



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

**At the function room Golden Lion**

**11<sup>th</sup> August 2021 7.05pm**

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

The following is a set of '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>	No apologies	
2	<b>Declaration of interests &amp; consider any dispensations for items on the agenda</b>	None raised or requested.	
3	<b>Review draft minutes from the last trustee meeting on the 14<sup>th</sup> July 2021</b>	The draft minutes were reviewed and all confirmed that they were accurate.	LS
4	<b>Review and consider updates to the Action Tracker</b>	Action tracker reviewed & updates discussed. -Brewery checking with corporate 8/6/2021- PT chased up again -Annual report submission to Charity commission, attempted several times, to be attempted again by the end of Sept 2021 -Orchard bin & Covid bench- being delivered this week- still waiting on dimensions for both from MUCC to enable MUCH representatives to instal- SR to chase up -Orchard information board to be chased up- AGREED to be installed by the apple seat	All PT  PT/KW  SR SK
5	<b>Finance update</b>	£17,811 in the bank- paid the website subscription.	KW
6	<b>Funding update</b>	MCC cancelled the meeting planned for earlier today, re-arranged for 25/8/2021. PT has written to Nick Keyse (MCC) to check if we can use Des Pike to assist with Keir. Nathan Butler (NB) at the Lottery has been updated that there will be a shortfall and provided with latest update on the business plan JG has written to Fred Western (Wellbeing & Disability) and Stacey White (community engagement & development), both MCC. Advised by NB & JG that we still need to continue to gather the	PT/KW

		<p>public views, last survey 2019/20. Discussed survey options and cost If we buy survey monkey ourselves it will cost £300, MUCC maybe able to assist- SR to check</p> <p><u>Options</u> Poll on Facebook MAD event end of August Open Day Sharing survey on Facebook- 600 on MUCH Magor &amp; Undy Community GAVO</p> <p>Maybe a leaflet drop PT to circulate what we asked before and then we can decide what we are going to ask</p>	<p>SR</p> <p>PT</p>
7	<p><b>Consider and update: -</b> a) <b>SWOT- Strengths, Weaknesses, Opportunities &amp; Threats</b> b) <b>Risk Analysis</b></p>	<p>The previous SWOT &amp; Risk analysis included in the Business plan were discussed and the following alterations/amendments were AGREED: -</p> <p>SWOT- Strengths-Add robust evidence of need Weaknesses- remove charity registration proceeding ... “ Requirements consultation becoming dated add engagement restricted by COVID “ government dependant on grants alter- to Almost fully funded Reword- community engagement- as ‘more awareness to do’ Opportunities- add Post COVID wellbeing Threats- remove council delay... “ may not gain charity status</p> <p>Risk Analysis- risk no 1- probability to be changed to 1, providing a total score of 3 Add- new risk 7- Financial loss, scores- impact 2, probability 1, total score 2 with controls specifying that financial controls are in place and also set out in the constitution and actions that finances are monitored at each meeting. Also, that once the build is underway the risk analysis will need a major update.</p>	
8	<b>Agree a date for a Wider MUCH meeting</b>	AGREED 8 <sup>th</sup> September 2021 at 7pm, after short Memorial Hall & MUCH meetings.	
9	<b>Any other business</b>	Community Support network event 17 <sup>th</sup> August 2021- KW attending, PT will also try to attend. Any Open Day ideas to be sent to SR & LS.	<p>KW</p> <p>All</p>
10	<b>Date of next meeting</b>	Wednesday 8 <sup>th</sup> September 2021 6.30pm Function room upstairs in The Golden Lion	
11	<b>Meeting closed</b>	8.05pm	

## Abbreviations

MUCH- Magor and Undy Community Hub  
MAGOR- Magor Action Group on Rail  
MUCC- Magor & Undy Community Council  
MCC- Monmouthshire County Council  
MEMH- Memorial Hall  
MAD- Magor Amateur Dramatics