

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

Present: Amanda Attfield, Mark Hubbard, Annabel Oxford, Paddy Nugent, Joy Harvey
 Dave Tristram for the first part of the meeting

Apologies: Steve Cameron, Katie Bott, Lisa Richardson

| Agenda item | Key points | Action |
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| <p>Conflict of Interest</p> <p>Awards for All</p> | <p>Mark is a resident of Castle Green.</p> <p>Amanda formally thanked Joy for all her work ensuring the application was completed and sent off and Dave T for all his support and advice. Joy thanked everyone else for their help.</p> <p>Mark reminded all present that as successful, we will be holding 14 world café events for 30 people at the Pavilion as well as two project promotion days in high town and three planning for real consultation events. This will help us to inform all our applications and funding.</p> <p>Dave told us we had done well to get this from Big Lottery.</p> <p>Mark had received all the paperwork from A4A and will have met with Katie for project start date. He will have contacted A4A to ask if we can start the project in the New Year to fit in with Hereford Country Fair in the Autumn.</p> <p>Mark will talk to Events group at their next meeting and then at AGM to let all members know.</p> | <p>Mark</p> |
| <p>Fundraising</p> | <p>Dave suggested we look at funding for capital projects; he also suggested we make sure the building is in sound order before we sign any asset transfer paperwork. He suggested we work with the bowling club and canoe centre to look at possible larger applications to benefit us all, e.g Sport England monies to enhance facilities. Amanda will talk to the Bowling Club.</p> <p>Dave told us to apply to Hereford City Council for an update to the internal Kit Store and an improved booking system. We discussed a celebration event on Castle Green – he reminded us to get an application completed in the next two or three weeks. Joy will have liaised with Dave.</p> <p>Dave told us about Reaching Communities and that the money is being increased to a one step application for up to 100k.</p> | <p>Amanda</p> <p>Joy</p> |
| <p>Minutes & Carried Forward</p> | <p>The minutes of the last meeting were agreed & signed</p> <ul style="list-style-type: none"> - Amanda to contact Bowling club again re storage. - Mark to check information from Capler Energy. - Annabel to thank Annie for all her hard work. - Mark to contact English Heritage about bulb planting | <p>Amanda</p> <p>Mark</p> <p>Annabel</p> <p>Mark</p> |
| <p>Volunteer Gardening</p> | <p>All had gone well, with many new volunteers. Mark had frozen the left over soup for bonfire night.</p> <p>Annabel had lost her fork and agreed to ask on the Facebook page or get another one and present a receipt.</p> | <p>Annabel</p> |
| <p>Governance</p> | <p>All agreed to cover it next meeting when more people present.</p> | <p>All</p> |

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| Director & Operational Manager Reports | <p>Bookings: Katie had let Annabel know that bookings had been quiet over the summer but she had taken lots for September onwards. Catch 22 had been in for three weeks and would have been back.</p> <p>Repairs: A window surveyor had been from the Council. The Fire safety people would have been to check all installations needed. Katie had asked for feedback on the rooms to rent out and work that needed doing.</p> <p>Newsletter: Drafted and with Mark but will need updating.</p> <p>HHD: Steve will have reconciled the budget for HHD which should show some monies left over.</p> <p>Appraisal: Annabel and Katie will have met to complete an appraisal.</p> <p>AGM: Joy will have sent a CV to Amanda to be ratified at the AGM. She reported she is happy with her work and clear who she needs to talk to for the next applications.</p> | <p>Steve</p> <p>Annabel/Katie</p> <p>Joy</p> |
| Katie's Contract | <p>A discussion followed on Katie's contract as it is up for renewal on 14/10. It was agreed by all that Katie is a very valuable member of the team and her work is absolutely essential to the smooth running of the building and its future. Amanda will have contacted Katie by letter to let her know the outcome of the discussion. A permanent contract with an increase of 2% from January 2017 was agreed.</p> | <p>Amanda</p> |
| Any Other Business | <ul style="list-style-type: none"> - Joy, Annabel and Paddy reported that some emails that had gone astray. Annabel had not had any from Amanda and Joy had missed some. We agreed to check and confirm correct addresses. - HHD 2017: Katie had been speaking to Historia Normanis – a 12th century re-enactment society. They would possibly offer combat display, shire court, hurried histories, authentic encampment, coin striking and fashion show for the next event. It was agreed this might be a huge help in terms of organising all the different groups and would be acceptable for one year. - CAT: Paddy reported that he is still waiting and will nudge again in September. | |
| Date of Next Meeting | <p>Thursday, 15th September, 2016 at 7pm at the Castle Green Pavilion, Hereford.</p> | |