Meeting Notes Friends of Castle Green – Directors 7pm Thursday, 19th April, 2018,The Pavilion, Castle Green, Hereford

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

Agenda item	Key points	Action
Conflicts of Interest	Mark is a resident of Castle Green Mark's brother is employed by the firm of solicitors involved with the CAT negotiations	
Notes of Last Meeting & Matters Arising	Minutes of the last meeting were agreed and signed. Matters Arising: Mark had emailed round his first few pages of the A4All report. It will be divided into two parts, Themes & Practical Project ideas. Revisit of the special security measures needed for Fireworks night; Both Police & Fire authorities have agreed that our current procedures are good. Storeroom refurbishment is under way. Five volunteers cleared the existing stock to the canoe centre showers & our disabled loo so self storage or van transport not needed. The threshold for obtaining three or more quotes is now £5,000. Directors can approve expenditure outside that if 3 quotes is not feasible.	
CAT	The transfer has been longer than quoted. The Council legal team have sent a revised lease which Paddy has circulated but no SLA as yet. Directors to send any queries on the lease to Paddy by the end of next week.	
Operational	Events: Music. Pay expenses only if necessary up to £100. Newsletter. Mark will write a small piece on A4A & Amanda will send her piece to Katie, both by end of week c. 27 th April. Gardening: Ian has raised the issue of the three beds around the monument. Mark has spoken to Wyevale Nurseries about this but will chase up their sponsorship of plants & design. The sponsorship signs for the Victoria Bridge planting should read 'These beds are being managed in an environmentally friendly way and are sponsored by Philip Morris & Co.' Ian's mileage should be assessed at 45p per mile. Storeroom: Should be finished next weekend when the volunteers will return to replace the stock.	Mark/Amanda Mark
	Castle Green: The Council were unaware of the hole in the ground left after the recent work on the public toilets. Integral did the job but had not quoted for re-instatement. Call Rob Scott to advise that it is not just a question of filling in the hole.	Katie
	just a question of filling in the hole. Alarm: There is still a big problem with the alarm and we need authorisation for Integral to come & put it right. Commercial waste: Advise the cleaner that rubbish is not to be put in	Katie
	Castle Quay bins. Katie will research & come up with a rubbish proposal for the next meeting. Mark Goddard: Amanda will thank Mark for all his hard work but	Katie
	advise him that there was no longer a need for a Kitchen Manager. River Carnival: The carnival has requested sponsorship of £2,000 but	Amanda
	it was agreed to maintain the current level of £1,500. Katie to send of the cheque as soon as possible.	Katie

Marketing & Publicity Review	Our current mix of social media, signs around the town & fliers in school bags plus the newsletter, worked very well indeed. This will need to be reviewed in relation to funding bids when the CAT is through & Katie was asked to bring a marketing & promotion proposal to the July meeting.	Katie
Finance	Steve has handed over the 2017 figures with which Martin is now preparing the final set of accounts. Nikki as bookkeeper is working out really well and there is now an invoice schedule for Katie. Martin will prepare a cash flow forecast. During the first quarter, receipts stood at approx. £6,900 with payments at £15,000. Banking: RBS does not do electronic banking for not-for-profit organisations. Martin had looked at other banks including Santander & Lloyds and will present an options paper on the internet services offered by all the banks for the next meeting. HHD. Payment of £1,000 for Katie's extra time to be spread over three months. Events: The City Council has suggested we apply for the annual event grant of £10,000 to be on a rolling basis Martin was asked to drill down the figures for each event to & display the 2017 profit or loss for each one.	Martin Martin Martin
Any Other Business	~ Pictures of the spring flower display were sent to Margaret Smith, for which she had sent a warm thank you. ~ Katie & Lisa to send their versions of the Volunteer Form to Annabel ~ Amanda will be retiring from her job during the next year and moving house, possible to the countryside. She would then stand down from the chairmanship. She asked that the Directors think about what the group needs from a chair and will send round a couple of possible dates for us to meet & discuss over a pint.	Katie/Lisa Amanda
Date of Next Meeting	Thursday, 17 th May, 2018 at 7pm at the Castle Green Pavilion, Hereford.	