Meeting Notes Friends of Castle Green – Directors 7pm Thursday, 16th June, 2016, Castle Green Pavilion

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

Apologies: Ann Agenda item	Key points	Action
Governance	 Amanda welcomed Francis to the meeting to advise on the Board's decision regarding the future governance structure of FOCG. Queries raised in the November meeting were clarified in that FOCG members were seen as 'supporters' and Steve advised that our liability for corporation tax was unlikely to justify the change in status. Points discussed included: FOCG activities are largely commercial in scope, which the CIC structure supports and grant money is not taxable. many ways to set up a charity into which any future profits could be channelled. Additional work generated in a CIC plus charity or CIO structure would include two sets of accounts, returns, AGMs, etc. a CIO would be a better structure for limitation of liability, set up with recreational & educational aims. it was possible for cross membership of the board of directors of both CIC & charity or CIO plus an independent member. the possibility of moving the year end to 31st March. Perhaps put it forward at the AGM. it is useful to be aware of a means of rolling over any large profit in the future. 	
	It was agreed to leave the status as it is at least until security of tenure of the Pavilion is achieved and to add it to the risk register.	
Conflict of Interest	Mark is a resident of Castle Green. The minutes of the last meeting were agreed & signed.	
Minutes & Carried Forward	 Mark will circulate the original email from Kevin Knipe of Hereford in Bloom & draft reply. Small grant for a person to research, write & implement interpretation boards to the Trust House Charitable Foundation Tesco's Bags of Help project funding for interpretation boards installation costs. Elmley Foundation funding for disability access to the theatre productions Approach the bowling club for storage space 	Mark Joy Joy Joy Amanda
Fundraising	Joy was on the point of finalising the Awards for All bid and thanked everyone for their response to her queries.	
Director & Operational Manager Reports	 <i>Events</i>: Summer Fair: need volunteers for the set-up and raffle ticket sales. A cost price bicycle had been obtained from Climb On Bikes and would be displayed in the Fodder window, where advance tickets could be sold. Corex boards going up shortly. <i>Ratburger</i>: tickets on sale, banner needs to go up <i>HHD</i>: excellent posters had been delivered <i>Insurance</i>: would be renewed soonest. <i>CAT</i>: Nothing further to report although Herefordshire Council had inspected and valued the Pavilion. 	Mark

Date of Next Meeting	Thursday, 28 th July, 2016 at 7pm at the Castle Green Pavilion, Hereford.	
	 All, the AGM and a review of events held. Dave Tristram would like to join us for a meeting. Suggest September. Membership – the annual £5 rate applied to group membership as well as to individuals & families. Mark had met Spencer Grogan of Herefordshire Council who asked for clarification of the FOCG position regarding Castle Green. Agreed that we would need vacant possession of all the assets on the Green. 	Katie Joy
	 not do so as all our activities are on Facebook or on the website. Fire Choir had asked if a plea for new members could be included in the next newsletter particularly as their rehearsals are held in the St. James hall. Agreed & Lisa would advise Annie. The next edition was planned for mid-July & would include pieces covering HHD, fireworks event, Awards for 	Lisa
	 Letter from Margaret Smith regarding not having received details of the use of her donation. Amanda will write to her outlining our planned use of her donation with apologies for any misunderstandings. Liz Pitman of St. James & Bartonsham Community Association had asked for an FOCG representative to attend their meetings. Regret that we would 	Amanda
Any Other Business	- Amanda had found a governance e-book for CIC Directors. Amanda & Lisa would go through it to measure our activities against their 'Four Pillars of Wisdom'	Amanda Lisa
	Two of the high risk ratings were adjusted to medium but Generation of Sufficient Income remained on high particularly as a significant amount of our income is weather dependent. Mark would write to the Chair of St. James to confirm formally that any loss on the Fireworks event would be shared equally. Risks resolved included appointment of a Finance Director, co-option of a 7 th Board member to handle grant funding, a Board member dedicated to looking after volunteers, access to legal advice when necessary through Francis Aldhouse.	Paddy
Business Plan & Risk Register	Paddy circulated the current business plan. Among the adjustments, Joy became responsible for Awards for All and all subsequent actions dependent on the grant were moved to Q4 2016. CAT was also moved into Q4 2016 and all subsequent dependent actions moved along accordingly. Amanda took over dialogue with the Bowling Club, moved to Q3 2016, and the Ops contract review was placed in July 2016.	Paddy
Finance	At the end of May, the reconciled bank balance stood at £26,212 of which $\pounds 10,000$ was restricted. Steve was working on a rolling up-to-date profit & loss account and the cash flow spread sheet would be populated as the events came in. The CIC return has been submitted	
	 Operational: Use of the building was ticking over before the quiet summer period. Paint Runner, Zombie Walk, etc. were using the Green and sometimes the Pavilion & equipment. Herefordshire Council need chasing up regarding windows & radiators. Violet River had not come back regarding the two offices which remain empty. Rental rates asked for were £250 & £150 per month or £400 for both. Work on the fire safety documentation was on-going. Both the new printer and broadband service were functioning well. 	Katie