



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

**At the function room Golden Lion**

**26<sup>th</sup> October 2022 6.30pm**

**Attendees:** Paul Turner (Chair), Mike Burke, Sally Raggett, Linda Squire (Secretary) Kevin Wright (Treasurer), Joanne Gillard (6.58) & Jenny Jones-Community Engagement Manager (Project Lead- Kier)

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- Sian King	
2	<b>Project Lead-update</b>	<p>Jenny explained that a small team have moved onto the site, herself, others dealing with design and finance and the ground workers. Pilings start from the 27<sup>th</sup> October. Up until Christmas groundwork and drainage will be installed, ready for the steel frame early December. They will then prepare concrete for the concrete slab after Christmas. In the Spring the building should be wrapped and they can start on the internals.</p> <p>Sub-contractors will be used for the whole construction. She stated that Kier wanted to know how they can support schools and charities, biodiversity and habitat</p> <p>The Orchard was mentioned with the following options:-</p> <ul style="list-style-type: none"> <li>• Improving the hibernaculum</li> <li>• Beehive</li> <li>• Bug Hotel</li> <li>• Path around the site</li> </ul> <p>They will be looking to produce a calendar of events, the Frost Fayre 3.12.2022 was mentioned, Jenny is unable to attend, but will check if anyone else from Kier can. The May Fayre was also mentioned, 1<sup>st</sup> bank holiday Monday in May.</p> <p>Once the site is progressing, they will arrange site visits with us and other organisations. We can see it any time</p> <p>New completion date 7<sup>th</sup> August 2023, queried if they expected to complete it within this timescale, advised that the program has been developed by the preconstruction team so it should be within the timescale set.</p> <p>MUCH representatives attend the monthly meetings with Kier &amp; MCC.</p> <p>Queried elevation on site as it looks like the original concept, JJ advised that there have been some changes on the drawings and that they are on stage 5 of the drawings. MUCH still unsure what</p>	

		<p>is in the build, need more information exchange.  Drawing review to be set up with Ben Thorpe, MUCH to be either involved or kept updated.  Advised MUCH needs to be aware of what is going out to the public, so we can answer any questions  Queried whether regular photos/videos are being taken or a time lapse camera, which could be included in the MUCH monthly update. JJ has taken some photos.  Spade photo with the Trustees- JJ happy to facilitate- date to be arranged.</p> <p>Queried if the car park could be used in February/March 2023 for disabled parking as currently investigating a Wassailing event. JJ advised would like to say yes but will need to review closer to the date.  Solar lights were being moved for the portacabins, confirmed floodlights will light the path, queried if they will be motion sensitive- JJ will check  JJ Actions:</p> <ul style="list-style-type: none"> <li>• Continue with taking photos</li> <li>• Try and source a timelapse video</li> <li>• Spade photo with the Trustees- JJ to facilitate once a date has been provided</li> <li>• Provide Up to date visuals of the finished building</li> <li>• Check if Flood lights are motion sensitive</li> <li>• Try to see if another Kier representative can attend the Frost Fayre on the 3.12.2022 to respond to queries on the MUCH stall</li> </ul> <p><i>JJ left at 6.50pm</i></p>	
3	<b>Declaration of interests &amp; consider any dispensations for items on the agenda</b>	None raised or requested.	
4	<b>Review draft minutes from the last trustee meeting on the 28th September 2022</b>	<p>The draft minutes were reviewed all confirmed that they were accurate.</p> <p><u>Outstanding action from the May minutes:</u> -  LS training on the website- date to be arranged  Writing to the brewery- written at least once</p> <p><u>Outstanding action from the July minutes</u>  Braille on signage query- MB checked £500 included for signage but not specific for braille- surprised due to the disability requirements.</p> <p><u>Outstanding action from the August minutes</u>  GAVO Chris Irving Youth volunteering Officer has emailed, he/she only works Tuesday &amp; Wednesdays. AGREED LS to have a preliminary conversation with him/her and feed back</p> <p><u>Actions from September minutes</u>  November 2022-Claiming current year funding £5k from MUTC &amp; future funding of £20k for the 2023-24 financial year  Advert in the Frost Fayre newsletter</p>	<p>LS</p> <p>LS/PT PT</p> <p>MB</p> <p>LS</p> <p>PT/KW SR</p>

		Volunteer Policy updated and on the website  <i>JG arrived</i>	<b>SK</b>
5	<b>Finance current financial position</b>	The Treasurer advised that the bank balance was £14,168 after paying frost fayre stall & £1,508 RDP Law. Solicitor has estimated £1,700 plus vat, allowed for £2,500. All trustees to be advised if it exceeds a further £500 (including vat). Solicitor advised that MUCH would not be paying for searches etc and that MCC should pay for this, we just need to know the lease is fine.	<b>KW</b>
6	<b>Project update</b>	Site set up and cabins in, groundworks have started. JJ is engaging with MUCH representatives and Frances Taylor on a regular basis 25 Slow worms were collected and moved. Prestart meeting held with Kier, MCC & MUCH representatives to outline where they are . 'A Site' Portal in the project has been set up, PT, MB & KW have access and advised it is really good. There is also a communications portal which is not very active yet. PT to check the date of the next project meeting, possibly w/c 7.11.2022. Another meeting has taken place with Mark Hand Chief of Planning re the parking and the station.	<b>PT/KW/MB</b>
7	<b>Building Group</b>	Free furniture acquired from a contact of MB, as follows: <ul style="list-style-type: none"> <li>• 6 solid desks</li> <li>• 2 pedestals</li> <li>• 1 large bookcase/shelving unit</li> <li>• 2 fire extinguishers</li> <li>• 15 chairs</li> <li>• 2 office chairs</li> <li>• Tray of stationery</li> </ul> A list of items is included on the required wish list with approximate costs, totalling £100,000 (after toning it down), after removing donations ('cost at budget') it is now £95,000. Further examination will take place to reduce this. JG advised if we are looking into funding in the future, we can class any donations as match funding.	<b>MB</b>
8	<b>Orchard</b>	Rogiet Wildlife Friendly group & Living Levels want to help with wassailing and would like to invite the St Brides Group. AGREED KW to proceed with this	<b>KW</b>
9	<b>Frost Fayre stall arrangements</b>	Raffle considered, SR to arrange and purchase the prizes. On the stall- form to be available for people to complete if they are interested in volunteering and any clubs, they would like to see at the HUB.  AGREED 2 main prizes- 1 for adults & 1 for Children, budget of £200 for both, one of the adult prizes to be a meal from the Golden Lion (PT abstained from the vote)	<b>SR</b>
10	<b>Any other business</b>	Community cinema- identified an umbrella organisation that does a lot towards these cinema events and lists people getting rid of	

		kit. MB to contact Cowbridge & David Buckley Undy to see if it is worth investigating. JG advised the latest films cost a lot, however Rogiet and Chepstow Drill Hall are providing this.	<b>MB</b>
8	<b>Date of next meeting</b>	Wednesday 16 <sup>th</sup> November 2022-7pm, Function room upstairs in The Golden Lion	
9	<b>Meeting closed</b>	7.33pm	

### Abbreviations

MUCH- Magor and Undy Community Hub  
MAGOR- Magor Action Group on Rail  
MUCC- Magor & Undy Community Council  
MUTC Magor & Undy Town Council  
WG- Welsh Government

MCC- Monmouthshire County Council  
MEMH- Memorial Hall  
MAD- Magor Amateur Dramatics