



## Meeting of Magor and Undy Community Hub (MUCH)

**Innovation House, MCC Offices, Magor**

**10<sup>th</sup> April 2019**

**Attendees:** Mike Burke (Chair) (resident) Geoff Cook (Resident), Jerry Ennis (resident), Sian King (resident), Tara Knights (resident), Mike Moran, Sally Raggett (Magor Amateur Dramatics), Linda Squire (resident), Paul Turner (MAGOR), Peter Wilson (resident), Kevin Wright (resident)

**Apologies:** Cllr Lisa Dymock, Chelsea Moore, Rob Ollerton Ben Thorpe (MCC)

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.	<b>Welcome and apologies for absence</b>	Apologies were noted	
2.	<b>Note taking and chairing</b>	Mike Burke-Chair. Linda Squire-as Secretary would take the notes.	MB LS
3.	<b>Review actions of meeting 26<sup>th</sup> February 2019</b>	<p>AGREED: -  <b>Sign</b>-Advertising consent instead of planning</p> <p>Action: -            Sign- to be progressed            MUCC grant- letter of thanks to be sent            Working grp mtgs- Resource mgmt. after this mtg 10<sup>th</sup> April            Building &amp; grounds- date to be arranged after MUCH mtg</p>	SR KW MB
4.	<b>Trustees update</b>	<p>AGREED: -            -Sian King to become a Trustee and lead the Policy &amp; admin working grp, explanation provided, possibly consider 1 other trustee in the future.            -Letter to MCC Chief Exec &amp; subsequent mtg re- security of tenure, total cost of build &amp; any funding from Vinegar Hill development- response promised in 5-6 weeks</p> <p>Action: -            -Policies- GDPR, Safeguarding, Insurance            -May Fayre-joint with MAGOR- 1/2 MUCH members to come to next MAGOR mtg Thurs 18/4/2019 7.30pm at the Lion            -Inspiring Leader training 17/4/2019- original 5 trustees attending</p> <p>- Draft &amp; agreed notes of the Trustee meetings are on the MUCH</p>	PT

		website.	
5	<b>Living Levels Orchard Project</b>	Offered a Pruning course in November Bunny fences and brambles removed from the trees this week. Living levels will look at the open hole on the site Asked if they wanted to work in partnership and promote them- no response yet. Action: - SK to check with them the following week	<b>SK</b>
6	<b>Working groups</b>	<p><i>a) Resource Management- (Lead- Kevin Wright)</i></p> <ul style="list-style-type: none"> <li>• May Fayre stall fee paid</li> </ul> <p>Action</p> <ul style="list-style-type: none"> <li>• Potential figures for business plan to be obtained</li> <li>• Resources mtg after this meeting today</li> <li>• Previous s106, per MM needs to be spent by the end of July- trustees suggested low level LED lighting around the car park &amp; path pass the tennis courts, updated quote required from MCC, remaining balance hopefully could be transferred to MUCH for future energy costs.</li> </ul> <p>AGREED</p> <ul style="list-style-type: none"> <li>• Bank account- currently 2 signatories, another required, LS confirmed she was willing to be added as Secretary</li> </ul>	<b>KW</b>  <b>MM</b>  <b>KW</b>
		<p><i>b) Communications Management- (Lead- Paul Turner)</i></p> <ul style="list-style-type: none"> <li>• Website and Facebook updated</li> </ul> <p>Action</p> <ul style="list-style-type: none"> <li>• Twitter- assistance required- SR &amp; TK to offer support</li> </ul>	<b>PT</b>  <b>SR/TK</b>
		<p><i>c) Policy and Admin- (Lead- Sian King)</i></p> <ul style="list-style-type: none"> <li>• Charity application-</li> </ul> <p>AGREED- to use Secretary contact details, until the Hub is built ACTION- JG to carry out a final check before SK submits it SK wanted it noted that a lot of work had been carried out thanks to Donovan, Sian, Jo &amp; Linda for the application being as comprehensive as it is.</p> <p>Once the charitable application has been submitted this group will consider the policies and business plan.</p>	<b>SK/JG</b>
		<p><i>d) Building and Grounds Management- (Lead- Mike Burke)</i></p> <ul style="list-style-type: none"> <li>• MB to agree dates for a meeting of the representatives from this group after this mtg</li> </ul>	<b>MB</b>
8.	<b>Any Other Business</b>	PT confirmed who was in each of the groups & will update the website Resource Mgmt.- KW, LS, SR, MB, TK Communication- PT, SR, T Raggett, M Boyland Policies- SK, LS, JL, KW, PT, CM Building- MB, GC, KW, JE, PT, SR, TK Group list to be administered by policies grp in future  Fund raising – to be discussed at Resource Mgmt. mtg	<b>PT</b>         <b>SK</b>  <b>KW</b>

		<p>Duck race/Teddy bears picnic- 23<sup>rd</sup> June 2019</p> <p>AGREED</p> <p>Public liability insurance and cost</p> <p>Action: -Natural resource Wales to be contacted for permission to use the rean</p> <p>-Purchase 300 ducks, to be sold at May Fayre &amp; local shops after</p> <p>-Approx. 20 volunteers required</p> <p>-Little Brew to be contacted</p> <p>-MCC to cut the grass 1 week before</p> <p>May Fayre</p> <p>Action: - donations required for the raffle- to be passed to PT</p>	<p><b>SR</b></p> <p><b>SR</b></p> <p><b>TBD</b></p> <p><b>GC</b></p> <p><b>MM</b></p> <p><b>All</b></p>
9.	<b>Date of next meeting</b>	Tuesday 21 <sup>st</sup> May 2019 5.45 pm Innovation House MCC offices Magor- apologies submitted from ST & MM	

Abbreviations

MUCH- Magor & Undy Community Hub

MAGOR- Magor Action Group on Rail

MUCC- Magor & Undy Community Council

MCC- Monmouthshire County Council

TBD- To be determined