

Meeting Notes
Friends of Castle Green – Directors
7pm Thursday, 20th April, 2017, Castle Green Pavilion

Present: Amanda Attfield, Mark Hubbard, Paddy Nugent, Annabel Oxford, Steve Cameron, Lisa Richardson

Apologies: Katie Bott, Joy Harvey

Agenda item	Key points	Action
Conflicts of Interest	Mark is a resident of Castle Green.	
Notes of Last Meeting & Matters Arising	<p>The minutes of the meeting on 16th March were agreed & signed.</p> <ul style="list-style-type: none"> - Arrange an evening session with Heidi MacDougal, who would be happy to facilitate a discussion on the concepts thrown up by the World Café events to date. - Annabel would contact Ian Doody re The Grange and Paddy would contact Ledbury Rugby Club. Defer consulting New Leaf. 	<p>Amanda / Lisa</p> <p>Annabel / Paddy</p>
Operations	<p><i>Awards for All:</i> Five World Café events have been held very successfully with a wide range of interests & ideas. Start collating these for a discussion facilitated by Heidi, then publish an interim report in the newsletter and use as a basis for a meeting with all stakeholders who would be involved in the changes. Postpone the WCE planned for 10th May to 17th May and replace the August WFE with the September AGM. £1,600 from the award had been budgeted for to cover the organisational time Katie spends.</p> <p><i>Gardens:</i> Susan Crawshaw has volunteered to look after the 3 beds under the holly by Victoria Bridge. Surplus plants have been added to the Castle Pool beds with some left over for those surrounding the monument. Harry North has approached his contacts for more hep.</p> <p><i>Funding:</i> the bid went in to Severn Waste for the replacement window. They came back for more information but we should hear by the end of May/early June.</p> <p><i>Pavilion:</i> Megan has resigned. Mark has approached another cleaner, who will cover this as a temporary emergency measure but we need to find someone urgently. Mark will talk to Michelle of Castle House and Steve will check with his colleagues. Otherwise we shall have to go through an agency such as ‘Bespoke’.</p> <ul style="list-style-type: none"> - downstairs window pane will be replaced next week and the outside of the building painted in the next few weeks. - 7th June WFE is for the Bowling Club & Katie will send Amanda the invitation for her to ‘top & tail’ & forward to her contacts. <p><i>Events:</i> Dog Show organised for the River Carnival. Annabel & Lisa to cover the café shopping. Mark to supply recipe details. Struggling for café volunteers. HHD & Summer Fair arrangements are under way. Annabel has scheduled the music programme which Katie needs to co-ordinate with the historical entertainment. Posters & leaflets are being designed.</p>	<p>Mark Steve</p> <p>Katie</p> <p>Annabel Lisa Mark</p>
C.A.T.	<p>Ian Higgs had replied to Paddy, answering only 5 of the 10 questions and devolving any further involvement with the project to one of his team. The most important point was that no approval had been granted to extend the lease further than 25 years. After discussing the various options, it was agreed that Paddy would respond, appreciating his position but explaining that so short a lease would preclude any possibility of grant funding being obtained for renovations, repairs, improvements or re-instatement to it’s original</p>	<p>Paddy</p>

	condition and requesting advice on the best way forward.	
Finance	<p>Steve went through the Debtors List and it was agreed to write off £140 owed by Dorothy Watkins from Dec 2015/Jan 2016. He circulated the Bank v cash book reconciliation as at 20th April and with £5,000 HHD & £8,000 Awards for All restricted funds, there was approx. £20,000 unrestricted funding available.</p> <p>Lisa circulated the profit/loss figures for the events over the years. The fireworks event generates the most income, the theatre is totally dependent on the weather, figures for the summer & Christmas fairs have been dwindling. The raffle contributes a good contribution and should be continued.</p> <p>There are 47 Christmas card packets in stock with 14 to be made up. At £3 per packet or £5.00 for two packets the book value was agreed at £305.</p>	
C.A.T.	<p>Paddy reported via email that he was in touch with Ian Higgs, Development Manager at HCC. He has tabled all the questions arising from our meeting in early January and is awaiting a response. Mark has offered to add support at any subsequent meeting.</p> <p>- Paddy will circulate an updated template of the risks and project plan in readiness for the discussion at the July meeting</p>	Paddy
Business Plan & Risks	<p>Paddy circulated the Business Plan, which would be updated with the Awards for All interim report delivered in the 2nd quarter of 2017 and the final report in February 2018. Mark takes responsibility for the gardening volunteers & Amanda for dialogue with the Bowling Club. The uncompleted projects are dependent on the progress of the lease arrangements and subsequent grant applications.</p> <p>The Risks were discussed and updated.</p>	Paddy
Any Other Business	None	
Date of Next Meeting	Thursday, 18th May, 2017 at 7pm at the Castle Green Pavilion, Hereford.	