



Meeting of Magor and Undy Community Hub (MUCH) Trustees

At the function room Golden Lion

10th May 2023 7.10pm

Attendees: Paul Turner (Chair), Mike Burke, Sian King, Kevin Wright (Treasurer), Linda Squire (Secretary) & Penny Kirkham (MUTC)

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, introductions and apologies for absence	Apologies- Sally Raggett	
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 10th May 2023	<p>The draft minutes were reviewed and all confirmed that they were accurate.</p> <p><u>Actions from October 2022 minutes</u> Cinema equipment- MB to look into later in 2023.</p> <p><u>Actions from November 2022 minutes</u> MUTC-</p> <ul style="list-style-type: none"> • funding request towards paying for a manager & paying towards the equipment fund £30k for 2023-4 & £20k 2024-5- update later in the notes. <p>Actions from February 2023</p> <ul style="list-style-type: none"> • LS unable to access the website- LS/PT to resolve. • Final draft Lease agreement to be received from MCC, query regarding the orchard, original owner died and covenant in place that MCC could not sell it without permission. MCC may be able to allow MUCH to look after the orchard via a licence. • Mon Life meeting- no contact to LS yet, however KW attended a last-minute meeting with MUTC Mayor & Mon Life youth representative- they would like to provide a younger and older youth provision & are willing to co-ordinate with Don Leahy (who previously stated he was interested in running a youth club). MUTC want to contribute as well, as they currently assist with the outdoor play scheme. • Open Day plan- separate workshop required. • Living levels Touch screens/kiosks funding bid- advised if 	<p style="text-align: right;">MB</p> <p style="text-align: right;">KW</p> <p style="text-align: right;">LS/PT PT/KW</p> <p style="text-align: right;">LS/KW</p> <p style="text-align: right;">All</p>

		<p>enough money that they will assist but they won't know until September.</p> <ul style="list-style-type: none"> Defibrillator contact name provided (Phil Hill), PK waiting for a response, however partial funding may be available- PK will chase up (10/5/23). <p>Actions from March 2023</p> <ul style="list-style-type: none"> Hire Structures- separate workshop- PK, wider MUCH & Building grp to be invited- SR to arrange as soon as possible. Keypad entry & linked security system- Kier have confirmed that it will be in operation at hand over. Hall master- trial for Memorial Hall has commenced, will issue invoices for May and June run parallel with Teamup. Grant funding applications- JW obtaining quotes for projectors etc. <p>Actions from April 2023</p> <ul style="list-style-type: none"> Volunteers to sign volunteer policy & agreement. Policies to revisit before the hyb opens:- <ul style="list-style-type: none"> Safeguarding Financial control Reserves Health & Safety Borrowing staging from Magor School for MADS Coffee mornings- leave until the Hyb is open as no mornings are available at the Memorial Hall First Aid kit to be purchased. 	<p>SK</p> <p>PK</p> <p>SR</p> <p>KW/PT/S R JW</p> <p>KW LS</p> <p>SR Hyb Mgr</p> <p>LS</p>
4	Finance current financial position	<p>The Treasurer advised that the bank balance was £19,001 it includes the final payment from Amazon Smile, still waiting on the solicitor's bill once the lease terms and conditions are agreed. Funding request for the Manager submitted and was to be considered at MUTC meeting 12/4/23, however the incorrect box had been ticked, ideally should be the community support grant which states twice per year. MUTC will be looking to change this as part of the changes to their grant policy. It cannot be considered at the annual council meeting 17.5.2023, however an extraordinary Council meeting will be arranged.</p> <p>GWR fund-path-- wait until orchard licence/lease is resolved.</p>	KW
5	Project update	<p>Kier is still on track with the build, no big issues. 12 weeks left on the program; cladding has started. Raised questions about boundaries & security e.g. caravans & 4 x 4 vehicles. Advised we will receive a pack on how everything works & training. Did find some plug sockets missing, but very positive to remedy. No complaints about Kier. Hob & oven will be needed soon as kitchen is being fitted next week.</p>	PT/KW/ MB
6	Building Group	<p>Nantgarw College (Coleg y Cwmoedd):-</p> <ul style="list-style-type: none"> have agreed they will transport the furniture. will make sure there are some photography vinyls for when the hyb opens & will include it in their photography foundation course, so every year the photography vinyls are replaced. 	MB

		<ul style="list-style-type: none"> • Have Interactive touch screen tv screens we can have which can be used in the foyer & meeting rooms. • May have tables and café tables we could have. • In the future they maybe able to make benches for us & just charge us for the material <p>There is approximately £9k of kit still required for the phase 1 fit out of the build, but it would have been a lot more if it wasn't for the generosity of the college.</p> <p>Thank you on the website in the future for everyone that has donated to the Hyb.</p>	PT
7	Operational Implementation plan	<p>The Chairman provided an overview of the Operational Plan</p> <p>Immediate Actions:-</p> <p>Grange pavilion- Cardiff- very similar to the hyb- try to have a site visit.</p> <p>Soft Launch- possibly site visit late June by neighbours, users, councillors- SK & LS to attend a site visit prior to this.</p> <p>Post Box- address set up 'The Hyb', Main Road, Magor, Caldicot NP26 3GD, however until it is completed it is classed as NYB-' not yet built' by the royal mail</p>	MB
8	Potential future users	<p>Pop Up library service-</p> <p>Investigation into a implementing a library & information service- previously 2 interested parties.</p> <p>AGREED SK to form a small group to carry out some preliminary investigation providing those previously contacted are included.</p>	SK
9	Future Events	<p>Future events were considered:-</p> <p>Duck Race- 17th June 2023- needs to be advertised soon, (MB to feed back to SR) Kier want to be involved & have ducks.</p> <p>Race Night- 29th July 2023 at the Memorial Hall,-SR to try & get Kier to sponsor a race.</p>	SR SR
10	Any other business	<p>The Treasurer requested approval for the purchase of 2 laptops, charity deal price £168 including Microsoft office, SR to use to test, prior to passing 1 to the Hyb Manager & JW to use for grant funding opportunities.</p> <p>AGREED to purchase.</p> <p>JW & PK to be co-opted to the Trustees group and invited to all future trustee meetings.</p> <p>Change of day for meetings from a Wednesday to a Tuesday or start earlier, wait until all in attendance at the next meeting.</p>	KW PT
1	Date of next meetings	Wednesday 31st May 2023-6.15pm in the Function room upstairs in The Golden Lion	
11	Meeting closed	8.12pm	

Abbreviations

MUCH- Magor and Undy Community Hub

MAGOR- Magor Action Group on Rail

MUCC- Magor & Undy Community Council

MUTC Magor & Undy Town Council (became a Town May 2022)

WG- Welsh Government

MCC- Monmouthshire County Council

MEMH- Memorial Hall

MAD- Magor Amateur Dramatics