



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

**Function room, Golden Lion, Magor**

**8<sup>th</sup> October 2019**

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

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 Kevin Wright, Jo Gillard	
2.	<b>Review actions from the last meeting on the 3<sup>rd</sup> September 2019</b>	<p>Minutes agreed as an accurate record of the meeting.</p> <p>Previous minutes of Trustees &amp; general meetings to be checked and updated for final versions to be placed on the website</p> <p>Neil Davies (Scouts)/Orchard – PT chased up with Carrie Smith on the 7/10/19.</p> <p>GWR funding application has been submitted</p> <p>Lighting installation- agreed this will remain open until the lights have actually been installed</p> <p>Future sign, posters/banner with input from the schools- Ted Hand, Julie &amp; Peter Wilson &amp; SR to go to the schools</p> <p><u>Race night</u>- date agreed as the 9<sup>th</sup> November 2019</p> <p>Poster agreed</p> <p>Event checklist to be completed</p> <p>SR to check our existing insurance &amp; the Memorial Hall insurance</p> <p>Food hygiene requirements to be checked</p> <p>TR to compere</p> <p>-reason for the race night is to raise awareness of the hub</p> <p>MUCH policies- Code of behaviour Volunteering Equal Opportunities</p> <p>Agreed these will be looked at once the charity application has been approved</p> <p>Business plan – Requires completion of local survey which will be</p>	<p>LS/PT</p> <p>PT</p> <p>KW</p> <p>SR</p> <p>SR</p> <p>SR</p> <p>SR</p> <p>SK</p>

		<p>in the next Villager, which has not been issued yet. Suggested surveys could also be completed at the Race Night and the Frost Fayre</p> <p>Site sign- GC to co-ordinate and involve MB weekend 19-20<sup>th</sup> Oct is the intended installation date.</p>	PT/MB
3.	<b>Constitution amendment</b>	<p>AGREED: -The amendment that had been circulated, that this would be emailed to the Charity Commission, copying in all trustees &amp; the revised Constitution uploaded onto the MUCH website</p> <p>Highlighted that in line with the Constitution that we should be recording the reasons for any of our decisions where appropriate- future actions/minutes should reflect this</p>	<p>SK/PT</p> <p>LS</p>
4.	<b>Business plan update</b>	<p>80% completed, waiting on survey to be issued and then results, once Business plan is in its final state this will be emailed to all trustees and the co-optee</p> <p>This could still be used for funding bids and state that another survey was currently being undertaken</p>	PT/KW
5.	<b>Memorial Hall</b>	<p>SK checked the charity commission website today (8/10/19) and advised SR has been added as a trustee.</p> <p>The governing document is a lease dated 20/9/1952, they were registered as a charity in 1964.</p> <p>SR to contact Carol Hopkins to meet this week to chase up the paperwork she was collating.</p> <p>We need to establish what is allowed &amp; the responsibilities relating to the Hall constitution and charitable status.</p> <p>AGREED- Next meeting will start earlier to have a separate meeting on the Memorial Hall, prior to the monthly Trustee meeting to go through the paperwork, ideally this should be circulated around 1 week before for everyone to go through prior to the meeting.</p> <p>SR away 16/10/19-25/10/19- MB having the memorial hall keys whilst SR is away</p>	<p>SR</p> <p>All</p>
6.	<b>VE Day celebration event</b>	<p>VE Day workshop held last night with MUCC, Churchmen, Brownies, Scouts, Baptist minister- PT &amp; SR attended- meeting again in 2 weeks</p> <p>Bank Holiday Friday 8<sup>th</sup> May 2020 with 3 days of celebrations</p> <p>Friday-May Fayre, may start earlier or later but likely to continue into the night with bands and street food</p> <p>Saturday- street parties will be encouraged</p> <p>Sunday more religious celebrations- suggested MUCH hold an afternoon tea at the Memorial Hall and involve residents from The Lawns, Munchies groups and knit &amp; natter</p> <p>AGREED with the suggestion and for planning to commence.</p> <p>SR trying to get hold of world war singers, MAD theatre may also put on a couple of sketches, as they will be performing on the Friday in the square</p>	SR

7.	<b>Any other business</b>	<ul style="list-style-type: none"> <li>• BE Community Event- Caldicot on the 16<sup>th</sup> November 1-3pm PT has enough volunteers across the groups</li> <li>• Mental awareness 15/10/19 comic relief, on closer inspection we do not fit any of the criteria, more appropriate when we are close to opening the hub</li> <li>• Add future events on the next agenda</li> </ul>	PT
8.	<b>Date of next meeting</b>	The next meeting – Tuesday 5 <sup>th</sup> November 2019 5.30pm.	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