



Meeting of Magor and Undy Community Hub (MUCH) Trustees

Function room, Golden Lion, Magor

2nd April 2019

Attendees: Paul Turner (Chair), Mike Burke, Sian King, Sally Raggett (6.20pm), Linda Squire, Jo Gillard

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 from Kevin Wright Welcome to Sian as a new trustee and Jo as a co-opted member	
2.	Review actions from the last meeting on the 6th March 2019	<p>Minutes agreed as an accurate record of the meeting.</p> <p>- Deb Hill Howells response- still outstanding, letter sent to Paul Matthews MCC Chief Executive and meeting arranged.</p> <p>Shutting down 3 fields site- PT tried on line but didn't work, will submit via post now, SR & KW signatures required.</p> <p>Ideas were submitted to MB- MB circulated the spreadsheet collating the ideas AGREED- PT and MB to get together in April to identify key critical dates.</p> <p>Discussed Leads on the working groups need to engage with all their team to ensure they are being inclusive, keeping everyone updated- agreed this will be raised at the wider MUCH mtg. Noted resources management meeting arranged for the 10th April after wider MUCH</p> <p>Trustees update - Sian King approached and agreed to become a trustee & provide an update on the charity submission- included in the agenda.</p> <p>Training course Inspiring & leading people on the 17th April booked for the 5 trustees, checked if Sian wanted to be added and she stated she would leave this for now.</p> <p>May Fayre- <ul style="list-style-type: none"> PT advised that MAGOR group have agreed to a joint stall and joint takings with MUCH. </p>	<p>PT/KW</p> <p>PT</p> <p>PT/MB</p> <p>Wider MUCH</p>

		<p><u>Duck race</u></p> <ul style="list-style-type: none"> • MUCC Clerk checking re using the reen, permission required from Natural Resources Wales. • Probably need to tape off the edge of the reen • Public liability insurance needs to be investigated ideally with a cancellation insurance (due to weather etc) • Suggested with teddy bears picnic running at the same time, could charge per teddy <p>GDPR- MB circulated a draft policy AGREED to: -</p> <ul style="list-style-type: none"> • incorporate onto the website- PT to action • KW is going to check with Llanfoist for their policy • Jo stated she could obtain another policy • Once data is being collated a guardian of the database will be required, separate to the secretary. <p>SR arrived at 6.20pm and previous actions were reviewed.</p> <p>Sign and possible advice from MCC SR advised she had heard from BT today and he is still waiting for a response from planning- PT to chase up and hopefully a more definitive response will be received at the Wider MUCH meeting next week.</p> <p>Legal advice needed on: -</p> <ul style="list-style-type: none"> • If the shortfall is not identified for the building, who would decide where any of the monies raised or remaining in the bank account would go, would it be the trustees or someone else. • Money raised prior to the charity status being agreed, we could state that it is for the hub and if it did not take place (due to lack of full funding) that it will be for the benefit of the community (could indicate this in small print on any posters). <p>DT's resignation and email- trustee email sent, noted no response received.</p> <p>Neil Davies (Scouts)/Orchard – PT has tried to contact him and his wife but no response-</p> <ul style="list-style-type: none"> • SR to try MUCC Clerk • JG to obtain contact details for the scouts 	<p>PT KW JG TBD</p> <p>PT</p> <p>TBD</p> <p>TBD</p> <p>SR JG</p>
3.	Meeting with Paul Matthews	Arranged for 3 rd April 2019 10am PT & KW to attend, to discuss the points raised in our letter	PT/KW
4.	Constitution and Business Plan	<p>SK advised that the Constitution was completed, and the numbers of trustees have been altered. JG checked at the meeting if the purposes has been amended and confirmed it appears that they have been.</p> <p>SR provided KW's update re the Business Plan: -</p> <ul style="list-style-type: none"> • he has chased up Mike Moran; 	

		<ul style="list-style-type: none"> • KW wants to contact Llanfoist to use current data in the plan; • £5.5k in the bank account at the moment (£500 received from MUCC). <p>Noted that the May Fayre stall payment will need to be paid.</p> <p>Also noted that Bellway have started digging now so they should have paid the s106 monies to Monmouthshire CC.</p> <p>For the Business Plan we need to consider what is our 'USP' (unique selling point) to encourage others to use it.</p> <p>MB advised he wants to be involved in the business plan as it links into the actual building.</p>	
5	Queries on the charity registration application	<p>SK wanted it to put on record that a lot of the hard work was done by DT & JG.</p> <p>For the application: -</p> <p>AGREED: -</p> <p>Applicant- SK</p> <p>Charity contact- LS- as Secretary</p> <p>Public contact- PT as Chairman</p> <p>Discussed and AGREED having 3 separate MUCH email addresses for: -</p> <p>The Chair; Treasurer and Secretary as the individuals per the constitution will change.</p> <p>PT to check with KW</p> <p>Clarification required on the decisions that will be made on commercial hiring and community use hiring- which will take priority. Discussed that a regular booking organisation could be approached 'if they would mind changing to a later/earlier start or use the other hall'.</p> <p>Working with children and safeguarding discussed- it was agreed to say 'yes' we will work with children & we will all need to read the safeguarding information.</p> <p>Advised that WCVA- Wales Council for Voluntary Action has useful information on their website.</p> <p>Need to consider what training we will need, trustees and volunteers and the manager in the future.</p> <p>Lease- apparently, we can state that we will have one and get MCC to prepare it.</p> <p>SK read through some of the draft responses included in the charity application</p> <p>Financial year end agreed by PT & KW as the 31st March in line with</p>	PT/KW

		<p>most other organisations</p> <p>Noted hiring policy will be required</p> <p>Email may need to be circulated on an alcohol policy.</p> <p>New trustee form signed by the trustees in attendance, PT to get KW to sign the following day</p> <p>SK queried if there is any paperwork that she needs to be made aware of, such as KW's emails. SK provided with secure password for the website</p> <p>JG queried the use of the land and whether MUCH would be responsible- advised it should be included in the lease.</p>	PT/KW
6	Living levels meeting	<p>Meeting on the site attended by PT, KW, MB & Ted which was very useful they were pleased to see what we were doing. PT has emailed them asking if they are happy to say we are working in partnership but has not had a response. PT emailed again today.</p> <p>SK advised that they want touchscreens in public areas on what happens at the levels and will come around to update regularly.</p> <p>MB suggested maybe having a public meeting in the future on what is going on at the levels.</p> <p>Contact details provided for Mike/Mark Stokes as they are coming to look at the apple trees in the orchard this Thursday.</p>	PT
7	May Fayre planning	<p>Stall booked, joint meeting required with MAGOR group. Next MAGOR meeting Thurs 18th April 7.30pm per PT anyone welcome that wants to come along.</p> <p>MAGOR normally buy 1 big prize & any other prize winners tickets put back in for the big prize.</p> <p>Need to start collecting prizes. SR can donate a salon voucher. SR will bring wooden games to Wider MUCH group next week</p> <p>Duck race- discussed whether this should also be a joint project AGREED that it will be.</p> <p>SR to look into insurance before buying the ducks and will feed back at the next meeting, AGREED if no insurance duck race will not go ahead.</p> <p>Provisional date for duck race Sunday 23rd June in the afternoon.</p>	
8	Any Other Business	<p>Race Night- SR advised that she has looked at the church centre- 5 horses could be used with 6 races and it can seat 50 people- suggested maybe end of the year or February 2020, as there is already 1 race night booked before by another organisation.</p> <p>Christmas 'Do' suggested for the MUCH group- mixed response</p> <p>Consider raffle/draw £50, £100 prize- licence will be required approx. £24 for a licence per annum. MAGOR may already have a licence- consider for maybe next year.</p> <p>Duck race & teddy bears picnic and possibly Little Brew on site, will</p>	

		<p>need no parking in the car park. Need a list of contacts, events and organisations. JG suggested a forum to consider events.</p> <p>Lead for Policies and processes group needs to be formalised</p> <p>SR note everything that needs to be done and discuss/meet with MB.</p> <p>AGREED that in future draft minutes will be placed on the website, when they are circulated and then draft to be removed, once the minutes are agreed at the following meeting.</p>	<p>SR/MB</p> <p>PT</p>
9	Date of next meeting	Tuesday 7 th May 2019 6pm venue to be identified	

Abbreviations

MUCH- Magor and Undy Community Hub
MAGOR- Magor Action Group on Rail
MUCC- Magor & Undy Community Council
MCC- Monmouthshire County Council
TBD- to be determined