

# **FRIENDS OF CASTLE GREEN**

## **ANNUAL GENERAL MEETING**

Castle Green Pavilion, Hereford on  
Thursday, 1<sup>st</sup> October, 2015 at 7.00pm

### **Present:**

Margaret Jones, Jean Ellis, Michael Mable, Amanda Attfield, Andree Poppleston, Marianne May, Pete Redding, Dee Jones, Helena McArdle, Paddy Nugent, Susanna Grunsell, Brian Cheasley, Annabel Oxford, Ege Parker, Leo Caithness, Julie Brown & Dave Quine, Wilma Gilmour, Elizabeth Johnston, Sue & Michael Griffin, Caitlin Moriarty-Osborne, Julie Nettleship, Jenni Morgan, Heather Davies, Irene Hardy, Francis Aldhouse, Patricia Tierney, Caroline & Graeme Whittaker, David West, Joy Harvey, Shaneagh Moriarty, Aileen Hartnett, Annie Lilwall, Katie Bott, Amanda Attfield, Mark Hubbard and Lisa Richardson.

### **Apologies:**

Barbara Ferris, Mrs. Aldhouse, Ursula Attfield, Clarence Attfield, Jonathan Sheldon, Heidi Macdougall, Rebecca Huggett, Vic Gammage, Liz Hughes, Sally Plum, Paul Matthews, Arthur Lee.

### **Minutes**

The minutes of the last AGM were accepted as being a true record of the proceedings.

**Proposed** by Pete Redding and **seconded** by Leo Caithness. Carried unanimously.

### **Matters Arising**

The riverbank hedges were overgrown and Balfour Beatty was not fulfilling the planned programme by clearing 1/5<sup>th</sup> of the bank each year. Mark Hubbard assured the meeting that the hedging will be done & he would follow up the riverbank clearance.

### **Report from the Chair**

2014 was the busiest year to date with more events than ever including a very successful fireworks display in conjunction with St. James PTFA. FoCG was now an employer with the appointment of Katie Bott as Operations Manager, based in the Pavilion. The fully equipped catering kitchen was complete, the function rooms had been redecorated and new flooring was planned. With the financial affairs in good shape, the bigger vision was complete restoration of the building & expansion of our services, taking over the Pavilion as a Capital Asset Transfer from Herefordshire Council to facilitate the funding for this. The process crystallises our past achievements and furthers our aims of celebration, education & recreation. Amanda looks after the Director Group and is extremely proud of the many volunteer hours put into the FoCG work, thanking all those volunteers and members.

### **Treasurers' Report**

Jonathan Sheldon resigned as Treasurer last year but remained in post until a replacement, Steve Cameron, was appointed. Steve reported that he brings the updated operational figures to the Directors so that they have the latest financial information. As a Community Interest Company, audited accounts are not necessary but the Directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of the accounts and have agreed and signed the statutory accounts, which have been filed. The Balance Sheet, Income & Expenditure Account and the Abbreviated Accounts for 2014 were circulated. Assets were 11K with debtors at 2K, resulting in an adequate cash balance to provide for potential loss-making events and fund essential fixed assets. The net balance of 32K, made up of 29K

unrestricted & 3K restricted funding (WW1 project) was very much better than 2013. The Pavilion showed £2,888 surplus, income from events was very variable with the fireworks display generating the largest income stream, resulting in a surplus of income over expenditure of £8,685.

**From the floor:** What was the position of CIC in relation to liability for corporation tax? Mark Hubbard responded that large capital amounts are needed for the building in the short term. Although perhaps we should not have gone down the CIC route, the option of becoming a Charitable Incorporated Organisation was not available at the time and this was being investigated currently as an alternative structure but we do need sound legal advice. Any help with this would be much appreciated.

**Adoption of the accounts** was proposed by Amanda Attfield, **seconded** by Andree Poppleston and carried unanimously

### **Election and Ratification of Directors**

The appointment of Steven Cameron as Treasurer to be ratified and the re-election of :

Chair: Amanda Attfield

Vice-Chair: Mark Hubbard

Board Secretary: Lisa Richardson

Community Engagement: Annabel Oxford

Building: Paddy Nugent

was proposed by Sue Griffin, seconded by Francis Aldhouse and carried unanimously.

Joy Harvey expressed an interest in joining the Board. She had recently moved to Hereford, learned the history & future plans for the Pavilion. Joined the Friends at the Christmas Fair, then volunteered. Her experience included overseas trade fairs, military, secretarial, business advice on exporting. With a wide range of skills, she was present and available. The Director Group agreed to review the possibility of co-opting Joy on to the Board and will come back to her as soon as possible.

### **Individual Reports:**

**Paddy Nugent:** Paddy has been working on the Community Asset Transfer for the past three years and the application has just gone in to Herefordshire Council. The application includes the 5 year Business Plan ending in 2020/2021 and highlights our sustainability, based on current achievements, and the aims & objectives, based on last year's AGM & consultations over the last two years. The security of tenure resulting from the transfer is essential for the funding applications needed for our plans. Although Herefordshire Council is much more cautious now, we hope the transfer will be approved by the year end. The CAT application and Financial Projections are available on the website.

**Annabel Oxford:** Annabel updated on the completion of an exciting year with the Heritage Lottery funded WW1 project and involvement with other groups & events including the Records Office, the Courtyard, Historical Hereford Day and St Mary's High School. Video clips of the events are available to the participating groups and the photographic exhibition is to be sited permanently at the Records Office with a selection of photographs in the Pavilion. Lady Darnley spoke very encouragingly at the closing celebration of the project.

**Katie Bott:** Katie introduced herself as Operations Manager and updated on her role and activities to date. Managing Pavilion bookings - doubled since the same time last year and a wider variety of activities taking place. Historical Hereford Day - securing City Council funding and presenting a community day. Continuing involvement with the River Carnival and other events in the calendar.

**Mark Hubbard:** Mark, having taken over Fodder in Church Street, cannot give anything like the same amount of time to FoCG affairs. Volunteers are needed for small, regular jobs that he no longer

has the time for and the meeting was asked to explore their networks for possible replacements to cover such as an electrician for events, co-ordination of newsletter printing and distribution to volunteer deliverers, maintenance of Castle Green and area. Someone is needed to take control and manage volunteers for gardening projects around Castle Green. Joy Harvey suggested linking with other community groups. The Star bed in Cantilupe Gardens will be maintained by Hereford Cathedral School Gardening Club this year as a herb garden. FoCG will contact Balfour Beatty to determine what their commitments to Castle Green are for the coming year so that there is no crossover. There is potential for groups to 'Adopt a Flowerbed'.

### **Any Other Business**

***Local Enterprise Partnership:*** Joy Harvey asked whether FoCG had looked into funding from the Local Enterprise Partnership, which gives money for leisure projects. FoCG will put this on the agenda for the next Directors meeting.

Mark Hubbard declared the meeting closed, thanked everyone for coming and invited them to enjoy supper and remember to think hard about potential volunteers.

**Date & venue of next AGM:** To be arranged.