



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

Function room, Golden Lion, Magor

3rd December 2019

Attendees: Paul Turner (Chair), Mike Burke, Sian King, Sally Raggett, 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 |
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| 1. | Welcome and apologies for absence | Apologies received from Jo Gillard | |
| 2. | Review outstanding actions from the last meeting on the 5th November 2019 | <p>Minutes agreed as an accurate record of the meeting, draft to be removed & website updated.</p> <p>GWR funding application has been submitted, acknowledged & advised decision in the Spring</p> <p>Lighting installation- agreed this will remain open until the lights have actually been installed</p> <p>Future sign, posters/banner/new logo with input from the schools- Ted Hand, Julie & Peter Wilson & SR to go to the schools- pushed back to February 2020</p> <p>MUCH policies- Policies & Admin grp meeting 8th Dec 2019 6pm, code of conduct/behaviour to be looked at first</p> <p>Business plan- surveys low number being received, nothing on survey monkey yet & will be issued at the at the Frost Fayre. Sent to both school secretaries & issued to Doctors & Dentists- SR to chase up schools.</p> <p>Agreed: - use what we have for the business plan but continue surveying. - Target date for completion by the 31st December 2019.</p> <p>From January 2020 start bids for funding from the Lottery & other sources, previous paperwork to be refreshed, JG willing to assist</p> <p>Car park use survey- Roger Hoggins chased twice and asked Mike Moran to chase it up</p> <p>AGM- End of October 2020- date to be finalised</p> <p>The MUCH Charity Number is 1185780, this will need to be added to our logo and any headed notepaper, Last wider minutes have it</p> | <p>LS/PT</p> <p>KW</p> <p>SR</p> <p>SK</p> <p>SR</p> <p>All</p> <p>PT/MB</p> <p>TBD</p> <p>All</p> |

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| | | <p>specified</p> <p>Race Night- raised £750, still 3 people to pay £60 outstanding, SR has issued a reminder</p> <p>Charitable status- LS has accessed the site and obtained a password and subscribed to alerts, tried to update details re SR being a trustee of the Memorial Hall, but struggling to identify where this could be updated, it did state there was missing information in a few places. LS to re-look at</p> <p>Remembrance Sunday- laying of a wreath on behalf of the Memorial Hall & MUCH- Carole from the Mem hall was very moved and asked if the wreath could be retrieved & placed under the plaque at the hall- PT to check with Peter Wilson AGREED: - that a wreath would be laid every year in future.</p> | <p>SR</p> <p>LS</p> |
| 3 | Memorial Hall- | <p>a) All confirmed that they had read the paperwork that had been circulated</p> <p>b) SR advised all the charges are different, which will need to be looked at, but agreed to keep them the same for now</p> <p>c) After discussion and KW stressing the importance of keeping MUCH & the Memorial Hall totally separate AGREED: All MUCH Trustees will become Trustees of the Memorial Hall Actions: -</p> <ul style="list-style-type: none"> • The original deeds need to be located to update the land registry • A plan needs to be produced to cover how and what we have to do for this to take place • Carole to be advised of our decision (she will remain until she is ready to be removed, all other trustees to be removed) <p>d) SR to continue as a key holder and taking bookings. MB to assist and he also has a key</p> <p>e) MB will draft letter & circulate it for comment before issuing it to all the users stating there is a change in the trustees and that terms and conditions are likely to be changed in the future</p> <p>f) SK advised that the wrong governing document was on the website as there was no longer a lease as it had been purchased. A governing document would have to be produced.</p> <p>g) Queries on finances- LS to type up and circulate it & others to do the same, these can then be raised with Carole so she can respond at the next Trustee meeting or separate meeting with her</p> | <p>SR</p> <p>All</p> <p>TBD</p> <p>MB</p> <p>SK</p> <p>LS/All</p> |
| 4 | Update on the Orchard | <p>Sub grp-Geoff Cook agreed to lead it reporting into Building & maintenance grp- MB to arrange a meeting</p> <p>Volunteer is Colin Phillips- KW & PT meeting him next week & he may come to a future trustee meeting</p> | <p>MB</p> <p>PT/KW</p> |

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| | | Identified that some trees need to be removed and maybe replaced and that there will be some costs to maintain the orchard. Mistletoe around one of the trees will be collected and sold at the Frost Fayre Date for pruning intended in the new year with Becky from the Living Levels & the Scouts | PT/KW TBD |
| 5 | Clarification on Hub build costs & whether it includes professional fees | PT confirmed that all professional fees had been included in the Matt McDonald building costs and will circulate the costings which included these | PT |
| 6 | Frost Fayre preparations | PT will circulate who is doing what & when SR is preparing the Hamper MB producing the risk assessment Surveys will be available | PT SR MB |
| 7 | Coffee morning update | A few people were there, but need to sell it more to groups such as Munchies, Knit & natter, swan group- transport would have assisted Maybe hold another one end of January 2020 | |
| 8 | VE day planning workshops- update | Last meeting cancelled and not rescheduled | |
| 9 | Future events | Duck race again Race night Maybe a car boot sale Need to document & schedule dates in the diary Thursday nights are available at the Memorial Hall- Need to put into the constitution that the MUCH group can use the Memorial hall free of charge Need to consider events and who will lead on them, discuss either at a separate meeting or a 15-20-minute discussion at the monthly trustee meeting | |
| 11 | Any other business | Future agenda item- How to reach certain audiences- need to identify different aims- what we need to do and when we need to do it | All |
| 12. | Date of next meeting | The next meeting – Tuesday 14 th January 2020 6pm. SR to explore some potential dates with Carole for a Tuesday or Wednesday morning | LS SR |
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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