

Charity Number is 1185780



Meeting of Magor and Undy Community Hub (MUCH) Trustees

At the function room Golden Lion

28th September 2022 7.20pm

Attendees: Paul Turner (Chair), Mike Burke, Sian King, Sally Raggett, Linda Squire & Kevin Wright

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- Joanne Gillard	
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 3rd August 2022	<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. Hearing loops have been included- waiting for current drawings</p> <p><u>Outstanding action from the August minutes</u> GAVO contact with Chris re Youth engagement- LS chased up BW for Chris's contact details Insurance- final cost £183</p>	<p style="text-align: center;">LS</p> <p style="text-align: center;">LS/PT PT</p> <p style="text-align: center;">MB</p> <p style="text-align: center;">LS</p> <p style="text-align: center;">KW</p>
4	Finance i)current financial position	The Treasurer advised that the bank balance was £15,716 after paying insurance & receiving £6.92 income from Amazon Smile.	KW
	ii) Claiming current funding from Magor & Undy Town Council (MUTC)	Discussed the £5k that has previously been claimed from MUTC and the likely shortfall in the fixtures and equipment for the hub, including signage AGREED that we would request the funding for the 2022/23 financial year.	KW
	iii) Future Financial planning & submitting a grant	Discussed the future funding for the hub once it is operational and that this could fund a manager that would include the bookings and finances. Also consider someone to market the place for the first few months.	

	request to MUTC for the 2023-24 financial year, prior to their budget setting	AGREED to submit a bid for funding of £20k to MUTC in November.	KW
5	Project update	<p>Slow worm migration not as quickly as expected due to a lot of dry weather and then wet weather. MCC will mow the area and the slow worms should move quicker; it should be completed by the 3rd October 2022.</p> <p>MCC requirement that we sign a letter of intent, which has been agreed</p> <p>Draft lease provided; our lawyer has confirmed they are happy with the terms of the lease. Lawyer costs £1,200 plus VAT.</p> <p>MCC will deal directly with the Lottery solicitor.</p>	PT/KW/MB
6	Building Group	<p>Meeting held 14th September 2022- 4 volunteers plus PT, MB & SR- included a presentation, drawings and where we are with the project and the funding. Explained value analysis had been carried out to meet the funding available.</p> <p>List of Hub spaces and advised we need to identify for each area what are the: -</p> <ul style="list-style-type: none"> • Must haves • Nice to haves • The highest and lowest cost of what is required. <p>MB wants each volunteer to take ownership of what they are doing.</p> <p>MB has circulated the list of areas and asked each volunteer to respond stating which area they would like to cover.</p> <p>Only RO has responded so far.</p> <p>Next meeting arranged for the 12th October 2022, ideally would like KW to be there or at the following meeting</p>	MB
7	Any other business	<p>Volunteer agreement- circulated via email by SK- AGREED as it was a comprehensive document to rename this the Voluntary Policy & Agreement</p> <p>Additions required: -</p> <ul style="list-style-type: none"> • GDPR- for the volunteers to share their details and confirmation that MUCH will remove them from our records when they leave • clarify travel expenses- that they have business insurance and what they can claim for, not just driving to the orchard/hub <p>-Once alterations are made this document is to be added to the website</p> <p>-All orchard volunteers should sign it.</p> <p>Frost Fayre- hire of stall invoice needs to be paid by the 21st Oct 2022 to get a free advert in the newspaper</p> <p>SR requested assistance with the advert</p> <p>Spade in the ground photograph of just the 6 of us</p> <p>Date to be agreed</p>	<p>SK</p> <p>PT/LS KW</p> <p>KW</p> <p>TBD</p>

		LS offered her old hob & double oven for the hub kitchen as she had just had a new kitchen installed, confirmed all in working order and would store it until required AGREED to accept the donation	
8	Date of next meeting	Wednesday 26 th October 2022-7pm, Function room upstairs in The Golden Lion	
9	Meeting closed	7.55pm	

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