



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

**At the function room Golden Lion**

**3rd August 2022 6.30pm**

**Attendees:** Paul Turner (Chair), Mike Burke, Sian King, Linda Squire, Kevin Wright & Bethan Warrington (GAVO)

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, introductions and apologies for absence</b>	Apologies-Sally Raggett & Joanne Gillard	
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 6th of July 2022</b>	<p>The draft minutes were reviewed all confirmed that they were accurate.</p> <p><u>Outstanding action from the May minutes:</u> -</p> <p>LS training on the website</p> <p>Writing to the brewery- still waiting until things are clearer with the project funding</p> <p>Resurrecting the building group- difficult to get attendees to respond or not available- MB to pursue</p> <p><u>Outstanding action from the July minutes</u></p> <p>Braille on signage query- MB to check</p> <p>Sound &amp; Lighting estimate- MB to discuss with RO once construction has started as a more reasonable quotation is required</p>	<p style="text-align: center;"><b>LS</b></p> <p style="text-align: center;"><b>LS/PT</b> <b>PT</b></p> <p style="text-align: center;"><b>MB</b></p> <p style="text-align: center;"><b>MB</b> <b>MB</b></p>
4	<b>GAVO representative-guidance on volunteers &amp; volunteer policy</b>	<p>Volunteering Policy- explained to BW that MUCH did not intend having employees initially and was hoping for it to be run by volunteers so the example policy was not appropriate.</p> <p>A simple volunteer form was also discussed</p> <p>Decided 2 stages-</p> <ul style="list-style-type: none"> <li>• ad hoc volunteers</li> <li>• Volunteer caretaker/manager</li> </ul> <p>BW advised if we draft a simple volunteer policy, she was happy to check it over</p> <p>BW explained we need someone willing to take on responsibility for the volunteers</p> <p>Volunteer policy on the GAVO website, other documents BW can share- health &amp; safety, managing volunteers</p>	

	<p>Queried any ideas on engaging with the youth, as responses so far have been a room, Wi-Fi &amp; a vending machine,</p> <ul style="list-style-type: none"> <li>- BW will speak to Chris (GAVO) regarding this</li> </ul> <p>Discussion on whether MCC have a youth council that covers Magor &amp; Undy</p> <p>Queried- How do we keep volunteers</p> <p>Response-Facebook- celebrate volunteers, especially those that go above &amp; beyond, have movie night &amp; buy popcorn</p> <p>Shout out on social media</p> <p>Video to thank them</p> <p>Free teas &amp; coffees</p> <p>Volunteer event as a thank you- cream tea</p> <p>Community awards</p> <p>When we open- volunteer thank you buffet</p> <p>More regular coffee mornings- to encourage people to volunteer</p> <p>Presence on site- tell people to come &amp; hear what is happening</p> <p>Say what we do and do what we say</p> <p>When you recruit volunteers –</p> <ul style="list-style-type: none"> <li>- be clear what the role is</li> <li>-Clear line of communication</li> <li>-As little fuss as possible</li> </ul> <p>MB- Tredegar House volunteers- have 5- &amp; 10-year award, badge on their lanyard</p> <p>SK- Friends of the Newport Ship- their volunteers like cake, they also have a volunteer policy</p> <p>Hints &amp; Tips</p> <ul style="list-style-type: none"> <li>- Promote the difference volunteers make</li> <li>- Shout how proud you are of them</li> <li>- Benefits of the volunteers for the volunteers- helps their wellbeing, stops them feeling socially isolated</li> <li>- Should promote that it is a really good thing to do and that it will benefit them</li> <li>- Use WhatsApp groups for rotas (issue if they don't have smart phones, may have to be contact via email or phone)</li> <li>- Volunteers having each other's numbers</li> <li>- Check ins with volunteers- after 1<sup>st</sup> wk., 1<sup>st</sup> month, after 3 mths, after 6 mths- to see how things are going, is there anything we can do, are they enjoying it &amp; if not can anything be adapted</li> <li>- If you don't have regular check ins they may leave</li> </ul> <p><u>Actions:</u> -</p> <p>BW to: -</p> <ul style="list-style-type: none"> <li>- send over some notes</li> <li>- Contact Chris</li> <li>- Chat with Ange Sampson – Abergavenny- for ideas</li> <li>- Send over Policies/documents over</li> </ul> <p>SK- to review the Newport Ship volunteer policy &amp; draft one for MUCH</p>	<p><b>BW</b></p> <p><b>SK</b></p>
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		<i>7.25pm BW left the meeting</i>	
5	<b>Finance update</b>	The Treasurer advised that the bank balance was £15,892.	<b>KW</b>
6	<b>Insurance</b>	KW advised that the previous insurance has lapsed, however now that we had volunteers helping at the orchard, we need to obtain insurance. KW will obtain quotations, last time it cost approx. £216, the quote may be between £200-£300 AGREED if less than £300 KW can proceed with the best quote, if more he will email around for approval	<b>KW</b>
7	<b>Project update</b>	MCC Cabinet meeting held & approved the project to proceed- at the meeting thanks were given to MCC officers and the MUCH group and held up as an example of how things should be done in the future. Updates on the website & Facebook. Still need to hear officially from WG as the Minister is on holiday. Bit more work required on the business case, now we know that there will be 2 years rent free  Draft lease- legal adviser via PT will be used to check it over	<b>PT/KW/ MB</b>
8	<b>Orchard/Building Group</b>	Orchard-Plastic matting finished & grass seed put on. It was noted that the hibernaculum may need to be repositioned at a later date. Building grp- MB has emailed everyone that may be interested and asked which days they can be available.	<b>MB</b>
9	<b>Any other business</b>	Thank you to KW for concreting the post by the gate.  Advised MC will retain the car park and reserve the right to use some of the land for the walkway station	
8	<b>Date of next meeting</b>	Wednesday 28 <sup>th</sup> September 2022- 6.30pm, Function room upstairs in The Golden Lion	
9	<b>Meeting closed</b>	7.40pm	

### 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