



Magor and Undy Community Hub (MUCH) Meeting

18th December 2018, 5.45pm, Innovation House, MCC Offices, Magor.

AGENDA

1. **Welcome** and apologies for absence (3 mins) – PT
2. **Note taking** – PT (2 mins)
3. **Review actions** of 20th November 2018 (5 mins)
4. **Process for assigning volunteer trustees to officer roles** – PT (10 minutes)
 - a. Current status
 - b. Proposal (attached paper)
5. **Working Groups** –
 - a. Resource Management – **KW** (15 mins)
 - i. Banking service update – KW
 - ii. Lottery application process – LS / KW
 - iii. Ideas Bank - summary and priorities update – KW
 - iv. Training feedback
 - b. Communications Management – **PT** (10 mins)
 - i. Frost Fayre – PT
 - ii. Social media
 - iii. Young People – LD
 - iv. The Villager
 - c. Policies and Administration - Priorities and progress – **DT** (15 mins)
 - i. New Constitution – Latest Draft – SK / DT
 - ii. Business Plan
 - d. Building and Grounds Management – **MBk** (10 mins)
6. Any Other Business (5mins)
7. Date of next meeting - SR

Total meeting time 75 minutes



Item 4

Proposed process for establishing a committee of trustees.

Background

1. As part of the development of the constitution and in discussion with other parties, the recommended and agreed number of trustees is between 5 and 7
2. The officer roles were agreed as Chairperson, Secretary and Treasurer with the possibility of assigning a Vice Chair.
3. The roles and responsibilities of the officers had been defined by the Policies and Admin Group and circulated by Donovan Taylor on the 18th November, along with the Draft Constitution
4. As discussed in the MUCH meeting of 16th October and followed up in an email from Donovan Taylor (again on the 18th November), 7 people had volunteered to be trustees by the specified date of 27th November

Proposal

1. The volunteers meet as soon as possible to –
 - a. Agree that all volunteers are suitable and eligible
 - b. Acknowledge the roles which the individual volunteers are putting themselves forward for
 - c. Elect people to each role by, nomination, seconding and voting (i.e. by majority decision)
 - d. Consider the appointment of a Vice Chair
 - e. Agree how to communicate the decisions to the wider MUCH group and incorporate within the Charity Commission registration procedure.
2. MUCH group agree the above proposal

Paul Turner (Acting Chair) – 16th December 2018