



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

**At the function room Golden Lion**

**12 April 2023 6.40pm**

**Attendees:** Paul Turner (Chair), Mike Burke, Sian King, Sally Raggett, Kevin Wright (Treasurer), Linda Squire (Secretary) Julie Walsh & Peter Wilson

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- Jo Gillard & Cllr Penny Kirkham (MUTC)	
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 15<sup>th</sup> March 2023</b>	<p>The draft minutes were reviewed, some slight alterations were agreed relating to Apologies &amp; Date of May meeting 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"> <li>• funding request towards paying for a manager &amp; paying towards the equipment fund £30k for 2023-4 &amp; £20k 2024-5- update later in the notes.</li> </ul> <p>Actions from February 2023</p> <ul style="list-style-type: none"> <li>• LS unable to access the website- LS/PT to resolve.</li> <li>• Final draft Lease agreement to be received from MCC.</li> <li>• Mon Life meeting- no contact to LS yet</li> <li>• Open Day plan- separate workshop required.</li> <li>• Living levels Touch screens/kiosks funding bid- advised if enough money that they will assist but they won't know until September.</li> <li>• Defibrillator contact name provided, PK waiting for a reponse.</li> </ul> <p>Actions from March 2023</p> <ul style="list-style-type: none"> <li>• Hire Structures- separate workshop- PK, wider MUCH &amp; Building grp to be invited- SR to arrange in next couple of weeks.</li> <li>• Keypad entry &amp; linked security system- Kier have confirmed that it will be in operation at hand over.</li> </ul>	<p style="text-align: right;"><b>MB</b></p> <p style="text-align: right;"><b>KW</b></p> <p style="text-align: right;"><b>LS/PT PT/KW LS All</b></p> <p style="text-align: right;"><b>SK</b></p> <p style="text-align: right;"><b>PK</b></p> <p style="text-align: right;"><b>SR</b></p>

		<ul style="list-style-type: none"> <li>Hall master- trial Memorial Hall first- not registered yet due to queries, hopefully look at w/c 17/4/23.</li> <li>Pelican crossing concerns regarding the lead time- Kier have advised that the materials have been ordered, therefore it should be operational when the hyb is completed.</li> <li>Photos &amp; vinyls for the hyb- MB to follow up with Nantgarw College and provide a brief, possible have different images each year.</li> <li>Grant funding applications- JW to consider which ones to apply for taking into account the list of items required</li> </ul>	<p><b>KW/PT/S R</b></p> <p><b>MB</b></p> <p><b>JW</b></p>
4	<b>Finance current financial position</b>	<p>The Treasurer advised that the bank balance was £18,996. Solicitors' payment to be made, once known. Funding request for the Manager submitted and being considered at MUTC meeting tonight (12/4/23). YAP funding request completed by JW but unsuccessful as the organisation need to be running for 12 months. GWR fund- will be considered this year for the path around the orchard, particularly as paths will be required if the Walkway station is approved.</p>	<b>KW</b>
5	<b>Review of Policies</b>	<p>Alterations APPROVED:-</p> <ul style="list-style-type: none"> <li>Code of conduct- alterations approved:- Change expression of interest to register of interest and attach the register of interest form.</li> </ul> <p>AGREED-No alterations required:-</p> <ul style="list-style-type: none"> <li>Equality &amp; Diversity</li> <li>MUCH Privacy Policy</li> <li>Volunteer Policy &amp; Agreement</li> </ul> <p>Action- volunteers to sign the agreement.</p> <p>APPROVED, but review before the Hyb opens:-</p> <ul style="list-style-type: none"> <li>Safeguarding</li> <li>Financial Control</li> <li>Reserves</li> <li>Health &amp; Safety with the Magor &amp; Undy Community Hub email to be inserted.</li> </ul>	<b>KW</b>
6	<b>Project update</b>	<p>Kier is on track with the build, a few walk arounds have taken place. Operational implementation plan being drafted and it will hopefully be circulated to everyone w/c 17/4/23 to consider.</p>	<p><b>PT/KW/ MB</b></p> <p><b>PT</b></p>
7	<b>Building Group</b>	<p>Building group visit to the Hyb, comments received that it was bigger than they were expecting and they thought it was impressive. MB chasing Nantgarw College regarding the collection of the furniture. MB to check if they have carpenter apprentices that could build benches. Organisations interested in renting the Hyb- 22 different ones so far, the latest one wants to do stage shows, others are table tennis &amp; long mat bowls.</p>	<b>MB</b>

8	<b>Future Events</b>	<p>Future events were considered:-  Duck Race- 17<sup>th</sup> June 2023- preferred date  Race Night- 29<sup>th</sup> July 2023 at the Memorial Hall,-SR to try &amp; get Kier to sponsor a race.  Oct 2023-MADS Murder/Mystery- intend to use the Hyb- discussed potentially borrowing staging from Magor School, SR to check with the School.  Feb 2024-MADS Pantomime  Coffee mornings- AGREED to leave until the Hyb is open as no mornings are available at the Memorial Hall  List of Events to be provided to PT to include in the Implementation Plan  Other events to be considered.</p>	<p>SR</p> <p>SR</p> <p>SR</p>
9	<b>Any other business</b>	<p>PW- stated it was interesting regarding the bowls, but the mats can take a lot of storage.  MB advised when we consider the request to use the Hyb, we need to establish:-</p> <ul style="list-style-type: none"> <li>• What is their requirement?</li> <li>• Do they require storage?</li> <li>• What do they need in terms of space?</li> <li>• What have they got?</li> <li>• What are they expecting the hyb to provide ?</li> </ul> <p>LS raised that a first aid kit is required for those carrying out work on the orchard.  AGREED to purchase a first aid kit</p>	<p>LS</p>
10	<b>Date of next meetings</b>	<p>Wednesday 10th May 2023-7pm MUCH Trustees in the Function room upstairs in The Golden Lion</p>	
11	<b>Meeting closed</b>	<p>7.18pm</p>	

### 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