



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

**At the function room Golden Lion**

**6<sup>th</sup> July 2022 7.03pm**

**Attendees:** Paul Turner (Chair), Mike Burke, Sian King, 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>	Sally Raggett	
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 7th of June 2022</b>	The draft minutes were reviewed all confirmed that they were accurate. <u>Outstanding action from the May minutes:</u> - LS training on the website Writing to the brewery- still waiting until things are clearer with the project funding Resurrecting the building group & maybe meet once a month & allocate jobs- KW checked that the volunteers are happy for their email addresses to be shared -Community asset transfer meeting with MCC officers has been held	LS LS/PT PT MB
4	<b>Finance update</b>	The Treasurer advised that the bank balance was the same as the previous month, namely £15,973. Plastic matting costing £80.71 (not £200) & post Crete has been purchased by KW but not claimed for yet.	KW
5	<b>Project update</b>	Various meetings have been held with MCC, Kier, MUCH representatives & Cllr F Taylor to discuss the value engineering required. The full list of savings will be provided to LS, which include: - <ul style="list-style-type: none"> <li>▪ Reduce Hard paved area</li> <li>▪ Reduce windipost allowance</li> <li>▪ Replace sprung floor with vinyl alternative- lower cost/maintenance &amp; higher BREAM rating</li> <li>▪ Replace 2 external doors with glazed units</li> <li>▪ Alternative ceiling tiles and wall panelling</li> <li>▪ Omit feature wall</li> </ul>	PT/KW/ MB

		<ul style="list-style-type: none"> <li>▪ Replace tiled floors and walls with vinyl</li> <li>▪ Replace proposed window blinds with alternative</li> <li>▪ Omit Hand dryers</li> <li>▪ Replace landscaping with seeding</li> <li>▪ Replace Composite decking with hard paving- cost reduction &amp; BREAM improvement</li> </ul> <p><b>Total savings £160,805</b></p> <p>The air source heat pump is still included, subject to planning permission</p> <p>Further funding has been requested from various sources and fairly positive responses have been received so far.</p> <p><u>Next timelines</u></p> <ul style="list-style-type: none"> <li>• Slow worm translocation 11<sup>th</sup> July to the 20<sup>th</sup> August 2022, plus a 7-day cooling off period (light fencing placed on build site to safely find and move a colony to an alternative area)</li> <li>• A report will be considered at the MCC Cabinet meeting on the 27<sup>th</sup> July 2022,</li> <li>• if agreed the contract will be signed 22<sup>nd</sup> August 2022</li> <li>• Car park will close 2<sup>nd</sup> September 2022 before the new school term</li> <li>• contract start date being the 19<sup>th</sup> September 2022</li> </ul> <p>It was raised that the car park barrier has been broken by MC grass cutters &amp; reinstatement has been requested.</p> <p>Thanks were relayed to PT, KW &amp; MB for the extensive work that they have carried out on the value engineering exercise and approaching the lottery.</p> <p>PT advised that he has drafted an update for the website &amp; Facebook, this was read out and all agreed that it sounded really good.</p> <p>The CAT (Community Asset Transfer) document has been drafted and will be circulated to everyone; MM added a paragraph to enhance it. LS as Secretary is the contact specified.</p> <p>Project plan will be circulated- end date July 2023</p>	<p>PT/KW/MB</p> <p>PT/KW/MB</p>
6	<b>Sound &amp; Lighting estimate</b>	<p>RO has obtained 2 quotations</p> <p>Mid-range specification £91,700</p> <p>Higher specification £103,000</p> <p>MB to discuss with RO once the construction has started as a more reasonable quote is required, as these are too expensive. Electricians will be put in place to support the maximum requirements</p>	MB
7	<b>Any other business</b>	<p><u>Build requirements</u></p> <p>Hearing loops should be part of the standard specification, confirmed that everything had been checked for accessibility</p> <p>Braille on signage query- MB to check</p> <p>Build project meetings- at least 1 representative from MUCH should be included- to be raised with MCC</p>	<p>MB</p> <p>PT/KW/MB</p>

		<p>In the future need to consider: -</p> <ul style="list-style-type: none"> <li>▪ an opening event for the building, which will have to be agreed with MCC</li> <li>▪ manning the office</li> </ul> <p><u>Orchard</u></p> <p>KW advised that the volunteers and himself have strimmed around all the apple trees.</p> <p><u>Volunteering Policy</u></p> <p>The policy provided by GAVO was briefly discussed and the views were that it is geared to a staffed building, feedback to be provided to LS to submit to Bethan from GAVO</p>	<b>ALL</b>
8	<b>Date of next meeting</b>	Wednesday 3 <sup>rd</sup> August 2022- 7pm, Function room upstairs in The Golden Lion	
9	<b>Meeting closed</b>	7.55pm	

#### Abbreviations

MUCH- Magor and Undy Community Hub  
MAGOR- Magor Action Group on Rail  
MUCC- Magor & Undy Community Council  
WG- Welsh Government

MCC- Monmouthshire County Council  
MEMH- Memorial Hall  
MAD- Magor Amateur Dramatics