



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

**Function room, Golden Lion, Magor**

**7<sup>th</sup> May 2019**

**Attendees:** Paul Turner (Chair), Mike Burke, Sian King, Sally Raggett, Linda Squire, Kevin Wright (6.20pm)

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 from Jo Gillard	
2.	<b>Review actions from the last meeting on the 2nd April 2019</b>	<p>Minutes agreed as an accurate record of the meeting.</p> <p>Paul Matthews MCC Chief Executive response- PT chased up, particularly on the likely cost.</p> <p>Shutting down 3 fields site- just needs to go in the Gazette, can take 2-3 months.</p> <p>Ideas key critical dates- should have 2 plans in a month, including a launch possibly in September once charity status has been achieved.</p> <p>Working groups- Resources mgmt. &amp; Building &amp; grounds grps have met, date arranged for Polices &amp; admin for 13/5/2019</p> <p>Legal advice needed on: -</p> <ul style="list-style-type: none"> <li>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.</li> <li>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).</li> </ul> <p>Neil Davies (Scouts)/Orchard –contact- no joy so far, SR to check with Andrea Rodley</p>	<p>PT</p> <p>PT</p> <p>PT/MB</p> <p>TBD</p> <p>TBD</p> <p>SR</p>

		<p>Charity registration application submitted &amp; included hiring policy, waiting for response</p> <p>Living Levels- PT contacted again to establish if they wanted to be involved in the Duck Race Inspection of the apple trees in the orchard- still outstanding, PT to chase up.</p> <p>May Fayre- great effort on the prizes this year, funds raised not identified yet</p>	<p>SK</p> <p>PT</p> <p>PT</p>
3.	<b>Policies</b>	<p>AGREED: - -Ready to publicise Hiring, GDPR (&amp; review at a later date) -Policies &amp; Admin (SK) grp will be considering other policies, spreadsheet will be compiled with a list of when they have been agreed &amp; when they will be reviewed</p> <p>KW advised that the Lottery has stated we need to demonstrate best value in everything we do</p> <p>AGREED: - -Payments under £50 has to be agreed by 3 trustees, anything Over, the full trustees meeting or in extenuating circumstances can be emailed to all for approval. -Decide at the full trustees meeting if 3 quotes are required for a particular purchase</p> <p>LS advised text received today (7/5/2019) to confirm she is now on the bank account</p>	SK
4.	<b>Skills Audit</b>	Latest one provided at the mtg, PT to email it and will update it when more information is received or training completed	PT
5	<b>Domain/Email addresses</b>	<p>Future domain proposed - <a href="http://themuch.org.uk">themuch.org.uk</a> and emails - <a href="mailto:info@themuch.org.uk">info@themuch.org.uk</a>, <a href="mailto:much.chair@themuch.org.uk">much.chair@themuch.org.uk</a>, <a href="mailto:much.secretary@themuch.org.uk">much.secretary@themuch.org.uk</a>, <a href="mailto:much.treasurer@themuch.org.uk">much.treasurer@themuch.org.uk</a> cost £1 first year then £16 per annum</p> <p>AGREED: - -To go with this domain &amp; cost -remove much at the start as 'the much' is later in the email address -info email to go to the chair for now</p>	
6	<b>A new logo</b>	<p>AGREED: -</p> <ul style="list-style-type: none"> <li>- All liked 'The Much'</li> <li>- Draft logo art work to be circulated via email from PT for all to consider any improvements</li> <li>- The logo to tie in with the launch &amp; charitable status</li> </ul>	PT All
7	<b>Trustees</b>	Considered whether to increase the trustees to the original 7 intended or to continue with the 6. Jerry Ennis previously	

		<p>requested, but was late in his submission &amp; Mike Boyland has recently put his name forward to be a trustee &amp; join the buildings working group.</p> <p>AGREED: -</p> <ul style="list-style-type: none"> <li>-Unanimously to continue with the current 6 trustees</li> <li>-PT to contact JE &amp; MB to advise</li> <li>-MB to be considered for the buildings group, if he attends the wider MUCH meeting</li> </ul>	PT
8	<b>Composition and remit of the working groups</b>	<p>PT to be in 2 grps, but will attend Policies grp when required</p> <p><u>Policies remit</u></p> <p>AGREED: -</p> <ul style="list-style-type: none"> <li>Constitution produced, just review in the future</li> <li>Business plan- workshops will be required to decide on our priorities- LS has a template</li> <li>Operational mgmt. plans in the future</li> <li>Legislation</li> <li>Code of conduct</li> <li>Insurance mgmt.- should be in the resource mgmt. grp</li> <li>Customer feedback- should be in the communication grp</li> </ul> <p>AGM- probably will be 1 year after charity status has been Confirmed (reminder to be set up by LS), this will include signing off accounts- we have 10 mths after the 31<sup>st</sup> March for these to be signed off</p> <p>Internal financial controls- joint policy- Resources Mgmt. &amp; Policies &amp; admin- KW to share what he has drafted taking into account other halls information</p> <p><u>Building &amp; grds mgmt.-</u> MB would like BT on this grp, to be raised at next wider MUCH mtg</p> <p><u>Communication-</u> Tara given access to the website</p> <p>SR to obtain all dates for the publication of the Villager, TR willing to write something up</p> <p>Duck race leaflet to go into the schools, any ideas what else to put on there-</p> <p>AGREED: -</p> <p>A statement on where we are now and a pointer to our website</p> <p><u>Resource mgmt.</u></p> <p>Confirmed SR in charge of fund raising</p> <p>Priority plan required</p> <p>PT to amend wkg grps &amp; circulate a draft</p>	<p>LS</p> <p>KW</p> <p>Wider MUCH</p> <p>SR</p> <p>PT</p>
9	<b>Duck race</b>	<p>Public liability insurance £40 for up to 100 people, £60 for up to 250 which covers £1million public liability £250 excess.</p> <p>Monmouth CC have agreed to cut the grass &amp; possibly the banks</p> <p>AGREED: -</p> <ul style="list-style-type: none"> <li>-£60 for 250 people</li> <li>- Final decision if it will take place the day before</li> <li>-KW &amp; TR carrying out a duck trial 9<sup>th</sup> May</li> </ul>	KW/TR

		-KW & TR to look at bolts on the height restriction at the entrance to the car park to establish if they can be taken off to allow the Little Brew & Vintage ice cream to gain access -KW to buy the paint to mark out where the Hub will be -TR, MB, GC could mark it out on the Friday before  -KW to try & cut some steps out of the bank -Hi viz jackets & bunting obtained by SR -Approx. 20 marshals will be required, 2/3 in the stream -Official disclaimer wording- Chelsea to be asked to produce -no volunteer insurance- SR to ask MUCC if they could cover it -Website & Facebook- SR to email the duck race poster all to review & check the spelling	KW/TR  KW TR/MB/ GC KW  TBI PT/CM SR SR/All
10	<b>Lighting of the car park</b>	Waiting on MM MCC	
11	<b>Advertising sign</b>	AGREED: - Go for Consent to advertise, SR to contact BT 8/5/2019 & contact Nathan to make the sign	SR
8	<b>Any Other Business</b>	<u>Lottery bid application</u> KW provided an update, lottery stressed value for money on everything, they were not impressed by the cost of the build and thought it was overpriced. So, we need to drive the cost down with MCC & establish if there is anything we can outsource separately. Lottery happy as long as we have a long lease.  SR donated the guess the sweets jar & the ducks for the duck race	
9	<b>Date of next meeting</b>	Tuesday 4 <sup>th</sup> June 2019 6pm venue to be identified, KW provided his apologies as he is away 23/5/19-21/6/19 Electronic meeting invite will be issued in future  Apologies provided for Wider MUCH mtg 21/5/2019 from SR & SK	

#### 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

TBI- To be identified