



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

Function Room, Golden Lion, Magor Square,  
Magor

25<sup>th</sup> February 2020

**Attendees:** Mike Burke (Chair) (MUCH Trustee), Paul Turner (MUCH Trustee), Sally Raggett (MUCH Trustee), Kevin Wright, (MUCH Trustee), Jerry Ennis (resident), Linda Squire (MUCH Trustee), Jo Gillard (GAVO), Peter Wilson, Cllr John Crook

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 Geoff Cook, Sian King, Mike Moran, Ben Thorpe, Cllr Lisa Dymock	
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 7<sup>th</sup> January 2020</b>	<p>Minutes approved, proposed by PW &amp; seconded by KW</p> <ul style="list-style-type: none"> <li>Undy School magazine – ongoing</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-ongoing.</li> </ul> <p><u>Surveys for the plan</u></p> <p>-survey analysis produced &amp; included in the business plan-</p> <p>Action: - results to be placed on the website</p> <p>Another one received last weekend, to be included</p> <p><b>Policies and Admin (SK)</b></p> <ul style="list-style-type: none"> <li>Volunteer log spreadsheet created, individual tab for each trustee- SR outstanding.</li> </ul> <p>If non trustees carry out any volunteer work it should be logged by the trustee leading that working group</p> <p>Action: - Do not include Memorial Hall, separate log will be required</p> <p>“ :- MB to update all trustees &amp; other volunteers to the volunteering log for all these meetings from mid October 2019</p>	<p><b>LD</b></p> <p><b>KW</b></p> <p><b>PT</b></p> <p><b>SR</b></p> <p><b>MB</b></p>

		<p>Newport Museum memory boxes, SK has reserved them for the MUCH group to borrow for the VE day event</p> <p>Lighting update- SR to chase up Mike Moran as a MUCH Trustee &amp; a MUCC Councillor</p> <p>Orchard working group- Becky Living levels pruning training 17<sup>th</sup> Jan 2020-JE attended- further date offered 1/3/2020 10-4pm, limited spaces to encourage people that can train others- agreed this was a bit short notice</p> <p>A day to be organised end of Feb/beginning March to carry out the work- Scouts &amp; Brownies want to be involved</p> <p>Agreed when it is all tidied up, we will advertise that it is open to the public and obtain signs from Becky</p> <p>Knotweed treatment required again- SR to chase up MM</p> <p><u>Memorial Hall</u></p> <p>Trustee names have been changed with the Charity Commission- SR is the Chairman, MB is the Secretary, KW is the Treasurer of the Memorial Hall, separate meetings being held</p> <p><u>Business Plan- completed</u></p> <p>previous lottery fund bid will start to be looked at again from the 25<sup>th</sup> February 2020 that now needs refreshing</p> <p>LS waiting to hear from resident if she is happy for her email address to be shared with the rest of the group in accordance with GDPR &amp; advise her the minutes are on the website</p> <p>Minutes formal plan now in place</p>	<p><b>SK</b></p> <p><b>SR</b></p> <p><b>SR</b></p> <p><b>PT/KW</b></p> <p><b>LS</b></p>
4.	<b>Volunteering Policy advice from GAVO volunteer Manager</b>	Deferred to a future meeting as the GAVO Managers were not able to attend	
5.	<p><b>Finance update</b></p> <p><b>a) Current financial position</b></p> <p><b>b) Annual Summary of accounts up to the 14<sup>th</sup> October 2019</b></p>	<p>KW confirmed that: -</p> <ul style="list-style-type: none"> <li>a) The bank account was in order and that there is £16k in the account</li> <li>b) Summary up until 14<sup>th</sup> October 2019 (which is the date prior to Charity status being achieved) (attached to these minutes)</li> </ul> <p>KW advised that Rob Graham's brother could not assist with grant providers.</p> <p>Vinegar Hill development MM advised currently being looked at again</p> <p><b>Ideas on what we could use small grants for: -</b></p> <p>Orchard- GC &amp; RG to be asked for landscaping ideas &amp; pass to the building group</p> <p>Noticeboard to identify tree species- could link with heritage</p> <p>lottery funding- getting children interested and have walk arounds</p> <p>JG has provided a list of small grant providers</p>	<p><b>KW</b></p> <p><b>MB</b></p>

6.	<b>Funding shortfall</b>	<p>Concern was raised about the substantial funding being provided for Caldicot Leisure Centre</p> <p>Action: - JG &amp; JC to find out where the money is coming from &amp; what it is being used for &amp; once this is established</p> <p>“ Letter to be sent to Lisa Dymock, Frances Taylor &amp; Paul Matthews</p>	<p><b>JG/JC</b></p> <p><b>TBD</b></p>
7.	<b>Working group updates</b>	<p>Policies &amp; Admin- Code of conduct completed</p> <p>Volunteer policy next followed by Equality &amp; Diversity</p> <p>Resources- see Finance update above</p> <p>Building- team to create a spreadsheet to establish what things could be sponsored and what the cost will be</p> <p>Communication- website updated on a monthly basis</p> <p>Events added</p> <p>Facebook- SR is updating the events</p>	<p><b>SK</b></p> <p><b>MB</b></p> <p><b>PT</b></p> <p><b>SR</b></p>
8.	<b>2020 Events</b>	<p>Tuesday 3<sup>rd</sup> March 2020 Coffee morning</p> <p>28<sup>th</sup> March 2020 Disco</p> <p>5<sup>th</sup> April 2020 MAD Theatre London suite play</p> <p>10<sup>th</sup> May 2020- VE day afternoon tea-grant form to be issued from MUCC</p> <p>Duck race date to be finalised once school fayre dates are provided to prevent a clash &amp; enable ducks to be sold at the fayres</p> <p>7<sup>th</sup> November 2020 Race night</p>	
9.	<b>Consider refreshing this Wider MUCH group</b>	<p>Discussion took place on the Wider MUCH &amp; the Trustees meetings, what the roles are of both, appears to be some duplication, whether the Wider meeting is of value, should the Wider meeting be expanded.</p> <p>AGREED: - the Wider meeting is of value but should try and encourage more people to join, should be less frequent &amp; the time should be changed to make it easier for people to attend.</p> <p>Encourage others to join working groups. Trustees will continue to meet monthly and work on funding bids</p> <p>Action: - Investigate producing 500 A5 glossy leaflets to attract other people to join- SR to obtain cost</p> <p>MAGOR group on one side, MUCH on the other, &amp;/ or other groups ideally share cost between at least MAD Theatre, MAGOR, MUCH, MUCC</p> <p>These to be: -</p> <ul style="list-style-type: none"> <li>-Included in the MUCC welcome website pack;</li> <li>-new houses sales office in Undy (as not everyone who views actually buys)- PW to check if they are willing;</li> <li>- placed in Doctors/Dentists</li> <li>-beauticians/hairdressers etc</li> </ul>	<p><b>SR</b></p> <p><b>PW</b></p>
10.	<b>Any other business</b>	<p>Community Event 4<sup>th</sup> March 2020- LS &amp; KW advised they were thinking of attending</p> <p>JG advised GAVO are supposed to log what they do and the impact and use it in case studies and asked if the MUCH group were willing to complete one.</p> <p>AGREED: - that this would be completed, once received</p>	<p><b>LS/KW</b></p> <p><b>JG</b></p>

		Tennis courts due to be completed- open day 4 <sup>th</sup> April 2020- do we want to get involved to promote the site	TBD
11.	<b>Date of Next Meeting</b>	Thursday 14 <sup>th</sup> May 2020 7pm Undy Memorial Hall	

Meeting closed at 7.25pm