



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

**Function room, Golden Lion, Magor**

**11<sup>th</sup> February 2020**

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

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 received from Mike Burke	
2	<b>Declaration of interests</b>	To be raised as & when required on the agenda	
3.	<b>Review outstanding actions from the last meeting on the 14<sup>th</sup> January 2020</b>	<p>Minutes agreed as an accurate record of the meeting, draft to be removed &amp; website updated.</p> <p>GWR funding application has been submitted, acknowledged &amp; 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 &amp; Peter Wilson &amp; SR to go to the schools- pushed back to February 2020,                      AGREED: -SR to arrange a meeting</p> <p>Election of Trustees- Planning- Agreed at Wider grp trustee terms of office would commence from the date of the Charity status, namely 14<sup>th</sup> October 2019-further update on this month’s agenda</p> <p>AGM- End of October 2020- date to be finalised                      Business plan, lottery bid-on this month’s agenda</p> <p>Race Night-SR advised outstanding £25 should be transferred to the bank account by the end of this week</p> <p>Charitable status- MUCH &amp; the Memorial Hall PT &amp; KW have appeared on both automatically, others to log in and check if they appear on both or if it can be updated manually</p>	<p>LS/PT</p> <p>KW</p> <p>SR</p> <p>TBD</p> <p>SR</p> <p>MB, SK, SR, LS</p>

		<p>Orchard- LD is following this up with the Scouts SR contacted Andrea Rodley (Brownies) and they are interested and have provided an email address for the scouts, SR to pass onto MB Funding shortfall-AGREED to raise at next Wider MUCH mtg with MUCC and MCC Councillors, especially due to the Caldicot Leisure Centre £5mln refurbishment Draft code of conduct &amp; register of interest- code updated and circulated- both on this month's agenda Events-included as an ongoing agenda item- some placed on the website, others to be added Time recording- LS has updated, SR to update PT to discuss with Wendy Cottis ex Head of Communications Blaenau Gwent Council &amp; the Statistics office what assistance she can and is willing to provide JG- Volunteer managers to attend next Wider MUCH meeting &amp; assist with volunteer policy</p>	<p>SR/MB  Wider MUCH  SR/PT  SR PT  JG/Wider MUCH</p>
4	<b>Election of Trustees-planning</b>	<p>PT as Chairman confirmed that his excessive workload had reduced and he was happy to continue in the Chairman role until the end of this term (October 2020) Discussed election of officers and AGM and if they needed to be separate meetings AGREED: That election of officers and AGM will be on the same date in October 2020, date to be determined, 21 days' notice of the meeting to be provided publicly- LS to plan when this should be issued.</p>	TBD & LS
5	<b>Business Plan, Lottery bid</b>	<p>Business Plan completed circulated &amp; on the website- all confirmed that they were happy with the business plan  Lottery bid-Rob Graham's brother looked at both the BP and the lottery bid, but it was not applicable to his line of work. JG has sent through some ideas of funders, As previously agreed to complete lottery fund first and put others on hold for now PT has made some minor amendments, KW can assist from w/c 25<sup>th</sup> February 2020, latest surveys to be included Apparently Big Lottery do not have a record of our previous contact. JG suggested contacting the Big Lottery when the Stage 1 bid is ready. Any other assistance is welcome</p>	PT/KW
6	<b>Planning the Car Park survey</b>	<p>Proposed approach discussed &amp; draft survey questions, there was a query on whether we should include the vehicle registration but agreed it could be used to establish if they were a repeat visitor &amp; maybe a definition on young/middle aged, elderly. Intended for lighter mornings &amp; evenings</p>	TBD
7	<b>Signed Code of Conduct forms &amp; completed Register of interest forms</b>	<p>Code of conduct form, 2 further revisions required that were agreed at the previous meeting- relating to the majority decision and the value of gifts. LS to update and recirculate. These are then to be signed and submitted at the next meeting</p>	LS

		<p>Register of interest forms- examples were discussed.  Mixed views on whether other trustee membership was required, agreed it is to be left to personal choice  No need to include personal addresses  PT will complete a form when his circumstances change in the next couple of months.  AGREED: - Once these are all completed, they will be scanned and included on the secure private part of the website</p>	LS/PT
7	<b>Consideration of further policies</b>	<p>AGREED as Volunteering is being discussed at the next Wider MUCH meeting this will be the next policy.  JG advised that a volunteer policy had been previously sent, but uncertainty who received it.  JG will resend it to SK.  Equal Opportunities next, likely to be called Diversity &amp; Equality Opportunity policy  Need to consider if any other policies are required</p>	<p>Wider MUCH  JG/SK  All</p>
8	<b>Finance update</b>	<p>KW advised £740 has been loaned to the Memorial Hall until access to the bank account is in place and that it was likely a further payment to the cleaner will be required.</p>	
9	<b>Building group report</b>	<p>Circulated by MB was considered  Tree listing has been received from MUCC; we now need to locate the numbers on the trees</p>	
10	<b>2020 Events Plan, events sub groups &amp; future dates</b>	<p>i) Next Coffee morning Tuesday 3<sup>rd</sup> March 2020, posters will be put up this week  ii) Spring Disco adult party night changed to 28th March- local DJ charges £80, everyone can bring their own drinks- will need to let the neighbours know- 10 tickets sold so far</p>	
11	<b>VE day update</b>	<p>Next VE planning meeting 17<sup>th</sup> February 2020  Royal British Legion providing bunting  Grant form to be completed to MUCC from MUCH &amp; Mem Hall, once form received LS to complete for MUCH &amp; MB to complete for Mem Hall to assist with entertainment and afternoon tea costs.  SR has emailed Mike Moran re information on grass roots buses and obtaining additional chairs.  SK confirmed she has booked the memory boxes with Newport Museum and will bring them.  Need to consider if there are any history ideas that would be interesting to display at the afternoon tea.   Photobooth suggested for the VE May Fayre stall and maybe for the Sunday, agreed we will have to think carefully what image should be used</p>	<p>LS/MB  SR  All  All</p>
12	<b>How to reach certain audiences</b>	<p>Deferred to next meeting</p>	All
13	<b>Any other business</b>	<p>Frequency of meetings to be decided after Wider MUCH meeting consider the future membership, content, frequency of the Wider</p>	

		group and this group	
14	<b>Date of next meeting</b>	Thursday 12 <sup>th</sup> March 2020- 8pm at the Memorial Hall after the Memorial Hall meeting	LS
15	<b>Meeting closed</b>	7pm	

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