

Meeting Notes
Friends of Castle Green – Directors
7pm Thursday, 19th February, 2015, Castle Green Pavilion

Present: Amanda Attfield; Mark Hubbard, Paddy Nugent, Annabel Oxford, Lisa Richardson, Katie Bott

Apologies: Jonathan Sheldon

Agenda item	Key points	Action
<p>Minutes</p> <p>Matters Arising</p> <p>Conflict of Interest</p>	<p>The minutes of the last meeting were agreed and signed.</p> <p>~ Cartridge World agreed to the replacement of the A3 printer as their responsibility.</p> <p>~ The newsletter would be photocopied this weekend.</p> <p>~ Amanda & Lisa would arrange to work on the employment contracts</p> <p>~ Annabel would write to Margaret Smith</p> <p>~ Lisa would deliver the cheques received to Jonathan Sheldon</p> <p>Mark is a resident of Castle Green and Paddy is an employee of St. Michael Hospice</p>	<p></p> <p>Mark</p> <p>Amanda/ Lisa Annabel</p>
<p>Director & Operational Manager Reports</p>	<p>~ Maintenance & decoration of the Pavilion had been discussed by Katie & Paddy. Professional quotes would be obtained for cleaning the windows, floor covering for the River Room & Artists Room, the interior decoration of the River Room, Artists Room, Reading Room, entrance & stairwell. A quote was awaited for the exterior decoration & it might be possible to liaise with Worcester College for their students to undertake it as a project. The reorganisation of the store room and furniture in the Reading Room could be handled by volunteers.</p> <p>~ Office Space: A further request to lease office space had been received but there was no suitable ground floor space available. Not agreed.</p> <p>~ The CIC34 was approved unanimously and signed by the Chairman.</p> <p>~ Signage: Signrite had submitted a quote for £380 for the High Town signage, including fixing into position. This should be forwarded to Paul Nicolas for approval.</p> <p>~ Carboot poster was on Facebook. A black & white version was needed for the posters/publicity boards. Katie would create a separate Carboot page. Café to set-up at 9.00am. FOCG would have a table. Table hire set at £5. Andree can cover traffic control.</p> <p>~ Historical Hereford Day. A letter of confirmation of the budget of £10K set aside for FOCG to organise three events on behalf of Hereford City Council had been received. Katie would clarify when this would be paid. There was no bric-a-brac/antique sale booked into High Town on HHD day. The stalls were booked for the Craft Fair. Hfds. Council had agreed to send our promotional material out to their relevant mailing lists. Agreed unanimously to set aside £1K from that budget to pay for the additional hours incurred in organising the event.</p> <p>~ Flavours of Herefordshire Food Festival had been cancelled for this year. There were several private companies interested in running the festival commercially so no dates or location were available.</p> <p>~ Hazel coppicing of the riverbank: Herefordshire had received an offer of 10K hazel trees, of which 150 had been suggested for the riverbank. Martin Kibblewhite & Matt Hatter were in agreement that this would be beneficial. It would be a 7 year project, during which the view of the river would disappear & reappear as the trees grew and were harvested. It was agreed that the project would need to be self-servicing and no cost to FOCG. Mark would invite the organisers to attend the next meeting to present the scheme to the Directors.</p> <p>WW1: The Year 10 history group of St. Mary's were rehearsing parts of The Canary Girls for a presentation on March 9 or 11. Annabel would buy a tripod &</p>	<p></p> <p>Katie</p> <p>Katie</p> <p>Mark/ Katie</p> <p>Katie</p>

	stand (£85) to be able to use an Ipad to video the event. Year 11 is working on Women in War and there would be an interview with 98 year old Nancy Evans. Bartonsham History Group is also making 'living history' interviews and all will be co-ordinated for HHD.	Annabel
Fundraising	The Awards for All bid is now top priority and will be reconfigured by 26 th February. Mark will put his ideas together for Katie to amalgamate with the original. .	
Staffing & Resources	Financial Director replacement: Mark will take this further with a firm of Chartered Accountants based on the Foley Street Industrial Estate in Hereford. Preliminary discussion had centred around the principal attending 3 or 4 Board Meetings a year and advising strategically while members of his firm handled the day-to-day bookkeeping. This would be on a pro bono basis. In the event that this falls through, FOCG would write to all the Hereford accountancy firms with a similar suggestion. Paddy would draft the letter.	Mark Paddy
C.A.T.	Still waiting to hear from Herefordshire Council. Paddy will write after each Board Meeting highlighting the urgency of the boiler replacement situation and asking for a timescale so that we can make the necessary arrangements.	Paddy
Finance	Companies House had levied a penalty for late filing of the 2013 accounts and Jonathan was drafting a response/appeal/challenge setting out why this had arisen. The 2014 accounts having been approved and signed, it would be helpful if the 2014 CIC34 was approved and signed at this meeting so that the 2014 accounts could be filed in very good time, demonstrating to CH that FOCG is not a delinquent filer. Actioned above.	
Review of Project Plan & Risks	Paddy chaired a lively discussion on the FOCG Activity Plan for the next five years, plotting realistic scheduling of events, projects, bids & building maintenance, both definite and aspirational. It was agreed to continue this with top priority at the next meeting in March.	
Any Other Business	~ Katie's three months appraisal had been completed and would be circulated. Many congratulations & thanks to her for all her good work. ~ Mark Goddard would be invited to the next meeting to present his ideas to the Board. ~ Katie would attend the next City of Culture Bid meeting on behalf of FOCG	Annabel Mark Katie
Date of Next Meeting	Thursday, 19th March, 2015 at 7pm at the Castle Green Pavilion, Hereford Items: Review of Project Plan and Risks – "writing on the wall" exercise contd. (Paddy) Directors – what are we each committed to achieve for the year ahead?	
2015 Meeting Dates	30th April, 28th May, 18th June, 23rd July, 20th August, 17th September, 29th October, 19th November	