

Charity Number is 1185780



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

At the function room Golden Lion

11<sup>th</sup> May 2022 7.12pm

**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>	All present, 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 9th March 2022</b>	The draft minutes were reviewed, one slight alteration to insert PT in the 'who' column on the action to contact the brewery, otherwise all confirmed that they were accurate.	<b>LS</b>
4	<b>Review draft minutes of the AGM held on the 14<sup>th</sup> of April 2022</b>	The draft AGM minutes were reviewed and all confirmed they were accurate	<b>MB</b>
5	<b>Finance update</b>	The Treasurer advised that there was £15,973 in the bank and that there had been recent expenditure on the tree work at the orchard.	<b>KW</b>
6	<b>Project update</b>	<p>PT, KW &amp; MB attended the last meeting with MCC &amp; Kier which was a good meeting, they had taken on board previous comments &amp; requirements. Queried electric hob, requested 6, but only a 4-hob included.</p> <p>Sound &amp; lighting- RO emailed today as he has 2 companies that are very willing to help &amp; they wanted to know what our budget was for this. AGREED they are to be told that we have no specific budget, but we would expect a moderate cost system that would be suitable for the amateur dramatic group.</p> <p>A request has been made to have a meeting with the MCC community asset transfer officers &amp; our trustees, BT has confirmed that this will be arranged.</p> <p>The completion date has changed to possibly the 11<sup>th</sup> May 2023.</p>	<b>PT/KW/ MB</b>

		<p>Building regulations has been applied for &amp; the supplementary planning application has been submitted for the heating systems. Biological survey- knotweed needs to be checked to establish if it has gone or if it needs to be treated again.</p> <p>Ecology survey- slow worms identified, so some treatment required.</p> <p>The electric charging points have been queried as MUCH will have the building &amp; MCC are retaining the car park, who will be paying for the electricity.</p> <p>The Little Brew owner has sold the van and has asked KW to help him move it from the site.</p>	
7	<b>Orchard update</b>	<p>All vegetation has been cleared from the old trees; RG has taken down the semi fallen tree. The oak tree has been planted &amp; the photos can be shared now the purdah period has finished.</p> <p>Covid bench &amp; bin outstanding- advised by RG plastic matting rather than ash would be more suitable, cost approx. £200. AGREED for KW to purchase.</p> <p>Wood chips required around the smaller apple trees to keep the moisture in the ground.</p> <p>KW advised volunteers are helping regularly.</p> <p>Becci is now working for the Gwent Wildlife Trust rather than Living Levels.</p>	<b>KW</b>
8	<p><b>Any other business</b></p> <p><b>a) Joining NCVO v WCVA</b></p> <p><b>b) Uploading of draft mins &amp; other documents</b></p>	<p>AGREED the Memorial Hall will register for this rather than both charities.</p> <p>AGREED LS as secretary to have access to the website to upload draft &amp; approved minutes and policies. Training to be provided</p> <p>How we engage with volunteers- not Wider MUCH as these meetings are held too far apart, but the volunteers who are helping now and others that may assist in the future.</p> <p>AGREED- Resurrect the building group &amp; maybe meet once a month &amp; allocate jobs</p> <p>GAVO representative Bethan was due to attend our meeting previously to provide guidance on volunteers which would include the volunteer policy &amp; volunteer agreements which needs to be drafted.</p> <p>We also need to consider how we will run the Hub once it is built- (links to electronic door entry/booking systems). MB &amp; SK both have experience at managing volunteers</p> <p>JG- to establish if Bethan can attend our next meeting &amp; if she can circulate possible questions relating to volunteers</p>	<p><b>PT/LS</b></p> <p><b>MB</b></p> <p><b>JG</b></p>
10	<b>Date of next meeting</b>	<p>Wednesday 8<sup>th</sup> June 2022- 7pm, subsequently rearranged to 7<sup>th</sup> June</p> <p>Function room upstairs in The Golden Lion</p>	
11	<b>Meeting closed</b>	7.57pm	

## 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