

Meeting Notes
Friends of Castle Green – Directors
7pm Thursday, 20th August, 2015, Castle Green Pavilion

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

Apologies: Katie Bott

Agenda item	Key points	Action
<p>Conflict of Interest</p> <p>Minutes</p> <p>Matters Arising</p>	<p>Mark is a resident of Castle Green.</p> <p>The vacancy for a Financial Director was advertised in a letter to firms of accountants, not solicitors. Mark would contact Carla Boyle, not Boyd, regarding the fireworks and it was Marsha O'Mahoney, not Morley, in connection with the photographic exhibition. Subject to these amendments, the minutes were agreed & signed.</p> <p>Mark will circulate the letter from Zurich Insurance and Annabel will contact the Council's Environmental Health & Trading Dept. regarding a preliminary advisory visit.</p>	<p>Mark Amanda</p>
<p>CAT</p>	<p>Paddy had met Elaine Edwards & Dave Tristram and circulated his follow-up email summarising their recommendations. These were discussed in depth. The revised business plan should be structured around our three objectives 'Celebration, Education and Recreation', with our achievements so far and developments planned in the future charted under these three headings. The revenue stream to date shows that to continue as we are is sustainable (Plan B) but security of tenure was necessary to continue and expand development as a great community project in the heart of historic Hereford (Plan A). The business plan should be as upbeat and visionary as possible with 5 yr. financial forecasts for Plan B and Plan A, with the best possible outcomes. Jonathan's additional figures to be added in. Evidence should be supplied by way of case studies for successful projects, Livewire, the River Bank, WW1, the IT drop-in sessions, Canoe Centre, River Carnival. Mention to be made of the promotional success using Twitter, Facebook (18,000 hits in 3 hours) & poster boards plus screenshots of the website. Ask Katie for a list of the community groups currently using the Pavilion or hiring equipment. Case studies to be with Paddy by 27th August and the revised plan to be circulated by Monday, 24 August for comments to be received a week later.</p> <p>The status of FOCG as a Community Interest Company, which was recommended as the best course of action at the time, as against a Charitable Incorporated Organisation, the new form of legal entity designed for non-profit organisations, should be brought to the next meeting. One point to be researched is whether a CIC can convert to a CIO and, if not, could the Pavilion lease be assignable.</p>	<p>Paddy Steve</p> <p>All</p> <p>All</p> <p>Amanda Lisa</p>
<p>Fundraising</p>	<p>Mark continued to work on the Awards for All Bid</p>	<p>Mark</p>
<p>Director & Operational Manager Reports</p>	<p>Operational: Bookings are picking up again after the summer lull, with some week-end and kitchen bookings. Livewire will continue as their funding has been confirmed. Equipment hire has been very busy during the summer & the stocks are still with the carpenter.</p> <p><i>Building:</i> The painting & decorating has started.</p> <p><i>Events:</i> There were approx. 80 covers for the very successful pop-brunches, so we do not need to underwrite and hopefully, there will be another pop-up restaurant event in September/October. HHD budget almost finalised with a few invoices to be chased.</p>	

	<p><i>Newsletter:</i> Nearly finished, just awaiting the WW1 item</p> <p><i>Keys:</i> Some sets have been returned and sets are being organised for the Directors.</p> <p><i>Events:</i> Mark will meet Carla & Toni in early September and is working on the Volunteer Newsletter to be distributed with the regular Autumn edition.</p> <p><i>Extra Bench:</i> will be delivered in mid-October. Annabel will advise Mark of a builder for the installation.</p> <p><i>Kitchen:</i> An electrician is preparing a quote for the extractor fan & for lighting repairs but a second quote, if possible, would be a good idea.</p> <p><i>WWI:</i> The invitations had gone out. Annabel would arrange a gift and small bouquet for Lady Darnley. £900 has been allocated for big photographic boards as the part of the exhibition remaining at the Pavilion. Steve and Annabel are working on the accounting.</p>	<p>Mark</p> <p>Annabel</p> <p>Mark</p> <p>Annabel Steve</p>
Finance	Steve passed round the RBS forms for completion by the new signatories. Jonathan has now handed over the paperwork & Quick Books software.	
Staffing	The renewal of Katie's contract was discussed. At the end of an extension for a further year, Katie would have accrued certain employment & redundancy rights. It was agreed to ask her to draw up a plan showing financial targets against defined users of the Pavilion over the coming year. It was also agreed to offer her an extension of her contract for another year with no additional remuneration although this would be reviewed in January, 2016. AGREED by all.	
Any Other Business	A letter had been received from the Mayor of Hereford thanking FOCG for organising Historical Hereford Day.	
Dates of Next Meetings	Thursday, 17th September, 2015 at 7pm at the Castle Green Pavilion, Hereford 29 th October, 19 th November	