

**Meeting Notes**  
**Friends of Castle Green – Directors**  
**7pm Thursday, 21st January, 2016, Castle Green Pavilion**

**Present:** Amanda Attfield, Mark Hubbard, Annabel Oxford, Steve Cameron, Lisa Richardson, Katie Bott & Joy Harvey.

**Apologies:** Paddy Nugent

<b>Agenda item</b>	<b>Key points</b>	<b>Action</b>
<p><b>Conflict of Interest</b></p> <p><b>Minutes &amp; Matters Arising</b></p>	<p>Mark is a resident of Castle Green.</p> <p>The minutes of the last meeting were agreed &amp; signed.</p> <p>Katie will display the Employers Certificate of Insurance &amp; the Health &amp; Safety Certificate</p> <p>The Directors will research the advantages/disadvantages of a CIO versus a CIC</p> <p>The corporation tax rate for companies is 20%. Had we not made provision for the essential repairs to The Pavilion, the corporation tax payable in the 2014 accounts would have been £1,750.</p>	<p>Katie</p> <p>All</p>
<p><b>Fundraising</b></p>	<p>Awards for All: Mark, Katie &amp; Joy will get together within the next ten days to work on the Awards for All bid. Having re-constructed the Board on a skill-set basis, it was decided that Joy would discuss her possible role within the organisation and had met with Mark &amp; Annabel to take this forward. It was agreed that she would co-ordinate existing fundraising streams and research additional sources. Amanda welcomed her to the meetings.</p>	<p>Mark / Katie / Joy</p>
<p><b>Director &amp; Operational Manager Reports</b></p>	<p><i>Events</i> - Mark, Katie &amp; Lisa had met Steve Kerry, Clerk to Hereford City Council, who would recommend the 2015 level of funding for this year (£10K), and would also recommend that the committee bear in mind the same level of funding for 2017.</p> <ul style="list-style-type: none"> <li>- the funding granted for Historical Hereford Day and the other events could be spent on whatever was necessary for the successful management of each event.</li> <li>- The City Council would like FOCG to organise an event this year to celebrate the Queens 90<sup>th</sup> Birthday with an additional funding of £2,000. In conjunction with this, we would put in a small grant application for £3K to cover three chest-high fire pits, made by the Herefordshire bespoke steelwork artist Simon Meiklejohn. These would be available FOC for use by other community groups.</li> </ul> <p>There was an events meeting scheduled for Monday, 25<sup>th</sup> January, when the arrangements would be discussed for the voluntary gardening weekend on 27<sup>th</sup> &amp; 28<sup>th</sup> February, to tackle the flowerbeds around the Victoria Bridge. An expert from Hereford in Bloom will be supervising the planting, lifting &amp; separating. Volunteers have been asked to bring equipment such as fork, spade, gardening gloves. We'll provide teas / coffees / barbecue lunch – perhaps Mark Goddard to help out, particularly on the Saturday. Publicise on Facebook.</p> <p>It was agreed to discuss making the Treasure Hunt planned for Sunday, April 24<sup>th</sup> a Members 'thank you' event at Monday's meeting &amp; bring the suggestions back to the Board.</p> <p>The 'outdoor theatre' production this year would be 'Ratburger' a play for children at 4pm on Sunday 3<sup>rd</sup> July.</p> <p><i>Operations:</i> A problem with the heating needs to be solved as soon as possible.</p> <ul style="list-style-type: none"> <li>- There are too many keys to the Pavilion in general circulation and it was agreed to look into an external, coded, key safe.</li> <li>- Gas storage: The gas bottles currently in the care of Mark Goddard need to be stored at the Pavilion. There is a possible space outside the canoe centre where caged storage could be built. This needs to be discussed with Vic and the Hfds.</li> </ul>	

	<p>Council Health &amp; Safety Department. Ask Mark Goddard for full contact details and price quoted by his suggested builder.</p> <ul style="list-style-type: none"> <li>- The kitchen is now ready for the Environmental Health visit. Katie will chase the electrician regarding the ventilation fan. Repairs are needed to the dishwasher &amp; the microwave should be replaced. Katie has a list of other necessary items such as a food processor. Hand wash/pot wash/vegetable &amp; fruit wash notices need to go up over the respective sinks. Julie will be asked to spend a day 'deep cleaning'. Check for fire blanket &amp; fire extinguisher.</li> <li>- Storage: Katie will clear out the storeroom &amp; make it available for small item storage for regular Pavilion users</li> <li>- CIC 37: needs doing urgently. Katie to liaise with Steve. Amanda will ask Jonathan for details of the date by which final accounts should be submitted plus the accounts position when handed over to Steve</li> <li>- Catcher Media had a problem with internet reception. We now have a separate BT line in the building, albeit deactivated, so we could investigate an alternative broadband supplier. No other internet user has reported a problem so this could be put on hold for the time being.</li> </ul> <p>CAT: Paddy had updated the Business Case Review of Risks and continued to chase up Herefordshire Council, resulting in an email from the Corporate Asset Management team advising that they would now proceed to the next stage.</p>	<p>Katie</p> <p>Katie / Amanda / Steve</p>
<b>Director Commitments</b>	<p><i>Amanda:</i> Put together meeting agendas, chair the meetings, providing a safe discussion area and a neutral, apolitical voice.</p> <p><i>Mark:</i> Ensure an exciting &amp; successful events programme, within the limited time he now available.</p> <p><i>Steve:</i> Continue with the accounts &amp; financial reporting - producing the 2015 accounts by the end of March – &amp; continue liaising with Katie regarding invoice reconciliations, CIC, etc.</p> <p><i>Annabel:</i> Responsibility for the café, volunteers, engaging with the community</p> <p><i>Lisa:</i> Board meetings &amp; minutes plus co-ordinating the stalls at three events.</p> <p><i>Joy:</i> develop successful fundraising &amp; participate in a couple of events per year.</p> <p><i>All:</i> to help out generally wherever &amp; whenever help was needed, when possible.</p>	
<b>Finance</b>	<p>The bank balance stood at £19,786.49 at 31<sup>st</sup> December 2015 against £27,016.00 at 31<sup>st</sup> December, 2014. Outstanding invoices totalled £1,588.50, cheques un-cashed totalled £21,33.23, giving a reconciled balance of £19,321.76.</p> <p>Invoices in November were issued for £1,232 and for £1,296 in December, although £650 of this was for the memorial bench. A revised tracking system for the invoices was being put in place. The loss incurred by the cancellation of the Christmas Fair was largely due to contracted performers but this was within the Hereford Council funding. Many thanks to everyone for their sterling work on that day. The Facebook auction of the raffle prizes realised £150.00.</p>	
<b>Pay</b>	<p>Katie left the room for this item.</p> <p>Amanda had put together a comprehensive paper on current pay awards and it was agreed unanimously that Katie's rate of pay would increase by 3%, effective from 1<sup>st</sup> January, 2016. Richard would need to be advised. Amanda would confirm this officially in writing to Katie.</p>	<p>Amanda</p>
<b>Any Other Business</b>	<p>The minutes of the Director's meetings and of the newsletters were available on the website.</p> <ul style="list-style-type: none"> <li>- The Board Meeting on Thursday 19<sup>th</sup> May would be designated an 'open' meeting and would publicised in a future newsletter and on Facebook nearer the time</li> <li>- Joy's correct email address was joy-harvey@hotmail.com</li> </ul>	
<b>Date of Next Meeting</b>	<p><b>Thursday, 18<sup>th</sup> February, 2016 at 7pm at the Castle Green Pavilion, Hereford</b></p>	