



Meeting of Magor and Undy Community Hub (MUCH)

**Function Room, Golden Lion, Magor Square,
Magor**

2nd July 2019

Attendees: Mike Burke (Chair) (resident), Geoff Cook (Resident), John Crook (MUCC), Cllr Lisa Dymock (5.50pm), Jo Gillard (GAVO /resident), Sian King, Mike Moran (MCC) (5.52pm), Sally Raggett (Magor Amateur Dramatics), Linda Squire (resident), Paul Turner (MAGOR), Kevin Wright (resident)

Apologies: Jerry Ennis, Rob Ollerton, Ben Thorpe.

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 were noted	
2.	Note taking and chairing	Mike Burke-Chair. Linda Squire-as Secretary would take the notes.	MB LS
3.	Review actions of meeting 21st May 2019	Previous s106 monies & low- level LED lighting around the car park and path by the tennis courts- mtg 23/5/2019 location of the lights agreed, waiting on costs. To be chased up. Recruiting more volunteers- LD to put a plea out to groups when we need anything specific	MM/SR LD
4.	Events planning, review of Duck race /learning points. Future event ideas	<u>Duck race</u> -Risk assessment was prepared Intended outcome achieved-raised the awareness of the hub Queries if it was going to be an annual event. MUCC Clerk provided ideas for the future Thank you to MM for getting the grass cut & SR for dressing up as a duck Action: - -Contact details for Nathan(sign) to be provided to LS to write a thank you on behalf of the group -Event planner to be discussed at August Trustee mtg, KW to email beforehand -Any ideas regarding learning points to be emailed to PT - ESAG application form to be emailed to provide ideas of what we need for specific events	SR/LS Trustees/ KW All MM
5.	Review of building costs and funding options	MCC Cabinet assurance required regarding the lease & future Community asset transfer, next Cabinet 7 th Sept 2019, hopefully MUCH will be included.	MM

		<p>Mott McDonald estimated costs £1.4-£1.5mIn plus vat, should be vat exempt, BT checking on what can be claimed</p> <p>Funding options: - s106 Rockfield farm (currently allocated to MUCH), potential Vinegar Hill, lottery, loan for MCC, Wales Government Community Facilities Fund suggested- could apply for £100k, need to speak to Jess Morden MP and John Griffiths AM</p> <p>Queries if there was a limit on, the amount of s106 allocations to a project, per MM technically can have several and this is a priority for the area since 1996 and all the other priorities have been achieved, so could stress extenuating circumstances to receive more s106 monies</p>	PT
6.	Recasting the high-level plan	<p>Current version on the website needs updating as it is out of date</p> <p>Action- consider after business plan is finalised.</p> <p>- Resurvey the village to check what the people want</p>	Trustees “
7.	Update on the sign	<p>Still progressing, waiting on BT</p> <p>Currently being stored by GC</p>	BT
8.	Trustees update	<p>Inspiring & leading people follow up session 29th May 2019 update provided</p> <p>Draft minutes are on the website for the 4th June, once approved the agreed versions will be placed on the website</p> <p>Constitution to be checked if trustees are designate at the moment</p>	PT PT KW
9.	Finance update	<p>Out of pocket expenses procedure drafted- KW to provide to SK</p> <p>List being compiled for donations.</p> <p>Hi viz jackets expenses agreed retrospectively as intended sponsorship did not take place, policy to be amended to reflect any retrospective spend.</p> <p>Duck race raised £245; 70 ducks still available</p>	KW KW/SK
10.	Working groups	<p><i>a) Resource Management- (Lead- Kevin Wright)</i></p> <p>Insurance- MUCC agreed to pay half for the full year insurance</p> <p>Action: -</p> <p>-Check with MUCC if bigger events will be covered</p> <p>-Asset register to be updated with Fencing & concrete posts, 2 signs & Hi-Viz waistcoats.</p>	JC KW
		<p><i>b) Communications Management- (Lead- Paul Turner)</i></p> <p>PT- website and SR Villager-, Facebook & tweets</p> <p>Villager did not come out in time for the duck race, despite assurance it would</p> <p>1k leaflets produced for the duck race that were issued to schools and displayed on noticeboards.</p> <p>Action: Undy Magazine to be provided with MUCH update</p>	PT/SR LD
		<p><i>c)Policy and Admin- (Lead-Sian King)</i></p> <p>-Safeguarding virtually completed, finalise when we are a registered charity- LS MUCH email to be used and personal mobile</p> <p>-Business plan is priority- trustee & co-optee workshop 7th July 2019</p>	SK PT/KW SK/JG/MB

		-Finance mgmt. being expanded	/LS KW
		<i>d)Building and Grounds Management- (Lead- Mike Burke)</i> -Site marked out for the duck race, more photos to be placed on the website, LD to provide to PT.	MB LD/PT
11.	Any Other Business	Next event suggested- indoor race night- September	
12.	Date of next meeting	Tuesday 20th August 2019 5.45 pm Function room Golden Lion, Magor Square- JG provided advance apologies	

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

MP- Member of Parliament

AM- Assembly Member Wales Government