

**Meeting Notes**  
**Friends of Castle Green – Directors**  
**7pm Thursday, 18th February, 2016, Castle Green Pavilion**

**Present:** Amanda Attfield, Mark Hubbard, Annabel Oxford, Lisa Richardson, Katie Bott & Joy Harvey.

**Apologies:** Paddy Nugent, Steve Cameron

Agenda item	Key points	Action
<b>Conflict of Interest</b>  <b>Minutes &amp; Matters Arising</b>	<p>Mark is a resident of Castle Green.</p> <p>The minutes of the last meeting were agreed &amp; signed.</p> <p>Katie will display the Employers Certificate of Insurance &amp; the Health &amp; Safety Certificate</p> <p>Francis Aldhouse to be invited to the next meeting for the discussion on the advantages/disadvantages of a CIO versus a CIC.</p> <p>Jonathan had responded that the accounts need to be submitted up to 9 months after the year end, with CIC 34 &amp; a cheque.</p>	<p>Katie</p> <p>Amanda/ All</p>
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>- A bid for three firepits had been put together for the City Council in connection with the additional event – the 90<sup>th</sup> Birthday Celebrations. Another community association was already organising such an event so this was put on one side. It was agreed to redo the bid for future fireworks events, with free loan to other community events for three years .</li> <li>- Mark, Katie &amp; Joy will continue to work on the Awards for All bid &amp; Joy will organise the meeting dates.</li> <li>- Joy will attend the HVOSS funding fair and the working breakfast with a presentation from the Elmley foundation.</li> </ul>	<p>Mark / Katie / Joy</p>
<b>Director &amp; Operational Manager Reports</b>	<p><i>Events</i> - The new extractor fan is installed in the kitchen.</p> <p>- The newsletter featuring Easter Saturday car boot &amp; the 28<sup>th</sup> February gardening event is out but volunteers are needed for 2 delivery rounds.</p> <p><i>28<sup>th</sup> Feb Gardening Sunday:</i> the notice went out to 1,800 via Facebook &amp; 13 are definitely coming. Mark Goddard is unavailable so Mark will organise soup, sausages &amp; rolls.</p> <p><i>Car boot sale</i> – the Facebook event page will go up immediately after gardening Sunday.</p> <p><i>River Festival:</i> A letter had been received from the River Festival requesting additional funding towards the event. Last year, FOCG had donated £500. This year it was agreed unanimously that £1,000 should be awarded from our surplus to make up the cost of first aid cover &amp; additional infrastructure. Mark would advise the Festival.</p> <p>- <i>HHD:</i> Unfortunately Party in the Park is on the same day as Historical Hereford Day, so our equipment will not be available for them to use. Brightwells will sponsor all corporate literature to the value of £500.</p> <p><i>Operations:</i> - Integral want to check out asbestos in the Pavilion &amp; Canoe Centre</p> <ul style="list-style-type: none"> <li>- Prices for a keysafe vary from £20 to £80. Katie to ask for some guidance.</li> <li>- Gas bottles: Katie has contact for a cage. Needs to be extremely strong &amp; roofed.</li> <li>- Dishwasher: now fixed &amp; ready to run. Ask Herefordshire Council to make an advisory visit to the kitchen.</li> <li>- Storage options &amp; internet reception issues are pending</li> </ul>	<p>Mark</p> <p>Katie</p> <p>Mark</p> <p>Katie/ Annabel</p>
<b>C.A.T</b>	Nothing to report	
<b>Finance</b>	Steve has advised Katie of all longstanding outstanding accounts.	

<b>Any Other Business</b>	Recirculate the Directors' contact list.	Lisa
<b>Date of Next Meeting</b>	<b>Thursday, 21<sup>st</sup> April, 2016 at 7pm at the Castle Green Pavilion, Hereford</b>	