

Meeting Notes
Friends of Castle Green – Directors
7pm Thursday, 19th May, 2016, Castle Green Pavilion

Present: Amanda Attfield, Mark Hubbard, Paddy Nugent, Steve Cameron, Joy Harvey, Katie Bott, Lisa Richardson

Apologies: Annabel Oxford

Agenda item	Key points	Action
<p>Conflict of Interest</p> <p>Minutes & Matters Arising</p>	<p>Mark is a resident of Castle Green.</p> <p>The minutes of the last meeting were agreed & signed.</p> <ul style="list-style-type: none"> - This meeting had been advertised & promoted as an Open Meeting. One acceptance had been received but this person did not attend. - Hereford in Bloom was looking for a strong group to work with. Hereford Nature Trust is interested in looking after the Victoria Bridge Gardens and Close House could possibly provide volunteer workers. Mark will circulate the email from Kevin Knipe and circulate a draft reply. One project could involve planting bulbs in the banks but English Nature would have to give permission. The surplus from Margaret Smith's donation could be included in any grant application as match funding. 	<p>Mark</p>
<p>Fundraising</p>	<p>Trust House Charitable Foundation: small grants for core salaries & project grants in the fields of arts, heritage, education & community support. Apply for a person to research write & implement interpretation boards including Braille.</p> <ul style="list-style-type: none"> - Use Tesco's Bags of Help project funding to apply for the installation costs for the interpretation boards. - Awards for All: Joy will circulate the new application form within the next couple of days and the Directors should respond asap with the requested information they can provide. - Elmley Foundation: we need to apply for next year's event before the planning stage. Research options for making the theatre production more disability accessible including a more secure collapsible enclosure. <p>Approach the Bowling Club for storage space.</p> <ul style="list-style-type: none"> - World War One Home Front – Lisa had attended the initial meeting regarding projects for 2017 & would pass on the details to Annabel & Joy. 	<p>Joy</p> <p>Joy</p> <p>Amanda</p> <p>Lisa</p>
<p>Director & Operational Manager Reports</p>	<p>Operations: Fire Safety inspection: A lot of work to do. The Fire Safety Inspectorate will apply for new doors throughout the building. Katie to provide additional signs & add to the Health & Safety documentation.</p> <ul style="list-style-type: none"> - Violet River – business & community project management – have offered £300 monthly inc. of services for the rental of the two offices. It was agreed to accept this subject to a twelve month contract with 3 months payable in advance. - Hfds. Property Services had agreed to replace the faulty valve in the radiator in the River Room and to tidy up the upper floor windows. They would see whether anything could be done regarding replacing the boiler. - BT broadband will be 'live' on 19th May but awaiting the necessary equipment. - Printer: It was agreed to go with Option 2 - HP M276 Multifunction Colour Laser Printer £166.65+VAT - Heritage Open Days: The Woolhope Club had enquired about opening up the Pavilion for a couple of hours on 10th & 11th September. They would provide the guides giving the historical tour of the building but would like FOCG to provide someone to talk on the plans for the future. Amanda, Mark & Paddy could offer one of the two days. - Alarm system: put on hold. <p>Events: River Festival - a very successful and profitable day. Especial thanks to</p>	<p>Katie</p>

	<p>Annabel and all the volunteers.</p> <ul style="list-style-type: none"> - Midsummer Fair: Bouncy castle & music arranged. Stalls coming in steadily including Drift Trikes, who would help with take down & any other way needed. - Insurance: brief written & sent to Zurich with an updated list of contents and asking for a separate Employers Liability Certificate. Will need to add in the external storage of gas bottles. 	
C.A.T	Nothing to report	
Finance	<p>Steve would apply for 'view only' internet banking so that all Directors could see the bank statements, if needed.</p> <ul style="list-style-type: none"> - A reminder had been received from Companies House regarding filing of the 2015 annual accounts by 31st March, 2016. Steve presented these to the meeting and acceptance was proposed by Mark Hubbard, seconded by Lisa Richardson and agreed unanimously. - The current bank balance stood at £2300.57. Steve went through the first quarter's balance sheet, whose format would eventually form the basis for a cash flow analysis. 	
Approach to Requests for Support	<p>It was agreed that any approaches for support either financially or in kind should be governed by the following guidelines</p> <ul style="list-style-type: none"> - consistency with the FOCG memorandum & articles - from our own community <p>A charge will be levied which would be discounted on a case by case basis.</p>	
Any Other Business	<p>Event Cancellation: Events would be cancelled when there was serious danger to life & limb of the community, for example when a yellow wind warning or above had been issued by the Met. Office for the day or warning received of possible civil unrest. The decision would be made in consultation with the Directors by the Events Director, whose decision was final.</p>	
Date of Next Meeting	Thursday, 16th June, 2016 at 7pm at the Castle Green Pavilion, Hereford.	