



Meeting of Magor and Undy Community Hub (MUCH) Trustees

Function room, Golden Lion, Magor

6th August 2019

Attendees: Paul Turner (Chair), Sian King, 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	Apologies from Mike Burke & Sally Raggett	
2.	Review actions from the last meeting on the 4th June 2019	<p>Minutes agreed as an accurate record of the meeting, typo to be corrected page 2- new logo to 'be' instead of 'eb'</p> <p>Shutting down 3 fields site-completed.</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>Neil Davies (Scouts)/Orchard – PT sent a reminder to ND & his assistant today 6/8/2019</p> <p>Skills Audit- PT chasing Chelsea Moore for her information</p> <p>new logo-to be considered in the future to tie in with the launch & charitable status</p> <p>Reaffirm working groups at the next wider grp mtg</p> <p>AGM- probably will be 1 year after charity status has been confirmed (reminder set up by LS for 24th Aug 2020 to arrange, date needs to be altered once charitable status confirmed)</p>	<p>TBD</p> <p>TBD</p> <p>PT</p> <p>PT</p> <p>All</p> <p>Wider MUCH</p>

		<p><u>Building & grds mgmt.-</u> MB would like BT on this grp, not raised at last wider MUCH mtg, MB to contact BT, raise at Wider MUCH 20/8/2019.</p> <p>Lighting on the car park- PT & KW to chase up MM on the 8th Aug</p> <p>Advertising sign- SK/PT to check if approved yet.</p> <p>Safeguarding policy waiting on email addresses to be set up</p> <p>Other policies sent by JG to PT to be circulated to the other trustees, PT unable to locate any</p> <p>Current policies updated with footer specifying, month and year adopted & intended review date</p> <p>MCC-Paul Matthews- Mott McDonald quote received, broadly in line with previous Blaenau Gwent figure.</p> <p>Cabinet paper to be submitted to September meeting, MM to draft for Paul Matthews and share with Deb Hill Howells</p> <p>Business Plan- workshop held 7th July 2019</p>	<p>Wider MUCH</p> <p>PT/KW</p> <p>PT/SK</p> <p>SK/PT</p> <p>PT/JG</p> <p>PT</p>
3.	Business Plan	<p>a) Jo's proposed suggestion on the Business Plan- background, Marketing & Strategic Fit/Partnership</p> <p>Email circulated by JG to be considered as part of the writing up on the business plan</p> <p>All business plan feedback to be circulated</p> <p>b) SWOT- Strengths, Weaknesses, Opportunities & threats (attached separately)</p>	<p>PT/KW</p> <p>SK/LS</p>
4.	Future events on the 3 Fields Site	<p>Proposals: -</p> <p>-Local business event possibly in September on a Sunday, maybe include other local groups for stalls, knit & natter etc</p> <p>-Race night- maybe October</p> <p>-Annual event, musicians, local groups, demonstrations</p> <p>-car boot sales</p> <p>-Welly throwing</p> <p>-Produce & craft show</p> <p>For all these advertise in the Villager to establish those interested in participating</p>	
5	Event Planning Check-sheet	All agreed format and that it was ideal to record everything that needs to be considered-Action- to be fitted onto 1 page	KW
6	The Sign - getting the schools involved in future versions (re. resident's suggestion)	All agreed to start engaging with the schools and that they could assist with designing posters for events & maybe a banner, as well as a future sign., PT to respond	PT
7	Website domain and	All operational now	

	email addresses – implementation	PT to send SK list electronically without the passwords PT to send LS email with password for secretary email To be checked if passwords can be controlled by the IT admin	PT PT PT/KW
8	Expenses proposal	Travel expenses to be added LS to provide sample expense form to KW KW to send final version of the form to SK to include with policies	KW LS KW
9	GWR (Gwent Western Railway) Community fund	£750k available, will provide grants to communities to help the use of public transport, MAGOR looking into a bid, will discuss with MM on the 8 th Aug New station fund- Wales Government, MAGOR also looking into, max last year was £47k Possible grants for urban gym equipment via Sports Council, LS can assist with any costs relating to this	PT/KW
10	Re-Survey the village to check what people want	PT to check with Andrew David who did the 3 fields consultation Identify cost of survey & delivery & whether it could be delivered with the Villager	PT
11	Any other business	Raised that meetings in the function room at the Golden Lion was not disabled friendly- agreed if anyone wants to attend that requires this access, we will consider another venue, & also raise at Wider MUCH	Wider MUCH
12	Date of next meeting	The next meeting – Tuesday 3 rd or 10 th September, LS to email to establish preferred date- KW cannot attend on the 10th	LS

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