

Meeting Notes

Friends of Castle Green – Directors

7pm Thursday, 21st June, 2018, The Pavilion, Castle Green, Hereford

Present: Amanda Attfield, Paddy Nugent, Annabel Oxford, Mark Hubbard, Martin Flowers, 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. <i>Matters Arising:</i> The A4All report is unlikely to be ready for the end of June but a draft for discussion will be brought to the July meeting. ~ Mark had delivered a presentation to the Cathedral School assembly regarding working on the riverbank as an extra-curricular activity for them.	Mark
Operational	<i>Events:</i> HHD planning well in hand. Excellent children's offer with archery, Punch & Judy, skittles, stocks, Carnival Arts & the bouncy castle included. The bar is now our responsibility as The Barrels did not have enough staff for it. Marquee for Home Front stalls and, hopefully, 6 original Canary Girls will be attending. Fugue Visions will be sited in the Pavilion. Two new volunteers are available for the set-up & take-down. Stall numbers are down. Tickets for the Midnight Gang theatre production were going really well. <i>Newsletter:</i> It was delivered with the help of Bartonsham car club to a wider area including Putson & Hinton. <i>Operational:</i> Mark Goddard will collect his belongings from the kitchen ~ The new fobs had arrived ~ Benches are coming next week ~ There had been a complaint regarding anti-social behaviour on the Green. Katie had contacted the police & community support officers. ~ Annie was worried about the transfer of bank accounts before the main date for membership renewal by Standing Order. Martin had resolved this by postponing the transfer.	Martin/Paddy
CAT	Finally, the lease had been signed. The 352 page report circulated by Paddy was the transaction process from start to finish and is now part of our governance. We will need to sift through this line by line to extract important points for discussion The sublease with the canoe club needs to be executed within six months and a detailed discussion of the CAT in relation to this requirement followed. It was agreed to invite the Canoe Club Committee to the next meeting to discuss the way forward. Whether to use our current solicitors to draw up an appropriate lease or to research the internet for a lease & licence that we could put together ourselves was also discussed & Katie would research the internet option. Regarding the parking restriction, we are aware of the lease requirement, which we take very seriously, and will tighten up on operational parking outside the Pavilion & notify the Council that there will be cars on the Green during events. Katie will follow up the provision of keys to the barriers with the council. Policies: We have both a Fire Policy & a Fire Risk Assessment, for which we will need to identify any changes during the year and update accordingly. ~ Asbestos Management Policy: we will manage our own	Paddy & Martin Katie/Mark Katie Katie

	~ Lone Working Policy & Risk Assessment to be finalised	Annabel & Katie
Finance	Lloyds Bank needs a list of members, names only, before the transfer. Martin presented the second report of the new financial year which will be updated monthly and enhanced as the year progresses to include a cash flow statement & more analysis of income & expenditure by event. The deficit for the period had increased to just under £13,000 but costs had been incurred in advance of income from events to be held in June & July. The bank balance at the end of May was £14,045. Martin still has a little work to do on the final set of accounts but will have these done before the September deadline. On these, a note should be added to the effect that the Awards for All grant activities ran over two accounting years.	
Appointment of a New Chair	Agreed that we need a person who is both community and business minded - a strategic chair with life experience committed to sustainable community development. Names to contact for advice included Mark Ellis / Tim Kidson / Bill Jackson / Karen Usher / John Jones / Keith Ray / Lady Darnley / Monique Heijn plus our own contacts. Amanda will draft search points for a new chair.	All/Amanda
Any Other Business	<p>~ Completion of the CAT on Midsummer Day to be announced at Historical Hereford Day & Midsummer Fair. Katie to draft the press release in co-ordination with Michelle, the Hfds. Council P.R.</p> <p>~ Bill Laws has offered to help with the interpretation of the Green. Action</p> <p>~ Will Edwards of No Wrong Door enquired about setting up an outreach service at the Pavilion during the summer holidays on Wednesdays 2pm-4pm & Thursdays 5pm-7pm. The Pavilion is booked by Catch 22 all summer holidays. However, they work in close alliance with No Wrong Door. If No Wrong Door used the Pavilion during those times, they would have to pay the rental charge.</p>	<p>Katie</p> <p>Annabel</p> <p>Katie</p>
Date of Next Meeting	Thursday, 19th July, 2018 at 7pm at the Castle Green Pavilion, Hereford.	