



Meeting of Magor and Undy Community Hub (MUCH) Trustees

Function room, Golden Lion, Magor

5th February 2019

Attendees: Paul Turner, Kevin Wright, Rob Ollerton Donovan Taylor, Linda Squire, Mike Burke

Apologies: Sally Raggett

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.	Welcome and apologies for absence	Apologies were noted	
2.	Discussion of MCC meeting actions	-PT to write to Deb Hill Howells MCC to obtain an update on the procurement process test, section 106 details of Rockfield and Vinegar Hill, Cabinet paper. -LS to check date of the MCC Cabinet meeting- <i>(confirmed as 6th March 2019)</i> -PWLb- option for the future, if the Big Lottery turn us down for funding- LS confirmed she has access to this information if and when it is required. -Potential borrowing from Llanfoist worth exploring	PT LS
3.	Trustee communications (with each other)	<ul style="list-style-type: none"> WhatsApp to be used for meeting arrangements PT to set up WhatsApp group All agreed to look at WhatsApp messages once a day Emails- ideally one message at a time <ul style="list-style-type: none"> - Read and respond to emails within 3 working days - Agenda items via email, required at least 3 days prior to the meeting and an indication of how long the item will take to include in the agenda - If no response assume no agenda items - Only include 'all' in the group if it is required 	PT All All All
4.	Dealing with the Charity Commissioners- guest Greg Hassall	Greg joined the meeting at 6.25pm and provided a background of his relevant experience working with charity establishments and working with volunteers. KW left the meeting at 6.30pm.	

		<p>He stressed that for a Charity Incorporated Organisation – Liability of Trustees was limited, unless Negligence, Recklessness or dishonesty involved – responsibility of Trustees to ensure this doesn't happen.</p> <p>We need to ensure that any decision is not made by one person, ensure minutes are kept, that there is a chairman and meetings/decisions are quorate.</p> <p>Need to comply with GDPR (General Data Protection Regulations).</p> <p>Gift aiding processing important to maximise our funding</p> <p>Advised to have an accountant- try and get someone local to carry this out 'pro bono'- should not need many hours for the size of our organisation.</p> <p>Volunteers- employment law still applies- DBS, Lone working, working hours in line with working time directive- need to differentiate between volunteering and presence, need to be careful on benefits in kind.</p> <p>We will need at least 1 employee, templates are available and a flowchart for a monthly fee to ensure everything complies with up to date legislation and guidance.</p> <p>Need to establish who is responsible for the employee, all trustees or maybe a nominated person from the trustees. Once there are more employees a formal Manager can be established the majority of the decisions can be delegated to that individual by the trustees.</p> <p>Founding documents- try and think of all situations that could occur, more 'how' you want things done not 'what' you want done.</p> <p>Acid test (for Charity comm.): - -Is anybody else doing it -Are you ticking the boxes in relation to structure, trustees, is name unique; -Funding sources</p> <p>Community engagement- ensure it is for the benefit of the public- demographics – need to ensure we are reflecting accordingly ('toddlers – seniors') – Representation at Trustee level (using co-optees, if necessary) Try and make sure everyone feels they have a voice.</p> <p>-Network with other charities – really good point- the charities may want to use the hub and may have volunteers that can assist us.</p>	
5	Shutting down of 3 Field Community Trust Company (in readiness for MUCH CIO)	<p><i>(This item was discussed prior to item 4)</i></p> <p>-PT to find out the date of the anniversary it was set up so it can be closed before this date to prevent incurring the annual costs.</p>	PT

6	Community engagement i) Strategies and plans to build community interest after the raising of the Three Fields sign. ii) Harnessing community interest to raise funds	<i>(This item was discussed prior to item 4)</i> -Suggested approx. 4 weeks after the board goes up, we should have a public meeting or event or something in the Villager -Need to establish a calendar to firm up what we want to do throughout the year. -Get articles in Wales on Line and get people asking questions, could ask if people want to make a donation towards the build. -Future meetings- include publication/copy dates for the Villager and agree content for the publication. -Ideas to date, duck race, race night, family BBQ on the site, also suggested holding car boot sales there. -All to consider ideas in the next week and send them to MB via email and these can then be put into a timeline/communication plan. -Ideally, we need to have something in place every 2 months and establish what we are going to say. -KW is making a list of all funding opportunities and will continue to gather this, it was noted that some funding we cannot apply for yet.	All/MB
7	History collation: - i) Timeline ii) Workload division	i)PT to gather all the information for DHH as he has access to this information ii) Need to evolve the working groups further	PT
8.	Any Other Business	Skills matrix clarification- confirmed passed to Tara Knights by KW and to be retained by MB Section 106- documents required to establish timeline for release of monies and if there is a timeline for the Hub to be completed, otherwise it would then be returned to the developer, PT to clarify with DHH	PT
9.	Date of next meeting	Possibly Tuesday 5 th March 2019, to be circulated via WhatsApp group	