

Meeting Notes
Friends of Castle Green – Directors
7pm Thursday, 17th March, 2016, Castle Green Pavilion

Present: Amanda Attfield, Annabel Oxford, Paddy Nugent, Steve Cameron, Joy Harvey, Lisa Richardson

Apologies: Mark Hubbard, Katie Bott

Agenda item	Key points	Action
Minutes & Matters Arising	<p>The minutes of the last meeting were agreed & signed.</p> <p>The invitation to Francis Aldhouse was postponed until June as there was too full an agenda this month. All directors to research the advantages/disadvantages of a CIO versus a CIC.</p>	Amanda All
Fundraising	<p>Mark had sent Joy a copy of the Awards for All Bid to date and Mark, Joy and Katie would meet on 18th March to continue working on it.</p>	Mark / Katie / Joy
Director & Operational Manager Reports	<p><i>Events</i> - Gardening Sunday went very well despite the incident discussed below. Over 40 volunteers of all ages came and the work was done by lunchtime's soup, sausage butties & cake, much enjoyed outside the Pavilion. The accumulated garden waste was not collected from the usual rubbish point and Mark has contacted Cllr. Paul Rone on the subject.</p> <ul style="list-style-type: none"> - arrangements are well in hand for the Car Boot sale. - the members' social event – Treasure Hunt on Sunday, 24th April – will be on Facebook after Easter. Ask Annie to send out the invitation and write a piece for the newsletter for Katie. - Historic Hereford Day – the event programme is booked, including Kate Bliss, Queen's executioner, town crier, falconry & a Shakespearean Puppet Show – all within budget. Brightwells has made a donation of £500 & Herefordshire Community Partnership has made a grant of £600. <p>The extra time Katie works on HHD comes out of the overall budget and the £1,000 will be scheduled as last year at £200 per month from March to July. Steve would like timesheets for both her regular hours plus additional event work itemised separately, to be submitted each month in time for the salary run. Katie & Steve to discuss the best way of achieving this.</p> <p><i>Operations:</i> Volunteer: Annabel had met Sue Powell who had contacted us through the website. She's quite keen & plans to come to the Car Boot to meet other Directors and see more of FOCG in action.</p> <ul style="list-style-type: none"> - Julie will deep clean the kitchen & Herefordshire Council Environmental Services will be asked to make an advisory visit - 10 regular bookings a week and equipment hire is picking up again. Need to let the two offices. - All cloakroom taps replaced by the Council. The fuse boards in the Pavilion & Canoe Centre have also been replaced. - The local Community Safety Council has not yet responded to her request for advice on the key safe. - Capel Forge has quoted £460+Vat to build a strong steel cage for gas bottle storage. Ask Environmental Services for formal advice on the storage. - The newsletter is being drafted at the moment for publication at the end of the month. 	<p>Lisa</p> <p>Katie/ Steve</p> <p>Annabel</p>

Gardening Sunday	Joy explained the details of the incident regarding the replanting of the hellebores from Cantilupe Gardens and copies of the subsequent exchange of emails between Cantilupe residents, FOCG, Balfour Beatty, HiB, Geof Tarling, etc. were circulated. The Chair of Hereford in Bloom will take the matter up with the Cantilupe residents. FOCG does not wish to upset Cantilupe Street residents in any way & is very happy to support Hereford in Bloom's plans but would prefer not to be involved in such a situation again, one that was particularly disturbing for the volunteers.	Amanda
C.A.T	The Officer Report is being prepared for approval and signing off by Cllr. Harry Bremer. The Council Legal Department would then work on all the official paperwork & it is anticipated that the whole process will take a minimum of 6 months.	
Finance	Steve's work on the Annual Accounts is well under way and the current bottom line shows a loss of £4,000. The fixed assets acquired in 2015 of a 50% share of the barbecue, 2 large gazebos & a large freezer was confirmed. The stock of Christmas cards was carried forward at the listed value and the £50 bad debt written off. - it would be helpful to have quarterly profile of bookings to check whether the income is covering Katie's salary. - Check with the Hfds. Council whether they would cover replacement of the boiler & radiators as well as the repairs to windows, specifying the window in the smallest meeting room in particular.	
Catcher Media	The grant request from Catcher Media is outside the remit of the Friends' activities as laid out in the CIC aims & objectives but we would be very happy to help with generating publicity for the project.	
Business Plan	We need to make financial provision for repairs to the building as well as the need for professional legal & structural professional advice in the final stages of the CAT. - Plan of Activity: Paddy will circulate the Excel spreadsheet for discussion at the next meeting.	Steve Paddy
Any Other Business	The Revised Preliminary Draft Charging Schedule – March 2016 was noted. - First World War Commemoration – The Home Front – events planned for 2017 under the title of 'Family at War' initial open day on Saturday 7 th May at HARC from 11am to 4pm. Lisa would attend. - Cartridge World: Agreed on £100 kitty, mainly to cover the cost of newsletter paper. Need account number & details. - Broadband Check the invoice from Allpay dated 26 th February 2015 to see whether that covered the annual provision of broadband to the Pavilion	Lisa Annabel/ Katie
Date of Next Meeting	Thursday, 21st April, 2016 at 7pm at the Castle Green Pavilion, Hereford	