

Meeting Notes
Friends of Castle Green – Directors
7pm Thursday, 18th January, 2018, The Pavilion, Castle Green, Hereford

Present: Paddy Nugent, Annabel Oxford, Steve Cameron, Martin Flowers, Lisa Richardson, Katie Bott

Apologies: Amanda Attfield, Mark Hubbard

Agenda item	Key points	Action
Finance Director	<p>The co-option of Martin Flowers to the Board of Directors as Finance Director was unanimously agreed. Ratification would be proposed at the AGM in October 2018.</p> <p>~ The forms to add Martin as a signatory on the bank account were completed & signed. It was resolved unanimously that the authorised signatories in the current mandate for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.</p> <p>~ Arrangements had been made to register him as a Director of Friends of Castle Green. Steve would send payroll details to Martin as part of the handover process which would take place over the next couple of months. Steve would complete the 2017 accounts. A new cashbook for 2018 had been created & Steve would record the entries until the handover was finalised so Katie would continue to send Steve invoice copies until that date.</p> <p>~ Paddy would send Martin a copy of the business plan and condition survey.</p>	<p>Steve</p> <p>Paddy</p>
Notes of Last Meeting & Matters Arising	<p>Minutes of the last meeting were agreed, subject to the following amendments:</p> <p>~ Regarding Volunteer Co-ordinator, Amanda would contact her neighbour Sue & Annabel would discuss the position with Annie Lilwall.</p> <p>~ Martin had recently retired from NHS work and was formerly Deputy Director of Hereford Hospital Trust.</p> <p>Matters Arising: It was agreed to actively track volunteer hours with any work done towards the Midsummer Fair this year.</p> <p>~ Amanda had advised the Fireworks complainant to go directly to the police. Nothing further had transpired.</p> <p>~ Katie had sent the refund of £42 with the relevant comments & there had been no response.</p> <p>~ Check with Mark regarding the proposed meeting with Mark Goddard</p> <p>~ C/F arrangement to meet Ian Doody & Mark's progress with the draft of the Awards for All final report</p>	<p>Lisa</p> <p>Annabel/ Mark</p>
Operational	<p><i>Bookings:</i> The Send had closed down temporarily and the WRVS Centre was not taking bookings after March, which had resulted in a number of new & returning bookings to the Pavilion.</p> <p><i>Volunteer thank you evening:</i> There would be an estimated 40-50 attending. Catering arranged of canapés (6 per person) and ½ bottle of cava/prosecco per person. A potted plant with Thank You sticker would be presented to each volunteer. Two organisations had widened the invitation to their younger members but Katie had advised them that the evening was not really suitable for them.</p> <p><i>Rubbish:</i> This was becoming more of a difficulty but not enough recyclable was generated to warrant paying for special collections. It was agreed to ask bookings to be sure to take all their rubbish away with them.</p> <p><i>Newsletter:</i> The next edition would be a Spring newsletter covering the Awards for All Report and the spring bulbs on Castle Green among</p>	

	<p>other items.</p> <p><i>Windows:</i> Mark had written a detailed specification which Paddy emailed out to a list of possible suppliers, from which two had expressed interested. We had received 1 quote and John Cooper, a local builder, had suggested taking the windows out, restoring & replacing them. He would request Capel Forge to create a wrought iron guard as specified by Severn Waste and this would be removable. As soon as his quote is in, both would be sent to Severn Waste. We should be aware that scaffolding may be an extra cost to us. Katie would need to know exactly when the repairs were scheduled so that she could avoid taking room bookings for that period.</p> <p><i>Volunteer co-ordinator:</i> Katie will keep the email database she now has as a result of the thank you evening as a base, adding to it as new people volunteer and using it to send a general call-out for specific jobs.</p>	Mark
CAT	<p>Paddy explained that a year after the CAT had been approved, nothing had happened in spite of numerous emails & phone calls by both Paddy & our solicitors. Deborah Walsh of Herefordshire's Community Right to Bid had been unable to find an audit trail. Paddy sent copies of the business plan, condition survey and a summary of the highlights of the email traffic over the past year, emphasising that security of tenure was needed before we could take advantage of grant funding, such as the £4,000 awarded by Severn Waste for refurbishment of two windows. This grant funding lapses approximately at the end of the financial year. Suzanne Harris of the Estate Team, who is now our Case Officer, responded that a meeting had been arranged today (18th January) with the Council's solicitors and asked questions regarding mooring rights & the canoe centre to which Paddy responded. We should hear the result early next week.</p> <p><i>Dave Tristram:</i> Is no longer with HVOSS and may not be connected with grant funding opportunities any longer. Katie will check this with him and if there is someone else in the Council who deals with funding advice. We need to research & discuss internally our options in greater detail nearer to the time, particularly regarding Heritage v. Community funding but should take no immediate action.</p>	Katie
Finance	<p>Steve was working on the draft accounts for 2017 in connection with which he circulated a list of un-presented cheques and outstanding invoices for that period, together with a breakdown of expenditure in specified categories. Katie would chase the invoices. The bank reconciliation as at 31st December stood at £25,423.54</p>	Katie
Any Other Business	<p>~ We need to check on WiFi reception throughout the building.</p> <p>~ The original events 'shopping list' had increased after the fireworks meeting and, together with the wine needed for the volunteer evening, now totalled £1,475. This was agreed by all and a cheque was given to Katie, who would record all the resultant invoices.</p> <p>~ Benches cost £650 for prospective purchasers & FOCG fund the installation. Katie has approached Balfour Beatty for the cost of installation & whether we could get alternative quotes.</p> <p>~ The cleaner may resign so all were asked to be aware we may need a replacement shortly.</p>	Katie/Lisa
Date of Next Meeting	Thursday, 15th February, 2018 at 7pm at the Castle Green Pavilion, Hereford.	