

Charity Number is 1185780



Meeting of Magor and Undy Community Hub (MUCH) Trustees

At the function room Golden Lion

9th March 2022 6.30pm

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

The following is a set of 'notes' of the meeting but it is not intended as verbatim minutes.

Item	Subject	Decision / Action	Who
1.	Welcome and apologies for absence	Introductions were made and backgrounds shared	
2	Declaration of interests & consider any dispensations for items on the agenda	None raised or requested.	
3	Review draft minutes from the last trustee meeting on the 12th January 2022	The draft minutes were reviewed, and all confirmed that they were accurate.	LS
4	Updates to the Action Tracker	<ul style="list-style-type: none">• Consolidated list- MB to talk to Rob Ollerton• Brewery- PT to write another letter regarding possible contribution towards landscaping• GAVO adviser Bethan Warrington to assist with how to engage volunteers- she may need to join a future meeting via zoom• Potential in the future look at developing a new website, possibly linked to the memorial hall, which could include bookings & payments. Welsh language element needs to be considered, MM can assist with any Welsh translations• Welsh language policy not in place- JG to circulate a policy and guidance to the secretary• New logo and previous intention to discuss with the schools- LT to check with his wife who is a parent governor at Magor Primary if they would want to do this. AGREED to remove the Car park user survey from the Action Tracker	MB JG JG LT
5	Finance update	The Treasurer advised that there was £16,029 in the bank, £1,708 spent recently on the vinyl sign, trees for landscaping and stakes and a set of ladders for the orchard. Income £9 from Amazon Smile.	KW

6	Project update	<p>The trustees were updated on the latest plan which include: -</p> <ul style="list-style-type: none"> • adding 2 small meeting rooms with a dividing wall that can be opened to form a larger room • baby change area with a toilet • larger disabled toilet, unfortunately due to size restrictions the hoist could not be included • reduced cleaning store. <p>MCC have asked for the business plan to be updated for the asset transfer, PT & KW had a meeting with a Hartpury Village Hall representative and obtained loads of information which will assist with this. Hartpury advised they had a 3-year plan within 3 months of opening they were making money and their building is half the size of the Magor & Undy Hub.</p> <p>Need to consider energy costs, although solar panels and air source heat pump are included in the build.</p> <p>Business plan will be updated with updated figures, using Memorial Hall, Hartpury & Llanfoist information.</p> <p>Briefly considered operating with 1 member of staff and volunteers, Caldicot operate like this with 18 volunteers. Hartpury are installing digital smart keys so the hall can operate 24 hours if required.</p> <p>VAT if we are zero rated for VAT on the lottery money it ensures there is no VAT implications- draft of this sent to MCC.</p> <p>No date for next design meeting.</p> <p>Possible construction start date July 2022 with a completion approximately March 2023. Discussed advising car park users when this will commence.</p> <p>Little Brew-it has been suggested that he moves to the other side of the car park and rental may be required by MCC.</p>	PT/KW
7	Review of Policies: -	<ul style="list-style-type: none"> • Code of conduct- check the register of interest form & signature/date on the code of conduct • Reserves- AGREED no changes but review Nov/Dec 2022 • Equality & Diversity- AGREED- no changes required • Events Planning Checklist- AGREED to remove from policy list • GDPR- AGREED revise title to MUCH Privacy Policy, with an introduction sentence stating to comply with GDPR • Safeguarding- AGREED LS to contact LD to establish if she wants to continue to be the safeguarding lead. Other alterations to be the same as the recent MEMH changes MB to send a copy of updated MEMH safeguarding policy to LS to assist with update • Financial Control- AGREED spending limit to be increased from £50 to £750, claim form to be removed and a slight amendment relating to 'practicable' public transport 	LS LS MB

		<p>AGREED volunteer policy will be considered once we have met with the GAVO representative.</p> <p>LS to update policy changes & then PT to upload onto the website</p>	LS
8	Orchard update	<p>All the trees have been pruned and trimmed back brambles. KW & RG planting trees at the back of the orchard on the 10th March.</p> <p>Covid bench & jubilee tree- SR declared an interest. Discussed who would be in attendance when jubilee oak tree is planted- possibly Chairs of MUCC, MUCH- AGREED to see when the date is and decide then.</p>	
9	Any other business	Query if anyone check the accounts once finalised by the Treasurer- confirmed independent check is carried out by an external representative.	
10	Date of AGM & next meeting	<p>AGM- Wednesday 13th April 2022 7pm</p> <p>Short MUCH Trustees meeting 6.30pm prior to AGM</p> <p>Function room upstairs in The Golden Lion</p>	
11	Meeting closed	7.40pm	

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