



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

Function Room, Golden Lion, Magor Square,  
Magor

7<sup>th</sup> January 2020

**Attendees:** Mike Burke (Chair) (MUCH Trustee), Kevin Wright, (MUCH Trustee), Cllr. Geoff Cook (resident), Sian King (MUCH Trustee), Jerry Ennis (resident) Mike Moran (MCC), Linda Squire (MUCH Trustee), Jo Gillard (GAVO), Cllr Lisa Dymock, Peter Wilson

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 Paul Turner, Sally Raggett, Ben Thorpe	
2.	<b>Note taking and chairing</b>	Mike Burke – Chair. Linda Squire would take the notes.	<b>MB</b> <b>LS</b>
3.	<b>Review actions of meeting 12<sup>th</sup> November 2019</b>	<p>Minutes approved, proposed by SK, seconded by GC</p> <ul style="list-style-type: none"> <li>Undy School magazine – release few months ago, will consider again when we go back into schools in February 2020</li> <li>MCC – climate emergency. Need to raise potential efficiencies for Hub building. On-going.</li> <li><u>Working group updates</u></li> </ul> <p><b>Resources (KW)</b></p> <ul style="list-style-type: none"> <li>Application made to GWR for funding the Three Fields jogging / exercise / access paths- decision in the Spring. <u>Survey for the plan</u></li> <li>-MUCC agreed the use of survey monkey for the MUCH survey, shared again today by SR &amp; FT;</li> <li>-all surveys to be reviewed at next week's Trustee meeting</li> <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 being drafted &amp; will be discussed at next week's Trustee meeting. Volunteer log spreadsheet created, individual tab for each trustee- KW, PT &amp; SK have completed theirs, LS collating hers.</li> </ul> <p>If non trustees carry out any volunteer work it should be logged by the trustee leading that working group</p>	<p><b>LD</b></p> <p><b>KW</b></p> <p><b>Trustees</b></p> <p><b>KW- Res</b> <b>Wkg grp</b></p> <p><b>SK-</b> <b>Policies &amp;</b> <b>Admin</b> <b>grp</b> <b>Trustee</b> <b>lead</b></p>

		Charity- LS as Secretary has obtained a password on the charity Commission website Newport Museum memory boxes, SK to put in a request for the MUCH group to borrow the memory boxes for this event	<b>SK</b>
5.	<b>Lighting update- MM</b>	MM has written to Steve Harrhy & asked the questions previously raised- installing on the opposite of the footpath and to install the ones by the intended hub now or remove whilst it is being built. Advised MM to pursue installation asap	<b>MM</b>
6.	<b>Orchard working group feedback</b>	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 (bfwd from Nov mtg)  Orchard working group- Geoff Cook GC happy to organise people with Rob, MCC willing to remove the rubbish. LD advised combined armed forces team in Chepstow are asking about woodland, farm land work that can help PTSD sufferers, need to watch we don't mix different groups (scouts/PTSD sufferers) GC to arrange with Becky, GC to look at site and establish what is required Becky Living levels has offered pruning training 17 <sup>th</sup> Jan 2020-JE has put his name forward. A day to be organised end of Feb/beginning March to carry out the work Agreed when it is all tidied up, we will advertise that it is open to the public and obtain signs from Becky Knotweed treatment required again- MM to chase up	<b>JC</b>      <b>GC</b>  <b>GC</b>  <b>MM</b>
7.	<b>Trustee update including the Undy Memorial Hall &amp; Business Plan</b>	<u>Memorial Hall</u> Advised that it was agreed at the last Trustee meeting that all the trustees will become trustees of the Memorial Hall but as a separate entity but with a common interest. Carole will remain as a trustee for now. Letter drafted and sent to all users advising of the change and no immediate changes in charges. Lighting & safety issues will need to be reviewed. The hall will come under the building group, a meeting is to be held later this month to look at what needs to be done. KW is hoping to meet with Carole next week regarding the finance and also look at the light bulbs. Trustee names have not been changed with the Charity Commission yet  <u>Business Plan</u> Ongoing- separate Appendix being added to enable risk management to be monitored regularly, ideally every 3 months MCC volunteer Colin Phillips will be reviewing the business plan and the previous lottery fund bid that now needs refreshing  Next Trustee meeting-need to identify the gap between the cost	      <b>MB</b>  <b>KW</b>     <b>PT/KW</b>  <b>Trustees</b>

		of the build and the s106 funding and where the shortfall could come from	
9.	<b>Finance update</b>	<p>KW confirmed that: -</p> <p>The bank account was in order and that there is £16k in the account</p> <p>request went into MUCC for £5k (same funding as the previous year)</p> <p>KW has set up a Dropbox link with all the income and expenditure relating to the bank account and shared it with PT &amp; LS as they are the other signatories</p> <p>KW advised that Rob Graham's brother works with grant providers and he has offered to look at what we need and which grant providers we should go to, it appears he is offering his time for free.</p> <p>MM advised that the Vinegar Hill development if approved is unlikely to generate a huge amount of money as the builders are intending to provide a significant open space, green spaces and walk routes, so there will be less required off site. However, we could also consider a request for Undy Memorial Hall</p> <p>Agenda item in the future (KW)-can we consider what we could spend small items of grant on</p>	<p><b>KW</b></p> <p><b>KW</b></p> <p><b>All</b></p>
10.	<b>Frost Fayre feedback</b>	<p>Frost Fayre- £250 raised split between MUCH &amp; MAGOR, money has been transferred into the bank account.</p> <p>Very successive continuing to raising awareness</p>	
12.	<b>Any other business</b>	<p>Christmas mince pie &amp; coffee morning- lovely morning, enjoyed by all that attended.</p> <p><u>Trustees timeline</u>- raised when does it start from January 2019 (when Trustees were agreed) or Oct 2019 when charity status achieved. View was constitution was not in force until we became a charity.</p> <p>GC proposed it starts from the 14<sup>th</sup> October 2019 when we became a charity, PW seconded.</p> <p>AGREED: Unanimously</p> <p>Discussed if trustees could be re-elected by the group, confirmed that yes, they could be and the standard is up to a maximum of 9 years</p> <p>Survey- per LS one resident has indicated she wants to help- Danielle Cadden, invited to tonight's meeting but could not attend as does not finish work until 6 but she is willing to help at other times.</p> <p>LS to check if she is happy for her to share her email address with the rest of the group in accordance with GDPR &amp; advise her the minutes are on the website</p> <p>MB raised that there are gaps in the minutes on the website- agreed this will be raised at next week's Trustees meeting for a formal plan on what we do with the minutes, drafts, approved and when</p>	<p><b>LS</b></p> <p><b>Trustees</b></p>

13.	<b>Date of Next Meeting</b>	25 <sup>th</sup> February 2020 6pm Function room Golden Lion	

Meeting closed at 7pm