## Meeting Notes Friends of Castle Green – Directors 7pm Thursday, 19<sup>th</sup> March, 2015, Castle Green Pavilion

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

Agenda item	Key points	Action
Minutes	The minutes of the last meeting were agreed and signed.	
Matters Arising	<ul> <li>Letter to Margaret Smith – carried forward</li> <li>Katie would forward a copy of her appraisal to the directors</li> </ul>	Amanda Katie
Conflict of Interest	Mark is a resident of Castle Green and Paddy is an employee of St. Michael Hospice	
Mark Goddard	Mark Goddard presented his ideas for the use of the Pavilion as a niche venue for small weddings. He suggested a function set-up for the River Room with 5 circular tables seating 8 or 10 and a top table for ten. All infrastructure on the walls should be replaced with wall vases and the new flooring should be wipe-clean. The Reading Room could be used for coats and the Artists Room for welcome drinks & canapés and again for coffee while the River Room was cleared down & set up for an evening party. The disabled loo should have a baby changing table fitted. Guests could buy a ticket to enable them to park in the St. James School car park at weekends & in the holidays and the wedding party car(s) could drop off directly. Champagne & wine glasses could be bought or all equipment could be hired. We should consult possible caterers as to the menu possibilities for the kitchen. ~ He had researched the various options for the BBQ to be bought jointly with St. James PTFA ~ Environmental Health: He was meeting Annabel's contact to discuss what is needed for registration.	
	<ul> <li>It was agreed subsequently that the sturdiest BBQ would be the best long term value for money, although it was the most expensive at £1899, inclusive of VAT. Mark to discuss with Toni Cooke. FOCG would be responsible for storage and insurance.</li> <li>Following Mark Goddard's presentation, it was thought that the Pavilion was more suitable as a venue for children's parties and wakes. We should concentrate on venue hire only, with a list of preferred suppliers and indicative costs and accept the request to rent it for a small wedding in May at a discount in return for the use of the photography – a useful trial run. Kate would advise Mark G.</li> </ul>	Mark Katie
Director & Operational Manager Reports	<ul> <li>Maintenance &amp; decoration: Two quotes were coming in for window cleaning &amp; painting. The floor covering should be laminate or wood and yoga classes could use mats if these were too cold. Hereford College no longer offers the painting &amp; decorating course but Worcester College was still an option.</li> <li>Signage: The Signrite quotation had been approved by Paul Nicolas and would go up in April.</li> <li>Hazel coppicing of the riverbank: The 150 hazel trees for coppicing on the riverbank were no longer available.</li> <li>WW1: Annabel was meeting Bartonsham History Group for a 'living history' interview. Work with the Year 10 history students at St. Mary's &amp; Paul Murray on Canary Girls was on-going. The evaluation process through Sheffield University was beginning and she was presenting the project at an event in Birmingham on April 11th.</li> </ul>	

	<ul> <li>Car boot sale: Three volunteers for the café – Angie, Colette and Terry (after 12 noon) plus Annabel.</li> <li>Pensions: Jonathan would advise us of the PAYE reference needed to get our staging date for automatic enrolment of employees in a company pension.</li> <li>Newsletter: Mark will compile &amp; print the next newsletter. Katie will be responsible thereafter. Moving the big printer into the Pavilion was discussed.</li> </ul>	Jonathan Mark
Fundraising	Mark had re-written sections of the Awards for All bid very successfully and, with some additions, he would work with Katie to finalise this as a matter of top priority.	Mark/ Katie
Staffing & Resources	Paddy had circulated the letter to all the Hereford accountancy firms regarding a pro-bono Financial Director and it was agreed that these should be posted out now as negotiations with Mark's contact had stalled.	Paddy
C.A.T.	Paddy had learned that Herefordshire Council now required a five year financial forecast. The business case included a forecast of three years including 2014, now over. Jonathan would look at providing 2014 'actual' figures plus a forecast of an additional three years. Paddy was meeting Dave Tristram on 24 <sup>th</sup> March to move the application forward.	Paddy
Finance	The accounts for 2014 & CIC34 had been filed and accepted by Companies House and Jonathan sent an appeal/challenge regarding the penalty levied for the late filing of the 2013 accounts. He presented the profit and loss account for the first two months of the year, which reflected a loss of £2,607.73. Suggestions for marketing the room rental/function space available in the Pavilion included creation of a Children's Party flier to go into the school bags, making undertakers aware of the Pavilion as a resource, researching courses/activities held in alternative venues. The first £5,000 of the Event Funding from Hereford City Council had been received and would be held as a restricted fund. Current balances were £3,432 in the WW1 fund and £20,840 unrestricted.	Katie Mark Lisa
Review of Project Plan & Risks	The discussion on the FOCG Activity Plan for the next five years was continued with particular emphasis on the timing of the Reaching Communities bid from writing the bid through Stages One & Two to the Business Plan and Final Development. Paddy will draw it all together, circulate the plan and assign duties. We will need to assess our capacity as a Director group in relation to the plan. It was agreed to invite Dave Tristram to a meeting in September.	
Any Other Business	<ul> <li>It was agreed to buy two large gazebos to replace our original marquee.</li> <li>The date for the AGM was set for Thursday, 1<sup>st</sup> October.</li> </ul>	Mark
Date of Next Meeting	Thursday, 30 <sup>th</sup> April, 2015 at 7pm at the Castle Green Pavilion, Hereford	
2015 Meeting Dates	28 <sup>th</sup> May, 18 <sup>th</sup> June, 23 <sup>rd</sup> July, 20 <sup>th</sup> August, 17 <sup>th</sup> September, 29 <sup>th</sup> October, 19 <sup>th</sup> November	