



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

**At the function room Golden Lion**

**8<sup>th</sup> February 2023 7pm**

**Attendees:** Paul Turner (Chair), Mike Burke, Sian King, Sally Raggett, Kevin Wright (Treasurer), Linda Squire (Secretary) & Cllr 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.	<b>Welcome, introductions and apologies for absence</b>	Apologies- Jo Gillard, Julie Walsh.	
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 16th November 2022</b>	<p>The draft minutes were reviewed all confirmed that they were ok with a slight amendment required on the Solicitor's costs- PT to provide appropriate wording.</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>• £5k previously ear marked- requested EMR form from MUTC Clerk.</li> <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><u>Actions from February 2023</u></p> <ul style="list-style-type: none"> <li>• LS unable to access the website- LS/PT to resolve.</li> </ul>	<p style="text-align: center;"><b>PT</b></p> <p style="text-align: center;"><b>MB</b></p> <p style="text-align: center;"><b>KW</b></p> <p style="text-align: center;"><b>LS/PT</b></p>
4	<b>Finance current financial position</b>	<p>The Treasurer advised that the bank balance was £13,911.</p> <p>Solicitors' payment to be made- subject to update when finalised.</p> <p>Lease agreement being finalised to satisfy the Lottery &amp; others, once received this will be circulated to all trustees.</p>	<b>KW</b>
5	<b>Update from MUTC</b>	<p>Cllr Kirkham advised that the Town Council were meeting next Monday the 13<sup>th</sup> February, the EMR had been remedied after the MUCH presentation to the Council in November. When queried it was conformed that the Business plan dated August 2022 was the most recent one and that it did not include any staffing at that time.</p>	

		<p>PK was advised that the intended employee could be either 1 full time manager or 2 part time managers.</p> <p>PK advised that the MUTC budget for 2023/4 has been submitted to MCC and it includes community projects, where MUCH's request for staffing funding could be considered. They are in the process of producing new forms and an evaluation and monitoring aspect.</p> <p>MUTC need to check that there are no technicalities to preclude them funding an employee.</p> <p>LS advised that this occurs in the English local Council where she works, so hopefully there should not be a restriction in Wales.</p> <p>PK confirmed she was happy to be on board with the project and to be a conduit for information.</p>	
	<p><b>Project update</b></p>	<p><u>Wassailing</u> event mid-January- went well, people enjoyed it, hopefully this will become an annual event.</p> <p>SR advised someone had contacted stating they were willing to help if we have another one.</p> <p><u>Orchard</u> has improved with pruning etc being carried out.</p> <p><u>Project</u>- there have been several meetings since the last MUCH meeting-</p> <p>Progress- walls going up, scaffolding and roofing are the next jobs 27/2/2023 they will start the internals &amp; M &amp; E will commence. Kier are on target time wise but there are red flag budget issues with long lead times and price increases.</p> <p>EV charging points- probably 2, unsure of location yet, as it keeps changing.</p> <p>Unsure how the parking will operate yet.</p> <p>Pelican crossing- long lead time subject to collapsed culvert.</p> <p>BT- Openreach coming to put supply in- checking where data points will be and who will manage it inside.</p> <p>Ogi welsh broadband supplier meeting this morning- who are helping mapping out Wi-Fi and expansion points.</p> <p>Considered locks &amp; entrance &amp; exits, all external doors will have contact breakers on, moved mag lock to front door.</p> <p>One heating query on how it works and how its going to run. If zoning will cost £2k.</p> <p>Kitchen shutters- thick wooden doors that don't fold back, advised Kier that what ever is there must be openable, there will be a hatch into the hall.</p> <p>Asked if we put a coffee machine outside the hatch can they provide electric &amp; water.</p> <p>Difference of opinion on spelling of Hyb, agreed it should be Hyb not Hwb.</p> <p>Requested cost for floor marking for main hall- badminton/football.</p> <p>Boardwalk advised that this is now blocks.</p> <p>Handover still intended for the 7<sup>th</sup> August 2023, intention have a few days to run it, training on how to operate equipment approx. 1 week before the handover.</p> <p>Soft opening in August for 2 -3 weeks and let people view the building who are interested in using it.</p> <p>Ideally formally open as soon as possible to get the money in,</p>	<p><b>PT/KW/ MB</b></p>

		particularly as a lot of groups start in September. Need to consider a plan for Opening Day	<b>All</b>
7	<b>Building Group</b>	Included in the project update, plus another load of furniture has become available.	<b>MB</b>
8	<b>Building site alarm issue &amp; resolution</b>	Issue end of January, site alarm was going off all night and no response from contact number displayed on the site or from other representatives that MUCH reps contacted. Apparently, there was a fault on the fire alarm. Kier have issued a letter of apology to the neighbours, provided a voucher for a coffee shop as compensation and offered that they can be one of the first groups to view the Hyb. A security firm has now been out in place.	
9	<b>Assistance with grant funding applications</b>	Julie Walsh submitted her apologies and advised she will try & attend a future meeting.	
10	<b>Potential future meeting with Mon Life</b>	Mon Life representatives will be in touch to arrange a meeting with some MUCH trustees to provide us with tips on running a centre, engaging with youth and funding opportunities. Advised one of the difficulties will be filling it during the day. MUCH representatives to include LS & SR & others. LS should be contacted in the near future.	<b>LS</b>
11	<b>Future Events</b>	Future events were considered:- Race Night- to raise specific Funds- at the Memorial Hall- SR to arrange-6 volunteers for the tables. Duck Race- can use one of the 3 fields- Daniel Bowkett willing to assist with going in the stream- SR to find out dates for school fetes to avoid a clash. Apple Day- 21 <sup>st</sup> October- official day to collect all apples on the ground- use veranda of the Hyb- KW Possible coffee mornings- ladies specific/men specific- SR Living Levels willing to assist with Events until September, or longer if their funding continues. One of the building group is a sportswriter and speaks welsh- we could use him for user friendly publications/advertising- separate meeting to be held with him.	<b>SR</b> <b>SR</b> <b>KW</b> <b>SR</b> <b>KW</b>
12	<b>Any other business</b>	Touch screens- on wall or free standing kiosks- provides a lot of information about the living levels- cost approx. £3k, Hyb foyer would be ideal. SK will put in a funding bid for it. Defibrillators- PK advised presentation provided, demonstrated and potential funding, Advised when looked into before it had to be a certain distance from others, 1 at Undy Football club, Magor Marsh. Also needs to be inspected. PK will provide contact details. PK to be invited to all future meetings.	<b>SK</b>  <b>PK</b> <b>LS</b>
13	<b>Date of next meeting</b>	Wednesday 15 <sup>th</sup> March 2023-7pm, after the Memorial Hall meeting-Function room upstairs in The Golden Lion	
14	<b>Meeting closed</b>	7.45pm	

## 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