



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

Function Room, Golden Lion, Magor Square,  
Magor

12<sup>th</sup> November 2019

**Attendees:** Kevin Wright (Chair) (resident), (MUCH Trustee), Sally Raggett (MUCH Trustee), Cllr. Geoff Cook (resident), Cllr John Crook (MUCC) Sian King (MUCH Trustee), Jerry Ennis (resident) Mike Moran (MCC), Ben Thorpe (MCC) Linda Squire (MUCH Trustee), Beccy Williams (Living Levels)

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 for Mike Burke Paul Turner, Chelsea Moore, Jo Gillard, Peter Wilson, Frances Taylor, Lisa Dymock	
2.	<b>Note taking and chairing</b>	Kevin Wright – Chair, in the absence of both Paul Turner & Mike Burke. Linda Squire would take the notes.	<b>KW</b> <b>LS</b>
3.	<b>Review actions of meeting 1<sup>st</sup> October 2019</b>	<ul style="list-style-type: none"> <li>• Three Fields carpark and paths – improved lighting had been given the go-ahead.</li> <li>• Mike Moran was to provide ESAG application. BT to re-send contact information, however the application can be located on the MCC website</li> <li>• The site sign –has been installed by GC &amp; KW, thanks were relayed at the meeting</li> <li>• Undy school magazine – update required from Lisa Dymock</li> <li>• MCC – climate emergency. Need to raise potential efficiencies for Hub building. On-going.</li> <li>• <u>Working group updates</u></li> </ul> <b>Resources (KW)</b> <ul style="list-style-type: none"> <li>• Application made to GWR for funding the Three Fields jogging / exercise / access paths- KW checked last week &amp; advised no decision until the Spring.</li> <li>• Business plan nearly complete- target of 31/12/2019 agreed by Trustees <u>Survey for the plan</u> - Included in the latest Villager; -MUCC agreed the use of survey monkey for the MUCH survey; -it will also be available at the Frost Fayre; - 3 received at the Race night</li> </ul>	<b>BT</b>  <b>LD</b>  <b>MB / BT</b>  <b>KW</b>  <b>Trustees</b>

		<p>- blank survey to be sent to Judith Langdon to upload onto MCC website</p> <ul style="list-style-type: none"> <li>Funding shortfall grant requests to commence in January 2020</li> </ul> <p><b>Policies and Admin (SK)</b></p> <ul style="list-style-type: none"> <li>2 more policies, Code of conduct &amp; volunteering to be started now, with the priority being code of conduct</li> </ul>	<p><b>SR</b></p> <p><b>KW- Res Wkg grp</b></p> <p><b>SK- Policies &amp; Admin grp</b></p>
4.	<b>Charity status update</b>	<p>The group were advised that Charity status was achieved on the 14<sup>th</sup> October 2019, after applying in April.</p> <p>LS is the main contact as Secretary</p> <p>ACTION: - LS to apply for a password on the Charity Commission website.</p> <p>Thanks relayed for all the hard work carried out by everyone involved in the application.</p>	<b>LS</b>
5.	<b>Lighting update- MM</b>	<p>MM will chase this up, but he did advise storage will be required for the columns close to the hub, that will not be installed until the hub is built</p>	<b>MM</b>
6.	<b>Orchard feedback to the wider group and possible volunteers for the "Orchard working party"</b>	<p>Beccy Williams provided an outline of the Living Levels project &amp; the organisations that are involved and provided brochures. 1 of the projects is orchard restoration which links in with the hub. Recently students picked apples on the site and picked over 450 kilos. Dan a volunteer has offered to press some and some of the results will be brought back to the MUCH grp to sample. MUCC Clerk is trying to locate the list of apple species that were planted in the orchard. - JC to check on progress. DNA samples have been taken of all the trees</p> <p>Rob Graham has been volunteering to clear some of the trees that are severely overgrown, MCC have taken away all the cuttings &amp; brush</p> <p>Further work is required, suggested maybe organising a clearing event on a weekend and get people involved, including the scouts as they were involved previously with the planting.</p> <p>Orchard working group- Geoff Cook confirmed that he was happy to lead on this and to work with Rob Graham. Confirmed this will be a sub-group of the Buildings &amp; Maintenance group- MB will be arranging a meeting mid-December- members of the group to be MB, GC, Rob, Bev (Clerk MUCC), Beccy Williams</p> <p>Living levels have another 18 months to run, but requests for funding for notices can be applied for and could be placed in the MUCC notice boards on Undy Common &amp; Magor Square, tree identification plaques ( if the list is located)plus a non-interactive display could be requested to display in the hub when it is built.</p> <p>SK confirmed she was on the history project for the Living Levels</p>	<p><b>JC</b></p> <p><b>TBD</b></p> <p><b>MB</b></p> <p><b>MB</b></p>

7.	<b>Race Night feedback &amp; Memorial Hall</b>	<p><u>Race night</u> Thanks, were relayed to sponsors of races and horses. Raised approx. £750, everyone seemed to enjoy this family fun night.</p> <p><u>Memorial Hall</u> Investigation is still ongoing for MUCH to take over the Hall, SR has become a trustee and paperwork is being circulated around the trustees, 3 have viewed it so far, SK next, then LS &amp; KW.</p>	<b>Trustees</b>
8.	<b>Magor Walkway station update</b>	A meeting has taken place with the Chief Executive of the Celtic Manor and he is very supportive of the Magor station. A meeting has also been arranged for the following week with Welsh Transport	<b>PT</b>
9.	<b>Finance update</b>	<p>KW confirmed that: - The bank account was in order. A request needs to go into MUCC for £5k (same funding as the previous year) Once the business plan is completed the previous lottery bid needs to be updated- JG has stated she is willing to assist. Beccy mentioned that volunteer hours can be classed as match funding, so we need to start logging the volunteer hours- policies &amp; admin group to arrange</p>	<p><b>KW</b> <b>Resources grp</b> <b>SK</b></p>
10.	<b>Frost Fayre- stall &amp; raffle prize donations required</b>	<p>Frost Fayre- 7<sup>th</sup> December 2019- stall has been booked, Xmas hamper will be the MUCH main prize, so donations required for the hamper plus tombola's prizes needed. All donations to go to Paul Turner</p>	<b>All</b>
11.	<b>Christmas mince pie and coffee morning</b>	Further awareness event planned for the 3 <sup>rd</sup> December 2019 at the Memorial Hall	<b>SR</b>
12.	<b>Any other business</b>	<p><u>BE Community Event- 16<sup>th</sup> November 2019</u> Further information to be provided to SK by KW</p> <p>MM advised if further chairs were required for events at the Memorial Hall, MCC could provide them</p> <p>VE May 2020 celebrations- Sunday tea party at the Memorial Hall with world war singers and amateur dramatic group performing sketches As SK works with the Newport Museum, she will put in a request for the MUCH group to borrow the memory boxes for this event.</p>	<b>KW</b>
13.	<b>Date of Next Meeting</b>	Tuesday 7 <sup>th</sup> January 2020 to allow for Christmas break – Venue to be confirmed	<b>PT</b>