

**Meeting Notes**  
**Friends of Castle Green – Directors**  
**7pm Thursday, 16<sup>th</sup> June, 2016, Castle Green Pavilion**

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

**Apologies:** Annabel Oxford

<b>Agenda item</b>	<b>Key points</b>	<b>Action</b>
<b>Governance</b>	<p>Amanda welcomed Francis to the meeting to advise on the Board’s decision regarding the future governance structure of FOCG.</p> <p>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.</p> <p>Points discussed included:</p> <ul style="list-style-type: none"> <li>- FOCG activities are largely commercial in scope, which the CIC structure supports and grant money is not taxable.</li> <li>- many ways to set up a charity into which any future profits could be channelled.</li> <li>- Additional work generated in a CIC plus charity or CIO structure would include two sets of accounts, returns, AGMs, etc.</li> <li>- a CIO would be a better structure for limitation of liability, set up with recreational &amp; educational aims.</li> <li>- it was possible for cross membership of the board of directors of both CIC &amp; charity or CIO plus an independent member.</li> <li>- the possibility of moving the year end to 31st March. Perhaps put it forward at the AGM.</li> <li>- it is useful to be aware of a means of rolling over any large profit in the future.</li> </ul> <p><b>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.</b></p>	
<b>Conflict of Interest</b>  <b>Minutes &amp; Carried Forward</b>	<p>Mark is a resident of Castle Green.</p> <p>The minutes of the last meeting were agreed &amp; signed.</p> <ul style="list-style-type: none"> <li>- Mark will circulate the original email from Kevin Knipe of Hereford in Bloom &amp; draft reply.</li> <li>- Small grant for a person to research, write &amp; implement interpretation boards to the Trust House Charitable Foundation</li> <li>- Tesco’s Bags of Help project funding for interpretation boards installation costs.</li> <li>- Elmley Foundation funding for disability access to the theatre productions</li> <li>- Approach the bowling club for storage space</li> </ul>	<p>Mark</p> <p>Joy</p> <p>Joy</p> <p>Joy</p> <p>Amanda</p>
<b>Fundraising</b>	<p>Joy was on the point of finalising the Awards for All bid and thanked everyone for their response to her queries.</p>	
<b>Director &amp; Operational Manager Reports</b>	<p><i>Events: Summer Fair:</i> 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.</p> <p><i>Ratburger:</i> tickets on sale, banner needs to go up</p> <p><i>HHD:</i> excellent posters had been delivered</p> <p><i>Insurance:</i> would be renewed soonest.</p> <p><i>CAT:</i> Nothing further to report although Herefordshire Council had inspected and valued the Pavilion.</p>	<p>Mark</p>

