## Meeting Notes Friends of Castle Green – Directors 7pm Thursday, 15<sup>th</sup> February, 2018, The Pavilion, Castle Green, Hereford

Present: Mark Hubbard, Annabel Oxford, Martin Flowers, Lisa Richardson, Katie Bott

Agenda item	Key points	Action
Conflicts of	Mark is a resident of Castle Green	
Interest	Mark's brother is employed by the firm of solicitors involved with the	
Notes of Last	CAT negotiations	
Meeting &	Minutes of the last meeting were agreed and signed.  Matters Arising: On 28 <sup>th</sup> January, Mark phoned Awards for All and we	
Matters	have been cleared to send them a copy of the Report when it is finished	
Arising	and told that we do not have to submit a Financial Report but must	
<b>.</b>	keep the records for seven years. Mark will finish the draft by the	
	week before the next meeting and would circulate it for discussion then	Mark
CAT	Suzanne Garlick of Herefordshire Council Property Services had sent a	Widik
	list of further requests and replies to our earlier questions. After	
	discussion on email and at this meeting, the consensus was:	
	1: Accept a 25 year lease	
	2: We would notify Property Services of any sub-letting tenancy,	
	assuming that it was in order unless we heard to the contrary.	
	3: Do we need a service level agreement as we are not acting on the	
	Council's behalf. Wait to see what they produce.	
	4. Freehold – academic	
	5/6/7: Once the transfer was complete, FOCG would be responsible	
	for the repairs & maintenance, which remain the responsibility of Hfds.	
	Council until that date.	
	11: Anthony Collins LLP, Birmingham are the firm acting for FOCG	
	for the CAT, Frances Aldhouse in Hereford, a retired solicitor, is a	
	'legal friend' to the Board and positions held by Martin Flowers,	
	recently co-opted onto the Board as Finance Director, included a level	
	of legal expertise.	
	12: Katie Bott was contracted as Operations Manager from October	
	2014 and became a permanent (part time) employee in August 2016.	
	Her hours increased from 16 to 24 hours per week in response to	
	increased demand. Her position is self-funding.	
	13: Katie is getting together hours of use & number of people through	
	the door supporting the demand from October 2015/2016/2017.	Votio
	Annabel contacted Annie for the membership numbers in 2015 / 2016 / 2017.	Katie
	14. Volunteer time was approximately 2,020 hours in 2016 and 3,120	
	in hours in 2017 plus 1,050 consultation hours & 260 hours	
	organisational time for the Awards for All project in 2017.	
	15/16/17: Steve and Martin are working on actual & forecast financial	
	summaries, balance sheet & cash flow statements.	Steve/Mart
	18: 2016 - successful Awards for All application for the 'Planning the	
	future – Hereford's Castle Green n the 21 <sup>st</sup> Century. 2017 – running	
	that project including marketing 25 new events both in the Pavilion &	
	at outside events. 300+ attendees at the Pavilion & 250+ at outside	
	events. Successful application to Welcome to our Future for the	
	restoration of two windows. This grant is time-limited and is	
	seriously at risk due to the delay in the transfer.	
	19: After running very successfully, the IT project ended in 2015. The	
	Learning Box in Turner Street is providing a free IT hub in the	
	immediate neighbourhood.	

	20: Monthly Board meetings with minutes downloadable from the	
	website. 21: Community Interest Company No. 6570758 22. Risk register is available and reviewed regularly. 23. Manager's role is self-funding. Demonstrable ability to obtain grant funding but these and further funds will not be forthcoming until the lease is signed. Commitment to transfer is not enough. 24: Canoe Club sub-lease is no problem. 25: Hfds. Council fought a very long & expensive battle to secure the mooring rights between the building & the Victoria Footbridge & these were part of the 'rights to the building' 26. No fishing rights will be granted in the lease. That's fine.	
Operational	Windows: The quote from Dominic Edwards for £1,720 per window + VAT was accepted. Use the Capel Forge quote for the three bars. It was agreed that we would go ahead with the restoration. Mark will advise Dominic & ask him to co-ordinate the timing with Katie. We need to stress to Hfds. Council that unless the lease is signed as soon as possible and before June at the latest, we will lose the £4,000 grant	
	from Welcome to our Future. Mark will draft a short note to Geoff Hughes & circulate it for comment.  ~ G.D.P.R: Lisa circulated a paper regarding the General Data Protection Regulation coming into effect on 25 <sup>th</sup> May 2018 including suggested Privacy Notice for membership database. Agreed to email it	Mark
	to our four databases with a short snappy description of the contact details held & their use with a simple 'consent' to click in reply. The full Privacy Notice would be an attachment.  ~ Volunteer thank you evening was a great success & the 'thank you for helping us grow' potted plants very much appreciated.  ~ Book-keeper: Nicky Roberts was our new book-keeper, with whom Katie & Martin will arrange a meeting. From next month, invoices are to go to Martin.	Lisa
	<ul> <li>Cleaner: Katie will offer the post to Ellie at the national living wage</li> <li>&amp; arrange for her to go on the payroll.</li> <li>The burglar alarm has been replaced. The bill for the call-out to</li> </ul>	Katie
	shut it down as random alarms were disturbing clients in the Pavilion should be sent to Hfds. Council. New fobs may be necessary.  ~ Bookings: The WRVS is now taking bookings again & The Send had re-opened so those bookings recently acquired have returned to them.	Katie
	<ul> <li>Get a quote for professional cleaning of the River Room carpet.</li> <li>Susan Crawshaw had applied for the position of Volunteer</li> <li>Co-ordinator &amp; we must let her know that we no longer need one.</li> <li>Meeting to be arranged with Mark Goddard to discuss his letter regarding wedding receptions and kitchen matters.</li> </ul>	Katie Annabel Annabel/ Mark
Finance	Martin & Steve will meet shortly for a complete handover. The paying-in book has been passed to Lisa	Wark
Any Other Business	~ DofE Silver expedition needs access to the Green on 18 <sup>th</sup> March, 6 <sup>th</sup> & 7 <sup>th</sup> July for two minibuses & trailers. Must access from Mill Street & drive at no more than 5 miles an hour with hazard lights flashing. Advise Fiona Miles of Balfour Beatty.	Lisa
Date of Next Meeting	would be unable to help with any finance.  Thursday, 15 <sup>th</sup> March, 2018 at 7pm at the Castle Green Pavilion, Hereford.	Lisa