

**Meeting Notes**  
**Friends of Castle Green – Directors**  
**7pm Thursday, 17th September, 2015, Castle Green Pavilion**

**Present:** Amanda Attfield, Mark Hubbard, Paddy Nugent, Katie Bott, Lisa Richardson

**Apologies:** Jonathan Sheldon, Steve Cameron, Annabel Oxford

Agenda item	Key points	Action
<p><b>Conflict of Interest</b></p> <p><b>Minutes &amp; Matters Arising</b></p>	<p>Mark is a resident of Castle Green.</p> <p>The minutes of the last meeting were agreed &amp; signed.</p> <p>Mark will circulate the letter from Zurich Insurance and Annabel will contact the Council’s Environmental Health &amp; Trading Dept. regarding a preliminary advisory visit.</p>	<p>Mark Annabel</p>
<b>CAT</b>	<p>Paddy had circulated the final version of the Community Asset Transfer documents incorporating the alterations and additions suggested at the last meeting. After a discussion regarding the relevance of the Health Check to the Strategy and the recent exchange of emails with the Council Officers, it was agreed to go ahead and submit our application as it stands – with a couple of minor adjustments - with a covering note emphasizing our successful &amp; sustainable operation of the Pavilion during the last couple of years &amp; that we are now held back from further progress by our insecurity of tenure &amp; subsequent inability to source grant funding. Mention that Lady Darnley, recently celebrating the successful achievement of our WW1 project, stressed the importance of the Pavilion to the local community &amp; add that our local MP regularly attends our events on Castle Green.</p> <p>- Many thanks to Paddy for all his hard work.</p>	Paddy
<b>Governance</b>	<p>It was agreed that we write to all the local firms of solicitors asking specifically for pro-bono help with the way forward for the constitution of FoCG. Bearing in mind our aims and objectives, we need advice on the options available, guidance on the most efficient status for our organisation and assistance through any subsequent change. We also have a vacancy on the Board for a legal advisor. Paddy would draft the letter, Katie would research the details of local firms.</p>	Paddy Katie
<b>Fundraising</b>	<p>Mark continued to work on the Awards for All Bid</p>	Mark
<b>Director &amp; Operational Manager Reports</b>	<p><b>Operational:</b> Enquiries were on-going for a couple of weddings, a christening &amp; a children’s birthday party. Katie was working on promotional approaches to funeral directors, which she would deliver by hand.</p> <p>- Facebook had changed its method of operation resulting in our posts reaching only a fraction of the usual recipients. She would use a free trial of Hootsuite to programme regular posts and build back our regular audience.</p> <p>- She suggested running a course on digital marketing at the Pavilion, from which we would benefit and making a charge to other participants to cover costs.</p> <p><b>Building:</b> The painting &amp; decorating was finished successfully. The electrician had submitted a competitive quote for the installation of the kitchen extractor fan which it was agreed we should accept.</p> <p><b>Events:</b> - <i>AGM:</i> Ben of the Rocket Café will do quiches &amp; salads, plus cake if we wish. This would be set out in the kitchen. A table for drinks &amp; approximately 60 chairs to be set up in the River Room. Cash collection bucket at the door as usual. Mark would contact Mike Truelove of the Hereford BID as the guest speaker. Under Chairman’s Report, Mark would report on events, the newsletter &amp;</p>	<p>Mark</p> <p>Mark</p>

	<p>volunteers, Paddy on the CAT, Annabel on the WW1 Project and Amanda would introduce Katie as our Operations Manager. All the notices had gone out &amp; were on the website.</p> <p><i>Fireworks:</i> Mark, Carla &amp; Toni had a productive meeting &amp; all the jobs were scheduled. Headline changes were that commercial lighting would cover the path from the Fosse entrance down to the Pavilion, FoCG would run the Café (tea &amp; cakes) &amp; the sound system would be based at the monument facing inwards. LED lights to go along the riverbank railings and hang from the trees were planned and possibly firepits. We need to source barriers to demarcate the separate areas. Paddy &amp; Anna with Amanda &amp; Michael were asked to work on the Nelson Street Gate and Lisa &amp; Katie with Steve &amp; Carrie on the Fosse Gate.</p> <p><i>2016:</i> Rotary with Round Table planned a Vintage &amp; Super Car Show on Castle Green on Sunday, 8<sup>th</sup> or 15<sup>th</sup> May and asked whether FoCG would like to run their Café. Sunday 8<sup>th</sup> was too close to the River Carnival and there was a Half Marathon scheduled on the same day so Mark would suggest that 15<sup>th</sup> May would be more suitable and that we would let them know about the Café nearer the time, subject to the availability of volunteers</p> <p><i>Newsletter:</i> The content and publication dates need to be planned more strategically. Katie was happy to continue putting it together but a volunteer was needed to take over and run the printing &amp; delivery. This had been highlighted in the special Volunteer Newsletter, which was currently being delivered with the September edition.</p>	<p>All</p> <p>Mark</p>
<b>Finance</b>	<p>A summons had been received from Companies House for non-payment of the penalty for late filing of the 2013 accounts. The amount now involved was £800+. Jonathan is away but had asked for our thoughts on the matter. It was agreed that we were minded to settle rather than fight the case in court and would be happy to discuss further on his return.</p> <ul style="list-style-type: none"> <li>- Lisa &amp; Mark had made part payment of £1,000 in cash to the decorator as Steve was away.</li> <li>- Steve had asked that we make it clear what payments to FoCG covered.</li> <li>- The reconciled bank balance at 31<sup>st</sup> July was £29,820.69 and the provisional balance for 31<sup>st</sup> August was £23,344.29.</li> </ul>	
<b>Staffing</b>	<p>(Katie Bott left the room) Katie's contract had been extended for a further year and as she will have accrued certain employment &amp; redundancy rights after a two year period, it was agreed to pay statutory redundancy rates and Amanda would update the relevant documents.</p>	<p>Amanda</p>
<b>Any Other Business</b>	<ul style="list-style-type: none"> <li>- An invitation had been received from the Friends of Rotherwas Chapel to their launch event, which had coincided with our WW1 Celebration event, together with a request to sign up with an inaugural subscription of £10. It was agreed that this would not be appropriate.</li> <li>- No-one was available to attend the HVOSS AGM &amp; Katie would RSVP accordingly</li> <li>- It was agreed to keep to the monthly frequency of Directors' Meetings (bar December) but change to the 3<sup>rd</sup> Thursday in each month. Lisa to prepare the schedule.</li> </ul>	<p>Lisa</p> <p>Katie</p> <p>Lisa</p>
<b>Dates of Next Meetings</b>	<p><b>Thursday, 29<sup>th</sup> October, 2015 at 7pm at the Castle Green Pavilion, Hereford</b></p> <p>19<sup>th</sup> November</p>	