



Meeting of Magor and Undy Community Hub (MUCH) Trustees

Function room, Golden Lion, Magor

6th March 2019

Attendees: Paul Turner (Chair), Mike Burke, Sally Raggett, Linda Squire, Kevin Wright

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	No apologies	
2.	Review actions from the last meeting on the 5th February 2019	<p>- PT has written to Deb Hill Howells and sent a reminder, raised with BT at last week's wider MUCH meeting. PT to contact Paul Matthews MCC Chief Executive, PT is seeing him on the 28th March 2019, PT to draft a letter & circulate it to us all for comment before sending.</p> <p>WhatsApp group set up by KW- working ok</p> <p>Shutting down 3 fields site- PT has received a reminder from Companies House, PT advised dormant and submitted it. PT advised as part of shutting it down you need to contact HMRC before you can close it down, once you have their approval then you can shut it down. PT has removed RO from the Directors and has a form for signature, only 2 signatures required.</p> <p>Ideas were submitted to MB- MB circulated the spreadsheet collating the ideas</p> <p>AGREED- PT and MB to get together to identify key critical dates</p> <p>Discussed Leads on the working groups need to engage with all of their team to ensure the are being inclusive, keeping everyone updated and sharing the workload.</p> <p>History collation completed</p>	<p>PT</p> <p>PT</p> <p>PT/MB</p> <p>KW/PT/MB, other Lead TBD</p>
3.	Strategy for maintaining the group of Trustees, so as not to risk being	<p>Due to RO & DT's resignations discussion took place on whether more trustees are needed or were we all happy to continue with the 5 of us.</p> <p>AGREED that 5 was enough and co-opt others for specific</p>	

	inquorate	<p>areas of work.</p> <p>Quorate will be 4, with the Chair having a casting vote (constitution will need to be amended to reflect this)</p> <p>Discussion took place on who could lead the Policy and Admin working group now DT has resigned, AGREED Sian King to be approached to see if she is willing to lead the group and if she is ask her to attend a separate meeting with the Trustees to provide an update on the current position relating to the charity submission paperwork. We believe the constitution is ready, just waiting for confirmation from MCC re security of tenure, as we have the £5k required.</p> <p>Discussion took place on what if it all falls through, 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- identified we may need to obtain advice on this.</p> <p>AGREED that when PT writes to Paul Matthews to state we need assurance on the security of tenure before we can apply for charity status and pursue additional funding opportunities and stress the fact that MCC are holding us up. Further discussion resulted in that PT should be trying to have a meeting with Paul Matthews to try and resolve this, as we are conscious that the s106 will have a 5-year deadline for the MUCH to be built.</p> <p>Fund raising opportunities and likely funding from each were discussed: - Race night £1k Duck race £200 Murder mystery £300-£400</p> <p>Discussed that any 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)- as indicated above we need legal advice on this.</p>	<p>PT</p> <p>TBD</p> <p>PT</p> <p>TBD</p>
4.	Strategy for making use of training courses to benefit MUCH	<p>Discussed how these could be allocated and managed in the future.</p> <p>AGREED these will be allocated to those on working groups.</p> <p>PT circulated latest courses available from Owen Wilce which were considered.</p> <p>AGREED that all 5 trustees would like to attend the Inspiring and Leading People course on the 17th April 2019. SR to arrange booking</p>	<p>SR</p>
5	May Fayre planning	<p>AGREED Joint stall with MAGOR and ideally joint takings and joint draw.</p>	

		<p>SR advised she had been given some new old-fashioned games that could be used.</p> <p>Suggestions donations from the MUCH group for raffle/draw prizes.</p> <p>Leaflet for duck race and ducks to be sold (numbers to be put on each duck and children encouraged to decorate them), after the May Fayre ducks can be sold in the post office and other local shops. Ideally race to take place end of June.</p> <p>SR to check with Magor & Undy Community Council Clerk (Bev) if it can take place in the Mill Reen, include teddy bears picnic and could get Little Brew on the site</p> <p>SR & TR to identify where the ducks will go in, it will be stressed that parents are responsible for the children</p> <p>SR to calculate costings.</p> <p>At the meeting with Living Levels we can ask if they want to participate with this event.</p>	<p>Wider MUCH</p> <p>SR</p> <p>SR</p> <p>SR</p> <p>PT/MB/KW</p>
6	Keeping up the momentum to obtain Charitable Incorporate Organisation status	<p>AGREED to approach Sian King to ask her to attend a special trustee meeting for her to take over from DT to progress and finalise this.</p>	PT
7	Data Storage and protection	<p>As we will be a charity, we should not need to register under GDPR per MB, however we should have a protocol and for people to agree they are happy for us to have their information.</p> <p>MB will produce a simplistic protocol to meet our requirements</p>	MB
8	Sign and possible advice from MCC	<p>No response from BT received yet, but he is aware that we are waiting for the advice from him from MCC planning.</p> <p>Size of the sign was discussed, SR to ask the sign sponsor if he could remove his logo from the top to the bottom, previously asked and refused but SR will try again. Also change the wording to "proud to support" rather than sponsor</p>	SR
9	Balance of previous s106 monies £30k, consider ideas- needs to be used by June 2019	<p>The ground and the lighting were discussed, and it was raised that neighbours by the site have stated how dark it is.</p> <p>AGREED that lighting was the preferred option, low level on the path and a higher level for the car park. SR to discuss and obtain likely costings from Bev MUCC.</p> <p>Suggested that MCC could transfer the monies internally for this. Also, we would not want this work to be carried out when the duck race is taking place.</p> <p>Fencing to be checked to establish if there any safety issues on the perimeter and this could also be funded.</p>	SR
10.	Any Other Business	<p>DT's resignation email</p> <p>The content was discussed, and responses were identified, the key response is that we all share his frustration relating to the delays in the project, provide an update including the siting of wild flowers. Clarification was sought from LS regarding the comment relating to herself at a previous meeting and confirmed that it appeared to be</p>	

		<p>an excessive challenge to her suggestion. Apologies were provided and accepted.</p> <p>It was agreed that all should be prepared to be challenged and to ensure in the future it was at a more moderate level.</p> <p>KW to draft a response to DT including thanking him for his significant contribution to the MUCH group.</p> <p>LS as Secretary will send it to DT from all the trustees.</p> <p>Levels meeting- check if Neil Davies is available to attend with PT, KW, MB & Ted Davies</p>	<p>KW</p> <p>LS</p> <p>PT</p>
11.	Date of next meeting	Thursday 4 th April 2019 6pm venue to be identified	