p> <p>LD</p> <p>LD</p> <p>SR</p> <p>PT</p>
		<p><i>Policy and Admin (Lead – Donovan Taylor)</i></p> <ul style="list-style-type: none"> <u>The Constitution</u> – The final amendments had been made to the draft and a copy circulated. The draft will be uploaded to the documents section of the Website (marked as 'draft subject to the approval of Charity Commission') <u>Business Plan</u> – Once the Charity Commission application has been submitted, work will commence on the business plan. The work required for this will be substantial and need to include strategies for 'Well Being' and 'Pollinators' (with reference to the site as a whole) <u>Establishment of Trustee Group</u> – The 7 MUCH members who had volunteered (by the required date) to become Trustees (Sally Raggett, Rob Ollerton, Donovan Taylor, Linda Squire, Paul Turner, Kevin Wright and Mike Burke) would need to meet as soon as possible and assign roles in line with the process agreed in item 4. PT would ascertain a mutually convenient date and Rob and Sally would confirm a venue. 	<p>DT</p> <p>All</p> <p>PT</p> <p>RO / SR</p>

		<ul style="list-style-type: none"> • <i>Building and Grounds Management (Lead – Mike Burke)</i> <ul style="list-style-type: none"> • <u>Risk assessment training</u> – MB reported that it had been a good course. • <u>Building equipment</u> – need to start to draw up a list of kit that would be required by the various groups. All to consider and inform MB. • <u>Site visit</u> (from Ideas Bank) – To be progressed as soon as weather improves 	MBk /All PT / GC / MBk
5.	Any Other Business	<ul style="list-style-type: none"> • <u>Insurance</u> – Clarified that MUCH, as a CIO, would effectively be 'insured' against personal liability but MUCH would need to take out Public Liability Insurance • <u>Support</u> – DT thanked those who had communicated kind messages of support. 	
6.	Date of next meeting	<ul style="list-style-type: none"> • 15th January 2019 (Innovation House) 	