

Meeting Notes
Friends of Castle Green – Directors
7pm Thursday, 20th July, 2017, 7 St. Ethelbert Street, Hereford

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

Apologies: Steve Cameron, Joy Harvey, Katie Bott

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	The minutes of the meeting on 15 th June were agreed & signed with the amendment that it was Katie's husband, not brother, who worked with The Wilkes Partnership. Carry forward: Annabel would contact Ian Doody re The Grange. Mark will continue with arrangements for the Use of the Green Survey	Annabel / Mark
CAT	Paddy has been pursuing a lease for 50 or 99 years rather than the 25 years on offer. We have received the draft lease with the condition that there would be no automatic renewal. Our solicitor is happy with the draft lease and it was AGREED BY ALL that Paddy should instruct him to execute the lease from mid-August. In the interim directors are asked to go over the lease and email comments to Paddy by the end of July. ~ Ask Hfds. Council the actual cost of insurance for next year and the system used to calculate the amount. ~ Check details of our directors & officers listed with Companies House.	Paddy/All Mark Lisa
Operational	Events: Historical Hereford Day & Midsummer Fair on 1 st July had been a great success. The events team would research themes for 2018 by end of August. To ensure a wider choice of booking opportunities, we need to know as soon as possible if the budget is secure for next year and Amanda was asked to email Steve Kerry to this effect. Katie will put together the budget reconciliation & report for the Community Development Grants Committee Meeting on Wednesday, 19 th September & needs someone to accompany her. ~ <i>Ticket sales</i> for The Emperor's New Clothes had started, an event page on Facebook set up, arrangements for the evening were in hand. ~ <i>Awards for All:</i> the next Planning for Real was on 6 th August on Bishop's Meadow and Katie was recruiting volunteers to man the stand. The next World Café was on Wednesday, 6 th September & everyone was asked again to send a list of their business contacts to Katie. Mark would ask Monique Heijn to invite her list of contacts. Katie will prepare a breakdown of the budget. Mark would contact the funders to explain that the cost of the meals had been very much lower than expected as our suppliers had been so generous but that staff time in generating invitees had been much greater than expected and we would need to adjust the budget accordingly. He would ask if some of the budget could be re-allocated to salary & an on-line survey. ~ <i>The AGM</i> was on Thursday, 19 th October. Black Dog would provide the buffet as before & Lisa would send out a suggested agenda to the Board. ~ It was accepted that the <i>Christmas Fair</i> needed energizing. Annabel was asked to work on the music again and additional entertainment would be provided. ~ <i>Event dates</i> for next year were circulated. Gardening: There had been criticism on Facebook of the flowerbeds	Amanda Katie All Mark Katie Mark Lisa Annabel

	<p>around Victoria Bridge. Katie had replied and Mark also uploaded a series of photos in reply. Wyevale Nurseries had been approached for support either for plants or planting plans or both.</p> <p>Chair: Amanda had thanked Monique Heijn for her raffle prize. ~ She had contacted Wilko for community support without effect but will try again. ~ She would invite members of the Bowling Club to the Planning for Real stand</p> <p>Operations: Christmas Meal booked at Madam & Adam on Friday 1st December at 7.30pm ~ AECB are interested in using the larger office for twelve months minimum. Katie had suggested £1,000 a year with a small amount of pro bono advice and a three month trial period. It was agreed to go ahead with that having advised them of the disruption from Livewire on Thursdays and during the weeks they took over the entire building. ~ Steve's input into the Awards for All Budget is needed before the final breakdown.</p> <p><i>Windows:</i> The £4,000 grant must be spent on the two windows in the Artist's Room. It was agreed to accept the grant on that basis. Mark would take photos and measurements and prepare a brief for refurbishment and draught proofing to send to the suppliers for a couple of quotes. We can then agree a quote before forwarding them on to Severn Waste, indicating our choice and then to the Conservation Officer.</p> <p>Newsletter: The content usually covered long term messages in the Chairman's Report, practical matters from Katie and events coming up. The next edition was planned for early October and it was decided to include an item on the value of the newsletter to the community & whether it should continue, asking for readers to let us know what they felt.</p> <p>Volunteer Coordinator. A paid post was considered but it was felt that we were neither large enough an organization nor could we afford it at the moment. Perhaps consider a grant application for a two year post. Amanda will put together a job description and Annabel would talk this through with Annie Lilwall.</p>	<p>Mark</p> <p>Mark</p> <p>Amanda/ Annabel</p>
<p>Skills & Capacity Review</p>	<p>From the discussion on these as prepared by Amanda, it was agreed to lower the priority of Volunteer Coordinator to Low, that Mark would be responsible for the newsletter and that Katie was providing skills & capacity for Events management.</p> <p>~ Now that the execution of the lease for the Pavilion was underway, we had moved a significant step closer to the planned refurbishment & restoration of the building. As a Board, we had neither the time nor expertise to manage this ourselves and would need to research what steps to take before putting in the application for project development funding. Suggestions including asking Clare Wichbold & RRA for advice or using a professional facilitator with community experience. Mark would make the initial contact with the Heritage Lottery Fund regional office to ask for suitable contacts.</p>	<p>Mark</p>
<p>Any Other Business</p>	<p>Amanda would contact Margaret Smith to update her on progress with the planting scheme around the monument in conjunction with Wyevale Nurseries and the purchase of bulbs for autumn planting with a splendid display in spring 2018.</p>	<p>Amanda</p>
<p>Date of Next Meeting</p>	<p>Thursday, 17th August, 2017 at 7pm at the Castle Green Pavilion, Hereford.</p>	