

Charity Number is 1185780



Meeting of Magor and Undy Community Hub (MUCH) Trustees

At the function room Golden Lion

31st May 2023 6.15pm

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

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 31st 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 now able to access the website. Policies & minutes to be uploaded. • 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. Solicitor chased up again regarding the lease. • 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. MB to add the youth to the user list. 	<p style="text-align: right;">MB</p> <p style="text-align: right;">KW</p> <p style="text-align: right;">LS</p> <p style="text-align: right;">PT/KW</p> <p style="text-align: right;">LS/KW</p> <p style="text-align: right;">MB</p>

		<ul style="list-style-type: none"> • Open Day plan- separate workshop required. • Living levels Touch screens/kiosks funding bid- advised if enough money that they will assist but they won't know until September. • Defibrillator contact name provided (Phil Hill), PK waiting for a response, however partial funding may be available- PK will chase up (10/5/23), PK been away will recontact (31/5/23). <p>Actions from March 2023</p> <ul style="list-style-type: none"> • Hire Structures- separate workshop- carried out 30.5.23. • Keypad entry & linked security system- Kier have confirmed that it will be in operation at hand over. • Hallmaster- trial for Memorial Hall has commenced, will issue invoices for May and June run parallel with Teamup ,progressing well, will switch over if everything is ok. • Grant funding applications- JW obtaining quotes for projectors etc.- difficult as we need groups to say they need the equipment. <p>Actions from April 2023</p> <ul style="list-style-type: none"> • Volunteers to sign volunteer policy & agreement-3 signed & provided to LS. • Policies to revisit before the hub 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 Hub is open as no mornings are available at the Memorial Hall • First Aid kit to be purchased- investigating. <p>Actions from 10th May 2023</p> <ul style="list-style-type: none"> • GWR fund-path-- wait until orchard licence/lease is resolved. • Arrange site visit to Cardiff Grange Pavilion • Hub Site visit for SK & LS- LS has attended. • Investigation into implementing a library & information service- SK has contacted the 2 individuals that had expressed an interest and will arrange a meeting. • Thank you on the website for everyone that has donated to the Hub- • Laptops- purchased, plus covers and blue tooth mice- issued to SR, JW, ended up with 3 as 1 was faulty but works if plugged in 	<p>All</p> <p>SK</p> <p>PK</p> <p>KW/PT/S R</p> <p>JW</p> <p>KW</p> <p>LS</p> <p>SR Hub Mgr</p> <p>LS</p> <p>KW/PT</p> <p>MB MB/SK</p> <p>SK</p> <p>PT</p>
4	Finance current financial position	<p>The Treasurer advised that the bank balance was £18,386, another £19 has been received from Amazon Smile, £466 spent on website design, URL registration & £168 on 3 laptops.</p> <p>Still waiting on the solicitor's bill once the lease terms and conditions are agreed, advised it should be the amount previously specified.</p> <p>Funding request for the Manager- MUTC expected to consider 12th June 2023.</p>	KW

5	Hire Charges	Workshop held the previous day 30.5.2023, KW will summarise the charges decided and circulate. AGREED these will be reviewed in November 2024 and currently we will not allow anyone to pay for storage, as we need to access the storage requirements needed for running the Hub.	KW
6	Project update	All progressing to plan, walls almost finished, acoustic panels, suspended ceilings, & toilets in place. Kier have been fantastic and the Project Manager Jenny has been really helpful. Audio guy has stated that the acoustic panels are doing a really good job. Flower beds will have earth in them but no flowers- KW has contacted Chepstow Garden Centre and they are supplying 6 trays of bedding plants for free & anything else we buy they will give us 25% discount. Dates for training of the equipment 18 th & 19 th July.	PT/KW/ MB
7	Building Group	Working on vinyls and photography, looking at frames & spaces. The College will keep the furniture until the hub is completed and will then deliver straight to the hub.	MB
8	Operational Implementation plan	The Chairman provided an overview of the Operational Plan and advised majority was green. <i>Immediate Actions:-</i> Hallmaster trial going ok, will be needed for the website with a link. New Website- Ben has started on this, have to sign up to the welsh language Act, two thousand words free for main pages (contact of KW -Steve can provide translations (Lottery states we have to do due diligence to the welsh language). Policies will need to be translated or could be made available in welsh. PK stated that she had been advised that for Community Councils if they had limited resources they do not have to comply with the welsh language requirements. New logo produced- PT will circulate. Licences- SR dealing with Providing a bar for functions- The Wheatsheaf have confirmed they are interested. Broadband & Wi-Fi- Ogi helpful and provided advice- but expensive & where not rolling out in Magor, local guy contacted. However Kier & Mitee (the electrical contractor) are going to install everything & provide 6 Wi-Fi repeaters- we choose a provider after. Sound system- quote will be submitted by Ellis who provides the sound system for local events, such as Caldicot Castle Formal opening-assume MCC will be driving this, PT has raised with Cllr Frances Taylor Soft Launch- agreed the people or groups who have expressed an interest in hiring the Hub should see it first- ideally from mid-June dates & numbers to be decided- MB producing an information sheet, with what it looks like and the sizes of the rooms- from this they will be asked to state on a form if they are still interested	PT/KW PT PT SR PT MB

		what days & times they would like.	
9	Complaints Procedure/Policy	The Draft Complaints Policy/Procedure was considered, as this was produced as it is referred to in the Volunteer Policy/Agreement APPROVED the Policy & AGREED that the:- <ul style="list-style-type: none"> • Stage 2 will be the 3 Officer Trustees • Stage 3 will be all the trustees. 	LS
10	Draft Hub Manager- Job advert, job description & personal specification & Recruitment	The Draft Hub Manager Advert, Job Description & Personal Specification were considered and were approved. Next action will be to advertise asap- via MUCH website, Facebook. MUTC- PK to check if the advert can be shared. LS look to put it on Indeed- closing date Monday 26 th June . The contact point is to be LS. Discussed possible Line Manager for the Hub Manager- LS offered, the other trustees seemed happy with this, but it will be discussed again prior to the manager commencing the role.	LS
11	Future Events update	As SR was not in attendance SR to circulate an update Duck Race- 17 th June 2023- National waterways need to be contacted to clear the reed and also need to confirm how many ducks have been sold. Race Night- 29 th July 2023 at the Memorial Hall,-SR to try & get Kier to sponsor a race.	SR SR
12	Any other business	None	
13	Date of next meetings	Tuesday 27 th June 2023-6.30pm Memorial Hall, followed by MUCH 7.15pm in the Function room upstairs in The Golden Lion	
14	Meeting closed	7.25pm	

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