



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

**Innovation House, MCC Offices, Magor**

**21<sup>st</sup> May 2019**

**Attendees:** Mike Burke (Chair) (resident), Geoff Cook (Resident), John Crook (MUCC), Cllr Lisa Dymock (6.15pm), Jerry Ennis (resident), Jo Gillard (GAVO / resident), Judith Langdon (MCC), Mike Moran (MCC), Sally Raggett (Magor Amateur Dramatics), Tony Raggett (resident), Linda Squire (resident), Ben Thorpe (MCC), Paul Turner (MAGOR), Kevin Wright (resident)

**Apologies:** Sian King, Chelsea Moore, Rob Ollerton, Peter Wilson

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  Noted Cllr John Crook is the new representative from MUCC instead of Mike Boyland	
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 10<sup>th</sup> April 2019</b>	<p>AGREED: -</p> <p><b>Sign-</b></p> <p>Action: -</p> <p>BT to submit advertising consent on our behalf, fee to be funded from s106 monies held by MCC. BT to try and escalate the process as can take 8 weeks, ideally sign needed to be in place by the duck race. BT to liaise with SR</p> <p>Previous s106 monies &amp; low- level LED lighting around the car park and path by the tennis courts- mtg arranged for 23/5/2019 10am to decide on location of the lights &amp; to assess costs. Planning condition will need to be considered.</p>	<p>BT</p> <p>BT/SR</p> <p>SR</p>
4.	<b>Trustees update</b>	<p>-Updates being received from MCC Chief Exec, re- security of tenure, total cost of build &amp; any funding from Vinegar Hill development- response expected soon.</p> <p>May Fayre Joint stall with MAGOR very successful, final figures not established yet.</p> <p>Number of trustees agreed to continue with 6, &amp; call in additional people when required, but will review periodically, with the next review being once charitable status obtained. JE &amp; MB advised.</p> <p>Inspiring &amp; leading people follow up session 29<sup>th</sup> May 2019 to say</p>	<p><b>PT</b></p> <p><b>PT</b></p>

		what we require- 20-minute slot-PT to attend	
5	<b>Finance update</b>	<p>AGREED by Trustees: -  Procedure regarding Spending  Payments under £50, to be agreed by 3 trustees, anything above this to be agreed at a full trustee meeting  ACTION:  Out of Pocket expenses to be considered by the Policies &amp; Admin wkg grp</p> <p>Thank you to SR for donating the guess the number of sweets jar &amp; the ducks for the duck race</p>	
6	<b>Duck race brief</b>	<p>Action: -  -TR to monitor water levels the day before &amp; on the morning to assess where to start the race  -TR &amp; GC to cut back the reeds a few weeks before  -MCC to cut the grass on the 3 fields site &amp; the site of the Hub so it can be marked out</p> <p>(6.15pm LD arrived)</p> <p>-Flag stones to be placed by entrance and exit of the reen  -Swing barrier can be removed as long as it is done safely, but needs to be replaced straight after the event  -Risk assessment required- JC to raise with MUCC Clerk, LD can also help.2-3 people to assist  -ESAG- Events safety Advisory grp MCC could assist- BT to raise this with them  -Allow some disabled parking, but direct people to use the other car parks in Magor  -Need to promote duck race &amp; parking on social media  -Marking the site Sat 22<sup>nd</sup> June  -22<sup>nd</sup> June Magor school fayre- free table available to sell ducks, volunteers needed  -Duck race day Sun 23<sup>rd</sup> June- if able to volunteer to assist email SR &amp; MB  -Need to consider if it does have to be cancelled, what needs to take place  Recycling bins can be made available through MCC</p>	<p><b>TR</b>   <b>TR/GC</b>  <b>MM</b></p> <p>   <b>KW</b>  <b>KW/TR</b>  <b>JC/LD</b>  <b>BT</b></p> <p>   <b>TBD</b>  <b>All</b>  <b>All</b></p> <p>   <b>MM</b></p>
7	<b>Recruiting more volunteers</b>	<p>PT raised that Mike Boyland &amp; Tara Knights have resigned from the group. Need to identify how we get more volunteers &amp; how do we keep them</p> <p>Action: -  -LD to put a plea out to groups she is involved with &amp; at the litter pick event 15<sup>th</sup> June  -Magor Dramatics willing to assist  -PT to raise at MAGOR grp on the 23<sup>rd</sup> May  -Contact Brownies &amp; Scouts  -Volunteers insurance- being raised at MUCC June meeting to see if our volunteers could be included in the Council cover  -JG to send info to PT re younger people volunteering &amp; Welsh Baccalaureate work with schools  Need to be clear what we want volunteers to do  (JL left the meeting 6.35pm)</p>	<p><b>LD</b></p> <p><b>PT</b></p> <p><b>JC</b>  <b>JG</b></p>

6	<b>Working groups</b>	<p><i>a) Resource Management- (Lead- Kevin Wright)</i></p> <p>Action</p> <ul style="list-style-type: none"> <li>• SR taking the lead on fund raising</li> </ul> <p>Update: -</p> <p>-Charity registration delay, hopefully should be registered by September</p> <p>-Lottery funding- advised to wait for charity status before formally submitting a request</p>	<p><b>SR</b></p> <p><b>KW/PT</b></p>
		<p><i>b) Communications Management- (Lead- Paul Turner)</i></p> <p>Problem as people resigning</p> <p>PT- website and SR Villager-, Facebook &amp; tweets</p> <p>Consider Instagram in the future</p> <p>AGREED:</p> <p>To accept donation of Heras fencing from MUCC &amp; formally accept it, PT to store.</p> <p>Action:</p> <p>Asset register to be updated</p>	<p><b>PT</b></p> <p><b>PT/KW</b></p>
		<p><i>c)Policy and Admin- (Lead-Sian King)</i></p> <p>-List of policies &amp; procedures being prepared</p> <p>-Safeguarding drafted by PT, surgery to discuss this policy 30<sup>th</sup> May-PT attending</p> <p>-Business plan is priority- JG &amp; LS looking at templates</p> <p>-Workshop intended with the Trustees in July to consider the business plan, sub grp to meet before to establish format.</p> <p>-Code of conduct for committee members &amp; volunteers</p> <p>-Finance mgmt. started</p> <p>-Hall hire agreement produced; further changes required</p> <p>-Welsh language &amp; volunteer expenses will be considered at a later date</p>	<p><b>SK</b></p> <p><b>PT</b></p> <p><b>SK/JG/LS/KW</b></p>
		<p><i>d)Building and Grounds Management- (Lead- Mike Burke)</i></p> <p>-Framework set up with a spreadsheet of what needs to be considered</p>	<p><b>MB</b></p>
8.	<b>Any Other Business</b>	<p>Function room at the Golden Lion has been offered for any of our meetings free of charge, issue re time that we have to leave from Innovation House, plus it may no longer be available in the future</p> <p>AGREED: meet at the Golden Lion for the next meeting</p>	
9.	<b>Date of next meeting</b>	Tuesday 2 <sup>nd</sup> July 2019 5.45 pm Function room Golden Lion, Magor Square	

#### 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