



Meeting of Magor and Undy Community Hub (MUCH) Trustees

Function room, Golden Lion, Magor

4th June 2019

Attendees: Paul Turner (Chair), Mike Burke, Sian King, Sally Raggett, Linda Squire, Jo Gillard (6.10pm)

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 Kevin Wright	
2.	Review actions from the last meeting on the 2nd April 2019	<p>Minutes agreed as an accurate record of the meeting.</p> <p>Shutting down 3 fields site-went into the Gazette on the 23rd April 2019 can take 2-3 months.</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 –responded today they would love to be involved</p> <p>Living Levels- confirmed cannot be involved in the Duck race Inspection of the apple trees in the orchard- DNA taken, results later in the year, new volunteer starting regarding events & will contact us.</p> <p>Policies- spreadsheet being drafted, setting priority- financial control, reimbursing expenses, when agreed & date of review Policy folder to be added to the website, AGREED: - financial controls should be on the website to highlight transparency</p> <p>Skills Audit- PT chasing Chelsea Moore for her information, Training providers were very complimentary about our skills audit</p>	<p>PT</p> <p>TBD</p> <p>TBD</p> <p>PT</p> <p>SK PT</p> <p>PT</p>

		<p>Domain/Email addresses- themuch.org.uk and emails - info@themuch.org.uk, much.chair@themuch.org.uk, much.secretary@themuch.org.uk, much.treasurer@themuch.org.uk</p> <p>cost £1 first year then £16 per annum</p> <p>AGREED: -</p> <p>-To go with this domain & cost</p> <p>-remove much at the start as 'the much' is later in the email address</p> <p>-info email to go to the chair for now</p> <p>PT to arrange this</p> <p>new logo-to be considered in the future to tie in with the launch & charitable status</p> <p>Wider MUCH grp- MB & TK to remain on the wider grp but not on any working groups, working groups to be updated and circulation list</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)</p> <p><u>Building & grds mgmt.</u>- MB would like BT on this grp, not raised at wider MUCH mtg, MB to contact BT.</p> <p><u>Communication</u>- TK removed from access to the website</p> <p>SR provided with indicative dates for the publication of the Villager, article submitted for the next issue regarding the Duck Race.</p> <p>Lighting on the car park- meeting held 23rd May 2019, SR, JE, MM & I other- solar lighting suggested between the 4 trees and by the stream and other lights can spur off a lamp post on the main road. Rough costs to be established</p> <p>Advertising sign- BT emailed 4/6/19, information given again with a photo of where the sign will go.</p> <p>AGREED: - To put sign up before the duck race then take it down until the consent is approved, SR to arrange for the sign to be made.</p>	<p>PT</p> <p>All</p> <p>PT/LS</p> <p>LS</p> <p>MB</p> <p>SR</p> <p>SR</p>
3.	Safeguarding surgery	<p>Safeguarding policy was endorsed, remove 'emphasis on youth activities', take on board other comments and revise policy</p> <p>Safeguarding officer needs to be named</p> <p>AGREED: - LS to contact Lisa Dymock if she is willing to be the named lead officer, with LS & SR as deputies</p> <p>Other policies sent by JG to PT today to be circulated to the other trustees</p> <p>Suggested when policies are adopted that a footer is placed specifying, month and year adopted & intended review date</p> <p>AGREED latest version of any policies will always be on the</p>	<p>SK</p> <p>LS</p> <p>PT/JG</p> <p>SK grp</p>

		website Detailed notes relating to the safeguarding surgery are attached to these minutes	PT
4.	Inspiring leadership	Detailed notes relating to the feedback on the inspiring leadership course are attached to these notes	PT
5	Paul Matthews	Clarification emails recently between PT & PM regarding the understanding relating to the future asset transfer. Mott McDonald representative back from leave 29/5/19 so hopefully costing should be received soon. Nothing further on the Vinegar Hill development	PT
6	Business Plan trustees & cooptee workshop in July	Identified best date as Sunday 7 th July at 5pm, due to a variety of holidays Preferred template will hopefully be issued before	All
7	Duck race jobs	The duck race job list was reviewed AGREED event will start at 2pm, but actual duck race will be 3pm to enable more ducks to be sold on the day. Allocated jobs & identified volunteers with waders are required- request to be issued on social media All that volunteer on the day to litter pick at the end of the event	SR
8	Any other business	Race night 7pm 8 th June 2019 families are welcome, one of the funding raising proposals for MUCH in the future.	
9	Date of next meeting	The next meeting will be a single item agenda on the Business plan- Sunday 7 th July 5pm	

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