

Meeting Notes

Friends of Castle Green – Directors

7pm Thursday, 16th November 2017, The Pavilion, Castle Green, Hereford

Present: Amanda Attfield, Mark Hubbard, Annabel Oxford, Katie Bott, Lisa Richardson

Apologies: Paddy Nugent, Steve Cameron

| Agenda item | Key points | Action |
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| Conflicts of Interest | Mark is a resident of Castle Green. Mark's brother is employed by the firm of solicitors involved with the CAT negotiations | |
| Notes of Last Meeting & Matters Arising | <p>The minutes of the meeting on 21st September were agreed & signed.</p> <p><i>Matters Arising:</i> The Riverbank Project has not materialised but will be progressed when Hereford Cathedral School is ready.</p> <p>~ 1,000 bulbs were planted in the gardens leading down to Victoria Bridge and around the Green. 8/9 people came & were served lunch.</p> <p>~ Ian Doody couldn't come to this meeting to discuss the development of the CAT at The Grange in Leominster. Annabel would re-arrange in the New Year.</p> <p>~ Katie will put in a Community Grant Funding application for redesigning the Storage Room.</p> <p>~ Scheduling Beating the Retreat for the evening of Historical Hereford Day was not viable.</p> <p>~ c/f provision of a feminine hygiene bid</p> <p>~ Katie had put in some 30 hours towards the Fireworks Night.</p> <p>Advise Steve so that the cost of those hours can be deducted from the Fireworks final budget before it goes to St. James. It would be useful to have some idea of how many volunteer hours are put into FOCG work, particularly for future funding bids. Everyone to estimate the annual hours each spends on FOCG related activity.</p> | <p>Annabel</p> <p>Katie</p> <p>Katie</p> <p>Lisa</p> <p>All</p> |
| Operational | <p><i>Events:</i> Mark - Fireworks Night: Now at maximum capacity. In future, aim to sell out before the day. It had been agreed to re-run all the setting-up procedures such as fire, risk assessments, etc. Close 15 minutes before the fireworks for safety reasons. After resigning as organiser, Toni has been replaced by a team of three but will still be part of it. Next year, we will have to pay the full cost of the fireworks estimated at £5,500. Toni, Mark & Katie to work together & generally tighten up each area.</p> <p><i>Incidents:</i> A man was reported to Security for urinating next to the portaloos in full public view, including children. When asked to desist, swore constantly, smelt strongly of alcohol & eventually was firmly escorted off the site. Andy Welch of Welch Security is happy for the company details to be passed on but the complaint of assault should be made directly to the police for investigation as it is a criminal offence. The block of toilets further along the promenade never had a queue and would have been pointed had he asked. Amanda to respond.</p> <p>Lisa would acknowledge any future complaints, responding that the matter would be investigated & discussed at the next Director's Meeting on 18th January, 2018. Facebook complaints should be forwarded to her for the same acknowledgement.</p> <p>~ Refund of £42 requested by a party arriving late who were refused entry. The information is printed on everything except the wristband so we will refund this year as a gesture of goodwill but not in future. Add it to the wristband next year – No admittance after 7.15pm/no exceptions/no refunds plus add 'Tickets are limited' on the posters. Katie will respond commenting in particular on the disappointment that the request was put on Facebook, where it escalated.</p> <p><i>Pavilion usage:</i> Letter from Mark Goddard: Mark will discuss the</p> | <p>Mark/Katie</p> <p>Amanda</p> <p>Lisa</p> <p>Katie</p> |

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| | <p>points raised in detail with MG & Maggie. Small private parties are a great success but it is not a suitable venue for weddings & these were not a high priority in the community consultation</p> <p><i>Operations:</i> Katie has an events 'shopping list' of about £800. Amount agreed by all.</p> <p>~ She had met Clare, the new Chair of St. James PTFA & will ask her to come to an Events Meeting. Will also approach Sue Kedworth to join the Events team.</p> <p><i>Volunteers:</i> Susan Crawshaw applied for Volunteer Coordinator. Send her the job description pointing out that some of the circumstances she had identified as not working for her were essential for the role. Annabel will contact her neighbour Sue, and Amanda will discuss this with Annie Lilwall.</p> <p><i>Awards for All:</i> Mark will circulate the draft for comment by the end of the first week in January. Lisa & Mark to get together to discuss the results. If possible within the budget, publish the report in hard copy & in a special four page newsletter plus present it at the end of January at a special event for all the volunteers.</p> | <p>Mark</p> <p>Katie</p> <p>Annabel/ Amanda</p> <p>Mark/Lisa</p> |
| CAT | Paddy had circulated a detailed report of all the progress so far. Until the Council responds to queries, our legal team will cease to chase them. | |
| Finance | <p>Steve is waiting for confirmation of a few more numbers before circulating the almost-final fireworks account in the next few days plus the latest bank reconciliation.</p> <p><i>Finance Director:</i> Steve met Martin Flowers informally and felt that he was the more suitable of the two prospective candidates. He has recently retired as Financial Director of the Hereford Hospital Trust. We need to take up two references. Steve & Martin should discuss how he manages the role. Amanda will discuss his application with Ian Yemm but it would be totally impossible if he does not work on email. Ensure that inductions are carried out thoroughly in the New Year.</p> | <p>Steve</p> <p>Amanda</p> |
| Any Other Business | <p>Mike Truelove of Hereford Bid has asked FOCG to join the Forum for the City in one of the membership categories and Mark has asked him to keep us abreast of developments.</p> <p>~ Windows: The brief is complete and Paddy will circulate it for quotes. Forward any applications to Paddy.</p> <p>~ Charges: We need to assess all our outputs to see if we need to raise charges. The membership fee arose in the community consultation.</p> <p>~ Operations Manager Salary. It was recommended that this should be increased by the current inflation rate of 3%. Proposed by Mark, seconded by Lisa and agreed unanimously.</p> <p>~ Response to Elizabeth Perkins of the Architectural Heritage Fund. Mark would contact her to ask for advice on our current dilemma where no questions are being answered by Hfds. Council regarding the lease so we are no closer to taking over the Pavilion and we cannot proceed with any grant applications without security of tenure.</p> | <p>Mark</p> |
| Date of Next Meeting | Thursday, 18th January, 2018 at 7pm at the Castle Green Pavilion, Hereford. | |