



Meeting of Magor and Undy Community Hub (MUCH) Team

MCC office, Innovation House, Magor

15th January 2019

Attendees: Paul Turner (MAGOR), Sally Raggett (Magor Amateur Dramatics), Rob Ollerton (Magor Events Group), Mike Burke (Resident), Sian King (Resident), Donovan Taylor (resident), Kevin Wright (resident), Jo Gillard (GAVO), Jerry Ennis (Resident), Mike Moran (MCC), Geoff Cook (resident)

Apologies: Cllr. Lisa Dymock, Ben Thorpe, Linda Squire, Cllr. Mike Boyland (MUCC), 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	General update on Trustee arrangements, Work Groups and future meeting arrangements. Rob Ollerton chaired, and Paul Turner 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 - ongoing 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.	Update on Trustee Group Establishment	<ul style="list-style-type: none"> MBk and DT reported the 7 nominated trustees had met on 2nd January. It was confirmed that all were eligible and signed the appropriate declaration forms in readiness for CIO registration. The officers were elected as follows – <ul style="list-style-type: none"> Chair - Paul Turner Vice-Chair – Rob Ollerton Treasurer – Kevin Wright Secretary – Linda Squire The other 3 trustees are – <ul style="list-style-type: none"> Sally Raggett Donovan Taylor Mike Burke Notes of the meeting will be placed in the 'Meetings & Minutes' section of the website MCC were in the process of transferring a £5k sum, from the allocated Section 106 fund, to MUCH - required to enable the charity registration. 	

5.	Working Groups - Update	<p><i>a. Resource Management (Lead – Kevin Wright)</i></p> <ul style="list-style-type: none"> • <u>Lottery application process</u> Application form almost complete. • Grants – Progress being made with seeking financial assistance from the Community Council • <u>Ideas Bank</u> – Had been further updated • (document on website). The need to examine Trustee Liability risk was re-instated as a ‘possible’ until further information was obtained • <u>‘Skills Matrix’</u> had been updated and passed to Tara Knights for further development • <u>Disabled Equipment</u> – Fred Weston (MCC’s Wellbeing Development Lead) had offered to get involved to assist with this area 	<p>KW/LS/PT</p> <p>KW</p> <p>KW</p> <p>TK / MBk</p>
		<ul style="list-style-type: none"> • <i>Communications Management (Lead – Paul Turner)</i> <ul style="list-style-type: none"> • <u>Social Media</u> The website had been updated at the beginning of January (following the Trustee meeting). Numbers of people following the news updates are steady and the ‘Likes’ of the MUCH Facebook page are steadily increasing. RO is regularly ‘Tweeting’ news. Further development of our social media is required. • <u>Billboard</u> SR had made very good progress in designing a publicity billboard to go on the 3 Field Site. Some additions and modifications to the first draft had been suggested, which were further discussed. SR would ask her contact if the modifications could be made. It was noted that it would be good if the board could be updated as more concrete information became available (e.g. build commencement date, completion date countdown and any firm update on the station) • <u>The Villager</u> – PT would raise the matter of Villager articles at the next MAGOR group, i.e., the suggestion of alternating or combining future reports. • <u>BBC</u> – The BBC had recently contacted the MAGOR group for a Wales on Line article. This had now been extended to a TV report (expected within the next week). PT would ensure that The Hub gets referenced when people are interviewed. 	<p>PT / MBd / RO</p> <p>SR</p> <p>PT</p> <p>PT</p>
		<p><i>Policy and Admin (Lead – Donovan Taylor)</i></p> <ul style="list-style-type: none"> • <u>The Constitution</u> – Good progress is being made with developing the MUCH Charitable status (Constitution complete, Trustees Identified, Bank Account in place, Minimum amount of funding available). Some questions still to be answered or confirmed. DT requested that people responded quickly to any requested information, to keep progress to plan. PT suggested that we should aim for Emails to be answered within 3 days (to cover week-ends) to help with this. • <u>Business Plan</u> – The next major task, after the CIO application, would be the Business Plan. This would be one of the main priorities of the Trustee Group, but DT 	<p>DT</p> <p>All</p> <p>All</p>

		<p>advised that other members would be called on to help.</p> <ul style="list-style-type: none"> • <u>Additional Help and Advice</u> RO had highlighted that he had a contact that had established a similar charity to MUCH who had also been a trustee. He had offered to help. It was agreed that it would be very useful to invite him along to an appropriate meeting at a suitable time. 	RO
		<ul style="list-style-type: none"> • <i>Building and Grounds Management (Lead – Mike Burke)</i> <ul style="list-style-type: none"> • <u>Building equipment</u> – MB had started to put together the list, which will need to be put into a delivery plan that sits along-side the building construction plan. • <u>Site visit</u> – Completed. Pictures taken. Identified some issues and prompted some questions. E.g. - <ul style="list-style-type: none"> i. Drains – a hole/drain inspection chamber needed to be investigated. Mike Moran would provide a Drainage Engineer’s contact details ii. Maintenance of site (grassed areas) and adjacent Tennis site to minimise costs and to give opportunities to volunteers iii. <i>Boundaries and uneven areas</i> iv. <i>Wetland flower meadow and ‘depression’ – positioning</i> v. <i>On-going treatment of the small knotweed area (to kill and prevent further spread)</i> vi. <i>Dead (old) apple tree</i> 	MB /All MM
6.	Future Meetings	<ul style="list-style-type: none"> • <u>MUCH (full group) and Trustee’s</u> With the need to run 2 types of meeting in the future, it was proposed to reduce the frequency of the ‘full meetings’ to help accommodate the Trustee meetings. After some discussion, it was agreed to a 6-weekly frequency for the ‘full group’ and run the Trustee meeting on a monthly basis but to keep both under review. Members were encouraged to join Work Groups to maintain active involvement • Jerry Ennis volunteered to join the ‘Building and Grounds’ group 	JE
5.	Any Other Business	<ul style="list-style-type: none"> • <u>Ideas</u> – Sally Raggett suggested that it would be good to start some fund-raising events. Specifically, a ‘Duck Race’, ‘Race Night’ and a BBQ. These were firmly supported, so would be investigated / planned further and added to the Ideas Bank 	SR / KW
6.	Date of next (full) meeting	<ul style="list-style-type: none"> • 26th February 2019 (Innovation House) 	RO