

**Meeting Notes**  
**Friends of Castle Green – Directors**  
**7pm Thursday, 17<sup>th</sup> May, 2018, The Pavilion, Castle Green, Hereford**

**Present:** Annabel Oxford, Mark Hubbard, Martin Flowers, Katie Bott, Lisa Richardson

**Apologies:** Amanda Attfield, Paddy Nugent

Agenda item	Key points	Action
<b>Conflicts of Interest</b>	Mark is a resident of Castle Green Mark's brother is employed by the firm of solicitors involved with the CAT negotiations	
<b>Notes of Last Meeting &amp; Matters Arising</b>	In Amanda's absence, Annabel chaired the meeting Minutes of the last meeting were agreed and signed. <i>Matters Arising:</i> The A4All report was still being worked on. The draft is to be done by the end of June for discussion at the July meeting.	Mark
<b>CAT</b>	To facilitate the lease being granted within the time limit, Paddy has agreed that within 6 months of the lease execution, we will provide the council with a short excluded lease agreement with the canoe club. As he is still away, Martin will contact Nina Bridges for a progress report.	Martin/Paddy
<b>Operational</b>	<p><i>River Carnival:</i> To be discussed in detail by the Events Committee at the meeting on Monday, 21<sup>st</sup> and brought to the June Directors' meeting.</p> <p><i>Events:</i> Posters are in hand for HHD &amp; the Summer Fair and are available for the David Walliams production. Mark will source a bike from Climb on Bikes, with Sunday Lunch at Castle House and a family ticket for The Midnight Gang as second &amp; third prizes for the raffle. 2-3 people needed to set up the barrier netting, bar &amp; tickets for the theatre production.</p> <p><i>Newsletter:</i> Draft ready which Mark will tweak and Lisa will send in a few words on GDPR.</p> <p><i>Office rental:</i> HVOSS are looking for a suite of offices from September for about a year. Katie to suggest that they come &amp; look at the Education Room.</p> <p><i>Kitchen:</i> Amanda has spoken to Mark Goddard, who has resigned as Kitchen Manager. Katie to check when it would be convenient for him to collect any of his personal belongings still in the kitchen, such as the contents of the small freezer.</p> <p><i>Commercial waste:</i> The Council will collect general rubbish &amp; Katie has a quote from Pedicabs for re-cycling. Anne Cottinger has volunteered to advise on re-cyclable 'consumables'.</p> <p><i>Security:</i> More fobs are needed for the keys.</p> <p><i>Gardening:</i> Ian should an annual allowance of £150 – roughly what he spends at the moment. Any amount in excess of this should be brought to the Directors.</p> <p><i>Equipment:</i> A costing is needed for 40 chairs &amp; 10 tables</p> <p><i>GDPR:</i> The email has gone out and Annie is handling all responses. The letter needs to go out to about 30 members/volunteers for whom we do not have email addresses.</p>	<p>Mark/Amanda</p> <p>Mark</p> <p>Mark/Lisa</p> <p>Katie</p> <p>Katie</p> <p>Katie/Mark</p>
<b>Finance</b>	The final set of accounts will be brought to the next meeting. Martin presented a summary of Income & Expenditure for the first three months of the year, which showed a deficit of £10,394.45. There is no event income coming in during this period and neither the Hereford Council grant nor the grant for the window repairs were in. Excellent progress made on clearing outstanding debtors and the book-keeping arrangement works well. <i>Banking:</i> Martin presented an appraisal of the internet services offered	

	<p>by all the Hereford banks and it was agreed unanimously to move our banking services to Lloyds, with the transfer process starting immediately. All Directors to sign as before.</p> <p><i>Events:</i> Approximate figures for the River Carnival were cafe income £1,568 with costs to date at £820. Dog Show income £346 with costs at £185.</p>	
<b>Any Other Business</b>	<p>~ New chair: Fix the date in the week c. 2<sup>nd</sup> July – Monday, Tuesday or Thursday for the discussion on what FOCG needs from a chair and how to go about securing the person with the relevant qualifications.</p> <p>~ Mark is working with the Cathedral School on a project for taking over care of the riverbank and will be making a 10 minute presentation at Assembly on 7<sup>th</sup> June. This will be an extra-curricular activity with particular appeal to those interested in conservation and land management. The Cathedral School would staff the project but we would need to provide storage and equipment. Katie will research an application to the Tesco Bags of Life Fund as a ‘young persons’ project.</p>	<p>Mark</p> <p>Katie</p>
<b>Date of Next Meeting</b>	<b>Thursday, 21<sup>st</sup> June, 2018 at 7pm at the Castle Green Pavilion, Hereford.</b>	