



Meeting of Magor and Undy Community Hub (MUCH) Trustees

Function room, Golden Lion, Magor

14th January 2020

Attendees: Paul Turner (Chair), Mike Burke, Sian King, Sally Raggett, Linda Squire, Kevin Wright, Jo Gillard (6.05)

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	No apologies	
2.	Review outstanding actions from the last meeting on the 3 rd December 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>Car park use survey- Roger Hoggins chased 4/5 times and will now ask Mike Moran for another contact</p> <p>AGM- End of October 2020- date to be finalised</p> <p>Race Night- was supposed to raise £750, however 1 payment of £25 has not been received</p> <p>AGREED: - Unanimously that SR would not pay this money in herself and the figure would be revised to £725</p> <p>Charitable status- updating of details to be relooked at once we are all specified as Trustees. LS to re-look at</p> <p>Orchard- Buildings group meeting the end of January 2020</p> <p>Pruning training 17th January 2020, JE is attending</p> <p>LD is following this up with the Scouts</p> <p>SR will contact Andrea Rodley (Brownies)</p>	<p>LS/PT</p> <p>KW</p> <p>SR</p> <p>PT/MB</p> <p>TBD</p> <p>All</p> <p>LS</p> <p>MB</p> <p>SR</p>

		<p>Frost fayre- went off very well</p> <p>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</p>	LS
3	Election of Trustees-planning	<p>Agreed at Wider grp trustee terms of office would commence from the date of the Charity status, namely 14th October 2019</p> <p>Discussion took place on the excessive workload of the Chairman- AGREED PT to document current workload on a spreadsheet and circulate it & meet 28th January 2020 to discuss how to share this out more</p>	PT/All
4/5	Business Plan, Lottery bid & Surveys	<p>A lot of comments from the volunteer Colin Phillips (CP) have been received today on the business plan (BP)</p> <p>PT will circulate them</p> <p>AGREED as substantial work has already taken place on the business plan, that it will be finalised with the survey information. CP's comments will be included in future updates to the BP when funding bids are submitted.</p> <p>Lottery bid this needs to be refreshed- Rob Graham's brother said he was going to look at the BP and the lottery bid</p> <p>AGREED to send him the latest versions</p> <p>PT circulated the survey results in graphical format, which provides more specific ideas of what people want from the hub. Additional surveys provided tonight will be included and PT will update the information.</p> <p>Approx. 1 hours work left to update the BP, PT will, then recirculate it & place on the website under documents as a draft</p>	<p>PT</p> <p>PT/KW</p> <p>PT/KW</p> <p>PT</p> <p>PT</p>
6	Identification of funding shortfall & potential grant	<p>Clarification regarding the costs- £1.45mln without VAT, (MCC will reclaim the VAT), £800k section 106, so £600k shortfall.</p> <p>KW advised that he has listed all the potential funders in the BP that could contribute.</p> <p>Discussed best option for possibly £500k funding is the lottery, we need to get to stage 2 with the lottery and then look at other funding sources.</p> <p>Rob Graham's brother knows other grant providers that we could go to.</p> <p>AGREED to raise with MUCC and MCC Councillors, especially due to the Caldicot Leisure Centre £5mln refurbishment</p> <p>JG advised Sports Wales could be approached if it is for sports facilities</p>	
7	Draft Code of Conduct & Register of interest	<p>Some revisions were made and agreed to the code of conduct- revisions to be made and circulated to enable all trustees to sign them individually and the policy placed on the website</p> <p>All Trustees to complete the register of interest form and for all of these to be considered at the next meeting</p> <p>Declaration of interest to be included as an agenda item in future</p>	<p>SK/</p> <p>All/</p> <p>PT</p> <p>All</p> <p>LS</p>

8	Memorial Hall Trusteeship & other updates	KW & SR are meeting Carole tomorrow, 15 th January 2020. SK checked with the Charity Commission and all of us other than SK have been included as trustees, this will be raised and updated (Adjourned 7.15pm to discuss the MEMH charges, reconvened 7.25pm, separate note taken of this discussion)	KW/SR
9	2020 Events Plan & possible future dates	SR circulated a proposed event list for 2020 <ul style="list-style-type: none"> i) Coffee morning first Tuesday of the month-1st one 4th February ii) Spring Disco adult party night 21st March- local DJ charges £80, everyone can bring their own drinks- will need to let the neighbours know iii) VE Day 10th May -afternoon tea iv) Duck race 28th June- need to check there are no school fetes or other events that are happening then v) August quiz night- suggested more appropriate as a winter event vi) Race night 7th November vii) Craft/Produce and car boot sale- combine these at the memorial hall viii) Christmas party ix) Murder mystery fish and chip supper night October- charitable event <p>Need to circulate to other groups to avoid any clashes Discussed that we need an events group and each event need a sub group Once finalised include the calendar in The Villager & state there will be more to follow</p>	
10	VE day update	Another joint VE Day planning meeting is still required	
11	Time recording	This has been shared on One Drive, SK has sent a link around, All need to update. SK to resend to SR & LS	All
12	Minutes- formalisation of drafts, approve, publication & update	<p>AGREED- Draft minutes will be issued and 1 week given for any comments, if none received they will be uploaded to the website or if any alterations are received LS will recirculate and then they can be uploaded.</p> <p>Wider group meeting draft will be issued to trustees and after 1-week LS to send an email to the Wider grp that they are now on the website.</p> <p>Discussed needing to review the wider group and who is listed as members, may look to have more co-optees attending the trustee meetings on an invite basis & or standing invitation to Frances & Lisa.</p> <p>AGREED include as an agenda item on next Wider grp</p>	<p>LS</p> <p>LS</p> <p>LS</p>
13	Any other business	<p>PT raised that Wendy Cottis ex Head of Communications at Blaenau Gwent Council & the Statistics Office is keen to help</p> <p>JG suggested inviting volunteer managers to come and talk to a future meeting to assist with the production of a volunteer policy</p>	JG

		AGREED invite to next Wider group meeting on the 25 th February 2020	
14	Date of next meeting	Tuesday 11th February 2020 6pm.	LS
15	Meeting closed	8.10pm	

Abbreviations

BP- Business Plan

MUCH- Magor and Undy Community Hub

MAGOR- Magor Action Group on Rail

MUCC- Magor & Undy Community Council

MCC- Monmouthshire County Council

MEMH- Memorial Hall

TBD- to be determined

TBI- To be identified