

Meeting Notes
Friends of Castle Green – Directors
7pm Thursday, 16th March, 2017, Castle Green Pavilion

Present: Amanda Attfield, Annabel Oxford, Steve Cameron, Katie Bott, Lisa Richardson

Apologies: Mark Hubbard, Paddy Nugent, Joy Harvey

Agenda item	Key points	Action
Conflicts of Interest	None	
Notes of Last Meeting & Matters Arising	<p>The minutes of the meeting on 16th February were agreed & signed.</p> <ul style="list-style-type: none"> - Carry forward the half day session with Heidi MacDougal to review the Director’s skill set & knowledge until a mutually convenient date is found - Defer the Business Plan & Risks to April - Dave Tristram to coordinate with Amanda arranging the meeting with John Rosser of the Bowling Club 	Dave/Amanda
Funding	<p>Mark and Annabel met to discuss the Veolia bid. The next deadline is 23rd March. Annabel has two quotes for the windows in the Artists Room of £2,000 each in hardwood & double glazed. The two windows in the River Room would need reinforced “old” glass and planning permission would be needed as the Pavilion is Grade II listed. Amanda to send Mark the ‘Green Environment’ policy.</p>	Amanda
Operations	<ul style="list-style-type: none"> - The Asbestos Survey has been done. Any workers on site need to read it and then sign as having done so. - Julie is off sick and may leave but Megan, who is covering her cleaning duties, is a possible replacement. Should she do so, her weekly rate would be £8.45 ph and Katie would establish her position as to number of employments etc. for Steve and Payroll. - Newsletter would be out in the next week. Send Lisa a pdf of the accompanying leaflet - Katie is getting quotes for the boiler and heating - All immediate repairs are being done by the Council - Chris will come back with a quote for painting the exterior. - Monique Heijn wants to donate an original picture of the Castle that she commissioned when she owned Castle House to the Friends of Castle Green. She is very supportive of what we are doing and is going to come along to a World Cafe. She would like to look round the Pavilion, perhaps with Amanda. 	Katie
C.A.T.	<p>Paddy reported via email that he was in touch with Ian Higgs, Development Manager at HCC. He has tabled all the questions arising from our meeting in early January and is awaiting a response. Mark has offered to add support at any subsequent meeting.</p> <ul style="list-style-type: none"> - Paddy will circulate an updated template of the risks and project plan in readiness for the discussion at the April meeting 	Paddy
Finance	<p>Steve went through the draft 2016 accounts with the meeting. Generally agreed but asked that the expense and income figures be detailed in that account.</p> <ul style="list-style-type: none"> - Lisa to estimate the value of the remaining Christmas card sets - A debtors list to be brought to the April meeting - Lisa to look at the profit/loss figures for Summer Fair, Winter Fair 	Steve Lisa Steve

	and Theatre events during 2014, 2015 & 2016 and bring these to the April meeting	Lisa
Any Other Business	<ul style="list-style-type: none"> - Amanda would be happy to take part again in the Heritage Open Days weekend in September with David Whitehead and opted for Sunday 10th September. Katie would confirm this to David. - Anastasia Calder of New Leaf had mentioned the possible expenses incurred on taking over Castle Green. We should ask her whether we could discuss their experience with Queenswood. - Similarly, Annabel would contact Ian Doody re The Grange and Katie would contact Ledbury Rugby Club. 	<p>Katie</p> <p>Annabel/ Katie</p>
Date of Next Meeting	Thursday, 20th April, 2017 at 7pm at the Castle Green Pavilion, Hereford.	