

Meeting Notes
Friends of Castle Green – Directors
7pm Thursday, 15th June, 2017, Castle Green Pavilion

Present: Amanda Attfield, Mark Hubbard, Paddy Nugent, Annabel Oxford, Steve Cameron, Joy Harvey, Katie Bott, Lisa Richardson

Agenda item	Key points	Action
Conflicts of Interest	<p>Mark is a resident of Castle Green.</p> <p>Mark's brother is employed by the firm of solicitors under consideration</p> <p>Katie's husband is a member of a firm of solicitors involved in the negotiations</p>	
Notes of Last Meeting & Matters Arising	<p>The minutes of the meeting on 18th May were agreed & signed.</p> <p>Mark has organized the Use of the Green Survey with the students</p> <p>The folder for operational details of all our events is in the kitchen</p> <p>Carry forward: Annabel would contact Ian Doody re The Grange</p>	Annabel
Operations	<p><i>Operational:</i> The matters arising from Annabel's meeting with Katie earlier in the month were reviewed and Annabel would take back the answers.</p> <p><i>Event Responsibilities:</i> to be discussed at the next Events meeting.</p> <p><i>World Café Events:</i> professionals scheduled for the last week in June. Everyone to send suggestions to Katie with contact details. Perhaps put up an online survey using Survey Monkey.</p> <p><i>Volunteers:</i> Katie needs the contact information for all volunteers individual directors use. When a potential volunteer contacts us through the website, Lisa would send an immediate holding reply. People volunteering when on probation should not be a problem as long as there are no restrictions.</p> <p><i>Employment:</i> intended to be 3 days a week after October and we shall confirm the temporary position.</p> <p><i>Pavilion:</i> The Building conservation officer needs to come & inspect to check whether we need listed building consent. This is very probable as we are changing from single to double glazing but it could be possible to put the application through as the work was done. The problem is whether the officer decides we need to repair the windows rather than replace as the funding was granted to provide increased insulation. Paddy to research the absolute deadline for the grant paperwork. We will also need to know when the builders can start work.</p> <p><i>Gardening:</i> going well but someone is needed to manage the volunteers. Philip Morris has agreed to sponsor the beds around Victoria Bridge and Mark is going ahead with the sponsorship signage.</p> <p><i>Insurance:</i> need to pay urgently. It is getting expensive so the decision was made to go ahead with the quote this year and to research competitive quotes in the coming year.</p> <p><i>Newsletter:</i> The newsletter team to be asked to deliver HHD leaflets instead of a summer newsletter.</p> <p><i>HHD & Summer Fair:</i> 29 stalls so far. Leaflets have arrived and posters are up.</p>	<p>Annabel</p> <p>All</p> <p>Lisa</p> <p>Paddy</p> <p>Mark</p> <p>Steve</p>
Finance	<p>Currently £28,995.05 in the bank. Office costs £9,900, membership income £130, £4,430 rental income and a cost of £2,075 for the World Café events to date. Apportion £1,000 of Katie's time to the River Carnival allocation.</p>	

C.A.T.	Patrick Bodenham was waiting for Dave Tristram & Elaine to come back to him. After further exchanges of emails, Patrick has said that he has been advised that the leasehold tenure of 25 years is adequate for funding applications. The position needs clarification, bearing in mind the number and size of the applications we wish to make to achieve our final objective. By the time applications are made for major funding, the lease will be shorter than the minimum. Heidi will check this, after which, Paddy will write to Geoff Hughes saying that a minimum of 50 years, preferably 99 years, was needed, backed up by relevant quotes from the terms & conditions of the funders. Solicitors have been instructed and Katie will advise them that the process has begun.	Paddy Katie
Awards for All	Lisa presented a review of the key themes so far generated from the Awards for All events. It was agreed to crosscut and prioritise the information. Research where ideas were already available in other parts of the city, whether themes matched our aims of, celebration, education & recreation, identify alarm bells. Perhaps have a check & challenge session at the AGM in October. Heidi will look at it critically and we will discuss it again in August.	Mark & Lisa
Skills & Capacity	Where do we see future pressures? Volunteer coordinator – current Architectural building maintenance - future Funding applications – ongoing Future accounting – future Newsletter production & distribution – current Development/Project management – buy in expertise Events capacity/skills – current Professional advice – legal current, other future Marketing & promotion – ongoing However, a couple of years down the line, we are all still here.	
Any Other Business	~ Volunteer Coordinator: Joy has a possibility in mind. We need an outline job description, quantifying the amount of time it would take up. Annabel will approach Annie Lilwall and if she is unwilling to take this on, Joy will take it further. ~ Put Pros and Cons of Heritage v Community Funding bid routes by Dave Tristram planned for September on hold. ~ Mark's book-keeper might be able to help with the normal financial administration. It was agreed to keep the idea in reserve. ~ Katie to book Madam & Adam for a Christmas meal.	Annabel Joy Katie
Date of Next Meeting	Thursday, 20th July, 2017 at 7pm at 7 St. Ethelbert Street, Hereford.	