



	<p>20: Monthly Board meetings with minutes downloadable from the website.</p> <p>21: Community Interest Company No. 6570758</p> <p>22. Risk register is available and reviewed regularly.</p> <p>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.</p> <p>24: Canoe Club sub-lease is no problem.</p> <p>25: Hfds. Council fought a very long &amp; expensive battle to secure the mooring rights between the building &amp; the Victoria Footbridge &amp; these were part of the 'rights to the building'</p> <p>26. No fishing rights will be granted in the lease. That's fine.</p>	
<b>Operational</b>	<p><i>Windows:</i> 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 &amp; 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 &amp; circulate it for comment.</p> <p>~ <i>G.D.P.R.:</i> 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 to our four databases with a short snappy description of the contact details held &amp; their use with a simple 'consent' to click in reply. The full Privacy Notice would be an attachment.</p> <p>~ <i>Volunteer thank you</i> evening was a great success &amp; the 'thank you for helping us grow' potted plants very much appreciated.</p> <p>~ <i>Book-keeper:</i> Nicky Roberts was our new book-keeper, with whom Katie &amp; Martin will arrange a meeting. From next month, invoices are to go to Martin.</p> <p>_ <i>Cleaner:</i> Katie will offer the post to Ellie at the national living wage &amp; arrange for her to go on the payroll.</p> <p>~ The <i>burglar alarm</i> has been replaced. The bill for the call-out to shut it down as random alarms were disturbing clients in the Pavilion should be sent to Hfds. Council. New fobs may be necessary.</p> <p>~ <i>Bookings:</i> The WRVS is now taking bookings again &amp; The Send had re-opened so those bookings recently acquired have returned to them.</p> <p>~ Get a quote for professional cleaning of the River Room carpet.</p> <p>~ Susan Crawshaw had applied for the position of Volunteer Co-ordinator &amp; we must let her know that we no longer need one.</p> <p>~ Meeting to be arranged with Mark Goddard to discuss his letter regarding wedding receptions and kitchen matters.</p>	<p>Mark</p> <p>Lisa</p> <p>Katie</p> <p>Katie</p> <p>Katie</p> <p>Annabel Annabel/ Mark</p>
<b>Finance</b>	<p>Martin &amp; Steve will meet shortly for a complete handover. The paying-in book has been passed to Lisa</p>	
<b>Any Other Business</b>	<p>~ DofE Silver expedition needs access to the Green on 18<sup>th</sup> March, 6<sup>th</sup> &amp; 7<sup>th</sup> July for two minibuses &amp; trailers. Must access from Mill Street &amp; drive at no more than 5 miles an hour with hazard lights flashing. Advise Fiona Miles of Balfour Beatty.</p> <p>~ Suggestion to Herefordshire's Great Place &amp; ourselves of a summer day long film festival on Castle Green with big marquee set up. Reply that it is a great idea but would need clearance with Fiona and we would be unable to help with any finance.</p>	<p>Lisa</p> <p>Lisa</p>
<b>Date of Next Meeting</b>	<p><b>Thursday, 15<sup>th</sup> March, 2018 at 7pm at the Castle Green Pavilion, Hereford.</b></p>	