Meeting Notes Friends of Castle Green – Directors 7pm Thursday, 15th March, 2018,The Pavilion, Castle Green, Hereford

Present: Amanda Attfield, Mark Hubbard, Paddy Nugent, Martin Flowers, Lisa Richardson

Apologies: Annabel Oxford, Steve Cameron, Katie Bott

Agenda item	Key points	Action
Conflicts of Interest	Mark is a resident of Castle Green Mark's brother is employed by the firm of solicitors involved with the CAT negotiations	
Notes of Last Meeting & Matters Arising	Minutes of the last meeting were agreed and signed. Matters Arising: Mark will finish the draft Awards for All report for the next meeting Mark Goddard has handed in his keys & it was decided to leave the matter of functions & kitchen management for a while, although Mark will discuss it with him if they meet by chance.	Mark Mark
CAT	Nina Bridge presented a draft Service Level Agreement at a meeting with Paddy, Mark, Annabel & Katie. She will prepare a generic model after their discussion, suggesting an annual report tied into community & council policies rather than specific outcomes for FoCG. She suggested working with Herefordshire's Great Place and advised that Hfds. Council was planning to approach the Canoe Club regarding working with 'looked after' children. Nina thought the CAT process could be completed in 8 weeks but there was still no contact with our solicitors. Neither was there comment on the accounts. Very many thanks to Paddy for all his hard work.	
Operational	Events: The bulbs are starting to come up and Mark has taken photos which he will print for Amanda to send to Margaret Smith. Perhaps a press release with photo for the Hereford Times. ~ The Events Committee had planned a revisit of the special security measures needed for the Fireworks Night. The Fire Service Community Risk section advised that there are no longer any personnel dedicated to this & suggested that we should work through all the necessary information on their website. Mark will try to contact the Fire Service Safety Advisory Group. Might need to buy in specialist guidance. Operational: Windows are currently being restored and should be finished by Friday. Work on the three window bars will now be done by Rockfield rather than Capel Forge. Carpets: cleaners are booked to come when the windows are finished. £200 to clean River Room, Artists Room, hallway and stairs. Burglar alarm has been replaced. Instructions on how to set it and having the fobs reprogrammed needed. Equipment: Mark Goddard is going to be in contact to get approval for purchasing a large wok for the Fireworks, to be split between St James'	Mark
	School and us. New cleaner Ellie is working out well Storeroom: We have been given a grant of £2,450 by Hereford City Council to get the storeroom reorganised. Builder is coming to look again next week so that he can schedule in the work. Help needed to move all the kit out of the storeroom. Mark will contact White Hall Self Storage for space there, using his & Lisa's transport. Everyone will try to help when the date is settled. Bookkeeping: Nicky and Martin met. Katie will get cheques sent to Pavilion then give to Lisa to pay in, keeping a monthly schedule of payments. Martin will look into online banking so that Katie could	Mark/Lisa

Date of Next Meeting	Thursday, 19 th April, 2018 at 7pm at the Castle Green Pavilion, Hereford.	
Any Other Business	Hay Castle has achieved 150K funding for a Clore Learning Space in Hay. ~ New 'Reaching Communities' funding opening soon. ~ A 'thank you' for Steve was agreed.	Amanda & Mark
Finance	The current workload will be divided between Nicky Roberts as bookkeeper (practical) and Martin as Financial Director (strategic). The handover with Steve is still in progress as is finalisation of the 2017 accounts. The apparent underspend under the Awards for All consultation would be put against personnel costs which were very much higher than expected. £1,000 from the HHD budget would be allocated to personnel costs as usual. The accounts show a loss of £165 for 2017. The current balance was approximately £19,000 although there were some large debit amounts to come out of that shortly. Lisa would check the threshold for obtaining 3 or more quotes.	Steve/Martin Lisa
Business Plan, Risks & Resources	The Business Plan should be reviewed in detail once the CAT had come through. ~ The Risk Register was strategic rather than operational. We should develop a clear set of objectives and assess the operational risks inherent in achieving those objectives. In the meantime, our current register was sufficient but would be reviewed if there were changes. ~ We would be making very large bids but there is initial funding available for the application process giving potential to co-opt or buy in expertise. ~ The Skills & Capacity Review was adjusted to reflect current activities and Amanda would update it, adding tax advice expertise and reducing the Comments to a) Directors seem to be able to give as much time as is needed at the moment & b) We are a committed group.	Amanda
	have access to view payments and know whom to chase. Also useful for membership payments. Bookings are looking good. There is a possible block booking for six weeks of the summer holidays, which is excellent as it is usually dead space then. Also a small wedding reception and lots of kitchen hire coming up. Events taking up most of the time at the moment. GDPR: Katie had sent the volunteer email contact list which Lisa would put together with the membership & events lists so that only one GPDR email Privacy Notice would need to be sent out.	Mark