

**Meeting Notes**  
**Friends of Castle Green – Directors**  
**7pm Thursday, 17<sup>th</sup> November, 2016, Castle Green Pavilion**

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

**Guests:** Heidi Macdougall, Elizabeth Perkins

**Apologies:** Annabel Oxford, Katie Bott

Agenda item	Key points	Action
<p><b>Conflict of Interest</b></p> <p><b>Funding</b></p>	<p>Mark is a resident of Castle Green</p> <p>Elizabeth Perkins, Support Officer for the West Midlands outlined the purpose of the Architectural Fund, to enable projects with a social impact in heritage buildings. The Project Viability Grant helps to fund the work necessary to assess whether the building is suitable for the proposed use, a condition survey and the likely costs involved including capital, renovation, architectural fees and conservation expertise brought together into a Viability Report. The maximum amount is £5,000 and priority is given to applications supplying at least 50% match funding from other sources. Applications can be made at any time and a decision should be made within six weeks. The completed Viability Report can then be submitted for a Project Development Grant (maximum £25,000) towards the cost of developing the project to the start of work on the site. It is also possible to apply for a loan for working capital during the restoration process which is available at an interest rate of 4-7%. Another funding source is Resilient Heritage offering grants of £3,000 - £250,000. Elizabeth stressed the importance of making direct contact with both the Heritage Lottery Fund &amp; the Big Lottery Fund at this stage. She would send us the necessary documents and would be very happy to assist further. Amanda thanked Elizabeth &amp; Heidi for spending the time with us and for all their help.</p> <p>- <b>It was agreed</b> that Mark, Joy and Paddy would get together to take the application forward and to arrange meetings with HLF and BLF in Birmingham.</p>	<p>Mark Joy Paddy</p>
<p><b>Minutes &amp; Carried Forward</b></p>	<p>The minutes of the last meeting were agreed &amp; signed</p> <p>- Mark will send details of the Veolia &amp; Caplor Energy grant funding to Joy</p> <p>- Circulation of Katie's annual appraisal record carried forward</p>	<p>Mark Annabel</p>
<p><b>Governance</b></p>	<p>Copies of Friends of Castle Green Environment Policy, Statement of Values and Director Recruitment and Induction Policy were circulated.</p> <p><b>It was agreed</b> to adopt them with an annual review unanimously.</p>	
<p><b>Finance</b></p>	<p>The balance at 31<sup>st</sup> October was £27,900 and is currently £41,000. This includes the £10K Awards for All grant, £4.5K owed to St. James PTFA as their share of the Fireworks income plus anticipated extra event costs of £1,000-£2,000 resulting in a net balance of approximately £25K. This had been a consistent balance for the past year and Steve would research any advantage in moving an amount to a savings account in view of the low interest rates available. He will advise the Directors by email and act upon their decision.</p> <p>- From an informal discussion with Katie, Mark assessed that she was very happy working with FOCG but would like an additional day's</p>	<p>Steve</p>

	<p>work per week if this was viable. He anticipated that at least £4,250 could be charged out to cover the additional work she does on events and specific projects. <b>It was agreed</b> to give her a temporary contract for a year for an additional 8 hours a week. Amanda would write and confirm that to her, anticipating that this could be reconfirmed and later expanded as her work load increased but she would need to manage her projects within that time without any one-off event payments. Steve to clarify her time sheet hours with her and advise the Directors on the total additional annual cost of the extra day.</p>	<p>Amanda  Steve</p>
<p><b>Director &amp; Operational Reports</b></p>	<p><b>CAT:</b> This was approved in principle and signed off at the Council’s last meeting. A report will be published within the next few days and can be assessed before we respond with any queries arising. Many congratulations to all involved. .</p> <p><b>Operational - Buildings:</b> The windows in the large office have been ordered by Hfds. Council and will be fitted in the New Year.</p> <ul style="list-style-type: none"> <li>- The Reading Room has been cleared of non-essentials.</li> <li>- Painting: The quote for painting the three offices has been accepted and Chris will advise Katie of the schedule, leaving the large office until the windows are renewed.</li> <li>- Rental: The rental offered for the small office plus use of the kitchen for 4 mornings a week of £300 per month from Raw Food Rosie has been accepted on special conditions and on a 3 month trial period.</li> </ul> <p><b>Bookings:</b> Billings were over £1,600 last month, helped by Livewire Central. Bad payers are being pursued. Some bookings will be lost when the Yoga centre opens early next year but 2 or 3 enquiries come in each week.</p> <p><b>Events</b> from Katie: Marquee and stalls booked. Becca &amp; Sophie will provide the Winter Wonderland and Close House volunteers will help with breakdown for payment in cake. Floats are ordered.</p> <p><b>Awards for All:</b> Planning document almost complete.</p> <p><b>‘Celebrate’:</b> The bid went off in early October and outcome awaited.</p> <p><b>Events</b> from Mark: The AGM went very well.</p> <ul style="list-style-type: none"> <li>- Fireworks Spectacular was a great success &amp; the quality of the display in particular was highly praised. It had been agreed at the subsequent events meeting that a box would be held at the two gates for any confiscated private fireworks &amp; transferred to the Pavilion for return at the end of the evening.</li> <li>- Christmas Fair arrangements are well in hand</li> </ul> <p><b>Awards for All:</b> The initial ‘launch would be in High Town On 11th February. There would be 3 ‘Planning for Real’ consultations – River Carnival, Summer Fair &amp; Hfds. Country Fair. There would be 14 World Café Events starting with FOCG members &amp; including; south of the river community association members from Newton Farm, Hunderton, Hinton, Putson &amp; via the Kindle Centre; young people including SHYPP, Livewire and Close House – for others, ask Toni Clark; professionals including lawyers, accountants, estate agents etc., the Bowling Green; Local residents (Castle, St. Ethelbert, Cantilupe &amp; Mill Streets and the hospital development; users of the Pavilion; two for the general public – first, applying for tickets at public events &amp; second, in partnership with the Hereford Times, ending with the AGM when progress to date can be shared with members who would have the last word. Two to be held per month with a budget of £5 - £10 per head. Final schedule to be agreed early next year with Awards for All.</p> <p><b>Gardening &amp; scouts:</b> No movement yet but would need DBS certification free of charge. Need to firm up on our volunteer induction policy</p>	

<b>Business Plan</b>	The review of our Business Plan & Risks was deferred therefore to February, 2017	
<b>Any Other Business</b>	<p>We now have permission to take over the flower beds around the central monument. We need someone to help Ian so Mark will approach Wyevale Nurseries to sponsor those flowerbeds. It was agreed to use Margaret's donation as well and Amanda will write to her asking what perennials &amp; bulbs she would like to see there.</p> <ul style="list-style-type: none"> <li>- The Courtyard would like to present 'As You Like It' on Castle Green in partnership with FOCG in 2017. Katie replied that we had our own outdoor theatre production on the green and had a really busy schedule of events next year. However, they could make their booking through Herefordshire Council &amp; take it from there. A list of FOCG 2017 events was enclosed to prevent any double bookings.</li> <li>- Bowling Club: Amanda attended their AGM and spoke on the sustainability of Castle Green and the Bowling Club as viable community benefits. With the same objectives, FOCG and the Bowling Club could work together perhaps even to apply jointly to funders such as Sport England.</li> <li>- St. James PTFA had two large gazebos, complete with sides and bag, used twice only, available to buy for £300. <b>It was agreed</b> to go ahead.</li> <li>- Marches Counselling Service was offering a special rate to volunteers on 'Mindfulness', an eight week stress reduction course and the leaflet was circulated.</li> </ul>	Mark Ian
<b>Date of Next Meeting</b>	Thursday, 19 <sup>th</sup> January (full list printed on the back of the Agenda) Christmas get-together on Sunday, 18 <sup>th</sup> December, 7pm at The Barrels, St. Owens Street.	