



Meeting of Magor and Undy Community Hub (MUCH) Trustees

Function room, Golden Lion, Magor

12 March 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.	Welcome and apologies for absence	Apologies were received from Mike Burke	
2	Declaration of interests	To be raised as & when required on the agenda	
3.	Review outstanding actions from the last meeting on the 11th February 2020	<p>Minutes agreed as an accurate record of the meeting, draft to be removed & website updated.</p> <p>GWR funding application has been submitted- ongoing</p> <p>Lighting installation- agreed this will remain open until the lights have actually been installed, PT chased MM 2 weeks ago</p> <p>Future sign, posters/banner/new logo with input from the schools-</p> <p>Magor school visited mainly discussed the Station, change of MUCH logo raised and teachers were looking to explore this at the art classes</p> <p>Undy school to be carried out-SR to stay in touch with Ted Hand</p> <p>AGM- End of October 2020- date to be finalised, 21 days' notice to be publicised before</p> <p>Race Night-SR advised outstanding £25 still not received</p> <p>Charitable status- MUCH & the Memorial Hall PT & KW have appeared on both automatically, only LS has the password, therefore LS to check if they appear on both or if it can be updated manually</p> <p>Orchard pruning day- Date to be determined with other organisations, brownies, scouts</p> <p>KW advised there are no numbers on the trees, apples can be</p>	<p>LS/PT</p> <p>KW</p> <p>SR</p> <p>LS</p> <p>SR</p> <p>LS</p> <p>TBD</p> <p>TBD</p>

		<p>taken to Chepstow for testing maybe in the Autumn</p> <p>Code of conduct & register of interest- SK's received, others to follow, once all are received the signed code of conduct will be scanned and put on the open website, the register of interests will be placed on the secure closed part of the website</p> <p>Time recording- SR has updated, regular updates required PT to discuss with Wendy Cottis ex Head of Communications Blaenau Gwent Council & the Statistics office what assistance she can and is willing to provide- outstanding JG- Volunteer managers invite to next Trustee meeting to assist with volunteer policy (LS has contact details)</p> <p>Planning the Car Park survey-agreed to include on next Trustee meeting</p> <p>Further policies-Discussed next Policies- AGREED Diversity & Equality Opportunity Policy will be the next one followed by the Volunteering Policy Temporary Loans to the Memorial Hall- KW advised these have been repaid</p>	<p>PT, MB, KW, SR, LS</p> <p>LS/PT</p> <p>PT</p> <p>LS</p> <p>LS</p> <p>SK</p>
4	Lottery bid update	<p>KW & PT advised that the lottery form has been completed onto the new form which reduced the content that could be entered. They had tried to ring the Lottery but could not get through and will try again by the end of March.</p> <p>They will either circulate what they have done or place it on the website with a link that will be circulated</p>	<p>KW/PT</p> <p>KW/PT</p>
5	Power of Community Event feedback	<p>Feedback paper produced and circulated by KW & LS Ourmonmouthshire.co.uk-MUCH as an organisation needs to be registered Wales Volunteering website- MUCH needs to be registered Suggested by some representatives it would be useful to share the details of all those that attended JG will feed this back</p> <p>Email info@Magorandundychub..- PT & KW to check if the Secretary has access to this</p>	<p>TBD</p> <p>TBD</p> <p>JG</p> <p>PT/KW</p>
6	2020 Events update	<p>i) Spring Disco adult party night 28th March 2020, need to sell more tickets</p> <p>ii) Duck race possibly Sat 4th July 2020- avoiding school fayres- Magor 26th June 2020, Undy 11th July 2020, schools break up 17th July 2020)- Ideas of what could be there- face painting suggested any ideas to be sent to SR</p> <p>iii) Coffee mornings- AGREED to leave these until after VE day due to the coronavirus, in future avoid day after Church/Chapel munchies or Caldicot market day</p>	<p>All</p>
7	VE day, Magor Square stall & other VE updates	<p>Facebook set up (SR has shared it). It's going in the Villager as 1 big advert and Churchmen's magazine.</p> <p>Double stall booked for the Friday- already have lots of prizes so no</p>	

		more needed- Star prizes- Train set & hamper- donations required Joint planning meeting MUCH & MAGOR Grant form from MUCC-not issued yet	All TBD
8	How to reach certain audiences	To be considered once Wendy Cottis has been contacted. JG will speak to GAVO colleagues if they have anything and feedback to Owen Wilce	PT JG
9	Any other business	-Initial's to be placed by agenda items in future -SK to circulate potential dates for policy group to meet regarding the Equalities policy -Arts Council of Wales Night Out Scheme- operates a guarantee against loss for events where the Arts Council pays the performer fee and the community promoter pays back ticket income made at the door. They never take more than the performer costs and promoters are able to cover their costs after paying the guaranteed amount- maybe use once the hub is built	LS SK
10	Date of next meeting	Tuesday 7 th April 2020- 6pm at the Memorial Hall	LS
11	Meeting closed	9pm	

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