

		<ul style="list-style-type: none"> 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><u>Actions from March 2023</u></p> <ul style="list-style-type: none"> 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. Ashley Family Foundation- can request up to £5k, JW will require help to put it together. She will handwrite it & then get us to check it. <p><u>Actions from April 2023</u></p> <ul style="list-style-type: none"> Volunteers to sign volunteer policy & agreement-4 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- will be purchased prior to opening. <p><u>Actions from 10th May 2023</u></p> <ul style="list-style-type: none"> GWR fund-path-- wait until orchard licence/lease is resolved & we know if there will be a station- update due in the Autumn. Hub Site visit for SK & LS- LS has attended. Investigation into implementing a library & information service- SK has met with 1 of the 2 individuals that had expressed an interest and is meeting the other next week A resident who runs a book club in Magor is also interested in this. <p><u>Actions from 31st May 2023</u></p> <ul style="list-style-type: none"> Hire charges- KW to summarise & circulate what was agreed- next review November 2024 Operational Plan actions & progress specified in the plan. Users invite event 5/7/23-3 booking slots 3,4 & 5pm-7 bookings for each slot- at the event clarify the forms to ensure all the information is included. 	<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/SK</p> <p>SK</p> <p>KW</p>
4	Finance current financial position	<p>The Treasurer advised that the bank balance was £18,386. MUTC have agreed the £22k for the Manager role, 50% will be paid in July & the balance later in the year. Also £12,492 revenue due from the lottery grant. Still waiting on the solicitor's bill once the lease terms and conditions are agreed, advised it should be the amount previously specified.</p>	KW

5	Project update	<p>Overall still on track, couple of queries regarding the pedestrian crossing, should start next week.</p> <p>Urgent meeting today PT & KW attended regarding the door entry system (Pin pad), next week auto opening company will attend the site.</p> <p>Flooring down with protective matting, started lights today (27/6/23), which will be dimmable.</p> <p>Toilets all fitted out with hand dryers.</p> <p>Printer- option for a repossession A3 & A4, approx. £1500- PT will look at & circulate the information via WhatsApp- intension to charge for photocopying for the public.</p> <p>Started putting the soil in for the landscaping, more space than expected, which will allow outside tables/seats.</p> <p>Block paving will go in next week.</p> <p>Key handover 4/8/23, previously intended 7/8/23.</p>	PT/KW/ MB
7	Building Group	<p>The College had to deliver the furniture earlier than expected as it had to be moved, now in the storage unit- 15 tables & a computer desk received. College looking for 2 TV screens and canteen café furniture that we may be able to have.</p> <p>Request to spend approx. £12k for the sound system, large TV, big fridge.</p> <p>All AGREED to authorise the expenditure.</p> <p>Consider a freezer at a later stage if it is requested.</p>	MB
8	Operational Implementation plan	<p>The Chairman provided an overview of the Operational Plan and advised the majority were green.</p> <p><i>Immediate Actions:-</i></p> <p>Hall master trial -generated invoices for the Memorial Hall</p> <p>Website- on track – meeting 28/6/23</p> <p>Coffee/vending machine intended initially for coffee, drinks & snacks</p> <p>Recruitment on track- closing date extended to the 10/7/23 to ensure Indeed advert could be posted.</p> <p>Mobile phone will be needed for the Manager & will be on a contract.</p> <p>Licence requirements- TV, PRS/PPL, Performing arts-PT to chase SR.</p> <p>Card system for payments</p> <p>Hirer terms & conditions- go through at the next meeting (need to review the Memorial Hall ones as well)</p> <p>Insurance- need to have contents insurance- SR checking what they needed to know- no reply yet.</p> <p>Field Maintenance- apparently we will be responsible- Church use SW Sports grounds.</p> <p>Car park- meeting intended with MCC- 3 hour waiting period we need allocated space/s.</p> <p>Training on Hub Systems 18th & 19th July</p> <p>Sound narrowed down to local supplier- Ellis Lee</p> <p>We have enough furniture to start with, if there is an event we will borrow chairs from the Memorial all or hire.</p> <p>Fire Numbers required to establish the max number of people for each room- possibly need to get a local fire inspector in, if this is</p>	PT/KW PT PT/KW LS KW SR PT ALL SR

		not included in building specifications or mechanical & engineering specification- will need this by beginning of Sept- BT to be asked if MCC will be providing it. Interim booking management system will be set up initially on TeamUp. Payroll system or an accountant to run a small payroll.	PT/KW/M B
9	Update from Cardiff Grange Pavilion visit	They have very strong connections and funding from businesses & education establishments. Cardiff University fund several staff. Manager is involved in targeting revenue generation, fund raising & Sponsorship, as well as day to day running of the centre. They are open 9am to 9pm weekdays & 9am to 5pm Sundays, only open on a Saturday of there is an event booked. 6 Trustees & numerous board members approx. 16 who have voting rights and sit on several smaller management sub committees-made up of 60% residents & 40% partners e.g. Staffing, Events etc. Yearly 'Love your Pavilion' open day to celebrate the facilities & gather residents views on what should happen at the Hall. Active Youth forum who run the twice weekly youth groups. They have a 30% 'free hire' policy. Confirmed our Manager salary was a good salary and could always increase, if sufficient income is generated (which is what had happened at Cardiff) Volunteer roles include- meet & greet, social media & website maintenance, cleaning, play supervision & gardening. Coffee shop is community run & pay a % of their profit to the pavilion- year 1 free, year 2- 5% & eventually 15%. Coffee with conscience (free tokens funded by donations).	
10	Recruitment	Interview panel- AGREED- LS, SK & PT Shortlisting will take place 11-14 th July. Interview date/s- AGREED 24 th & 25 th July 2023 if required, interviews to be held at the Undy Memorial Hall- Booked in Team Up 4 applications received so far. Recommendation into the MUCH meeting on the 26 th July on who to appoint.	LS
11	Future Events update	Duck Race- 17 th June 2023- postponed as reen and surrounding area could not be cut in time. Race Night- 29 th July 2023 at the Memorial Hall- AGREED to postpone and arrange it in the future at the Hub.	
12	Any other business	LS has received emails from Jerry Ennis & has invited him to visit the Hub in August- date to be finalised.	
13	Date of next meetings	Wednesday 26 th July-6pm Memorial Hall, followed by MUCH 6.30pm in the Function room upstairs in The Golden Lion Next meeting – agree dates for the next 3 meetings.	ALL
14	Meeting closed	8.40pm	

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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

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