

**Meeting Notes**  
**Friends of Castle Green – Directors**  
**7pm Thursday, 15<sup>th</sup> September, 2016, Castle Green Pavilion**

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

**Apologies:** Steve Cameron

<b>Agenda item</b>	<b>Key points</b>	<b>Action</b>
<p><b>Conflict of Interest</b></p> <p><b>Minutes &amp; Carried Forward</b></p>	<p>The minutes of the last meeting were agreed &amp; signed</p> <ul style="list-style-type: none"> <li>- The Bowling Club is happy to meet Amanda re. storage &amp; possibly working together in future over grant funding applications.</li> <li>- Mark to check information from Caplor Energy.</li> <li>- Annabel to thank Annie for all her hard work.</li> <li>- Mark to contact English Heritage about bulb planting</li> <li>- Joy to forward her CV to Amanda</li> <li>- Katie had signed her contract &amp; Mark will advise the accountants of her salary increase</li> </ul>	<p>Amanda</p> <p>Mark</p> <p>Annabel</p> <p>Mark</p> <p>Joy</p> <p>Mark</p>
<b>Governance</b>	<p>The CIC guidance notes for Directors on effective governance had been reviewed by Amanda &amp; Lisa and were discussed. Further actions were agreed as follows:</p> <ul style="list-style-type: none"> <li>- Induction of directors. At an initial meeting, the background &amp; history of FOCG would be explained and the role of each Director</li> <li>- As Directors are guardians of the vision, mission and values of FOCG, a defined set of values is needed</li> <li>- Directors will read the relevant Appendix to refresh their understanding of the Companies Act 2006 &amp; confirm this at the next meeting</li> <li>- Our environmental approach needs to be expanded</li> <li>- Post the CIC return on the website</li> </ul>	<p>Amanda to write</p> <p>Paddy to write</p> <p>All</p> <p>Paddy to write</p> <p>Lisa</p>
<b>Finance</b>	Deferred until the next meeting	
<b>Director &amp; Operational Reports</b>	<p><b>CAT:</b> on track for Cabinet approval this month. In view of the delay, the review of our Business Plan &amp; Risks would be deferred to November or the New Year, depending on the decision on the CAT</p> <p><b>Awards for All:</b> The paperwork was done – the grant offer letter returned with our banking details and a letter requesting a deferred start to the programme to 1<sup>st</sup> February, 2017 in view of the Hereford Country Fair moving to Hereford’s Bishops Meadow in August, 2017, as this was the perfect opportunity for a wider community consultation on a ‘Neighbourhood Plan’ for Castle Green. Any publicity is currently embargoed. An event calendar would be set up as soon as the deferral was agreed.</p> <p><b>Heritage Open Day</b> on Sunday 11<sup>th</sup> September 2pm to 4pm. A display of photographs &amp; documents was set up and David Whitehead, Amanda &amp; Mark were there to meet the 20-30 people who attended. Jon Eisel donated several booklets on the history of the Green &amp; the Pavilion. Revenue of £5.60 on tea/coffee</p> <p><b>Fundraising:</b> <i>Celebrate</i> – a Big Lottery bid. Joy to forward the application to Katie &amp; Mark. Apply for the design &amp; research for interpretation boards for Castle Green &amp; launch the project with a celebration</p> <p><i>Elmley Foundation</i> - apply for funding for the 2017 theatre production</p>	<p>Joy</p>

	<p>so that the ticket price could be reduced or free, enabling the performance to be accessible to all. Possibly provide disable access. <i>Hereford City Council</i> – Joy will ring Tracy Morris of HCC regarding an application for an updated kit store &amp; improved booking system. She will work with Katie on the bid.</p> <p><b>Appraisal:</b> Annabel had met Katie for her annual appraisal. It proved to be a very constructive meeting bringing up many good points and Annabel would circulate the record.</p> <p><b>Operational:</b> Innovate U would still like to rent the smaller office but not in its present condition. Mark would ask for volunteers to do the renovations in the next edition of the newsletter.</p> <ul style="list-style-type: none"> <li>- Katie would advise Herefordshire County Council that the windows in the larger office on the top floor are now critical</li> <li>- Quote needed for repainting the exterior below the portico.</li> <li>- The Reading Room is cluttered with unnecessary furniture, etc. It was agreed to look at it after the meeting and sort out anything to be disposed of which could go into the skip on 5<sup>th</sup> November.</li> </ul> <p><b>Events:</b> <i>AGM</i>. Minutes &amp; agenda ready. The agenda to be posted on the noticeboard and on the website. The Little Black Dog would be providing the supper for a very reasonable quote. Amanda would advise Steve that he would need to give the Treasurer’s Report. Paddy gave his apologies.</p>	<p>Joy</p> <p>Joy</p> <p>Annabel</p> <p>Mark</p> <p>Katie</p> <p>Katie</p> <p>All</p> <p>Lisa</p> <p>Amanda</p>
<p><b>Any Other Business</b></p>	<ul style="list-style-type: none"> <li>- There is now a key safe outside the building</li> <li>- A thank you card had been received from the Epics for the day they spent on the river.</li> <li>- Lisa to prepare possible dates for the Directors’ meetings in 2017</li> </ul>	<p>Lisa</p>
<p><b>Date of Next Meeting</b></p>	<p><b>Annual General Meeting</b>  <b>Thursday, 20<sup>th</sup> October, 2016 at 7pm at the Castle Green Pavilion, Hereford.</b></p>	