

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

**Present:** Amanda Attfield, Annabel Oxford, Paddy Nugent, Steve Cameron, Joy Harvey, Katie Bott, Lisa Richardson

**Apologies:** Mark Hubbard

Agenda item	Key points	Action
<b>Minutes &amp; Matters Arising</b>	<p>The invitation to Francis Aldhouse was postponed until June and not July and subject to that alteration, the minutes were agreed &amp; signed.</p> <p>Francis Aldhouse had accepted the invitation to the June meeting.</p>	
<b>Fundraising</b>	<p>Joy had attended the HVOSS funding fair and found the grant funding and bid writing session an illuminating and helpful experience. Dave Tristram &amp; Abbie Mason had invited her to discuss any issues with them.</p> <ul style="list-style-type: none"> <li>- the Elmley Foundation offers two funds for community groups in Herefordshire &amp; Worcs. It offers up to £1,000 for Events &amp; Activities and for the purchase of Arts Equipment. Ideas for applications, which can be made quarterly included help with our theatre costs, an art exhibition in the Pavilion in conjunction with Hereford College of Art and a theatrical presentation for the 2017 First World War Commemoration – The Home Front as we did with the Canary Girls.</li> <li>- The next Awards for All (£10,000) bidding round starts on 1<sup>st</sup> November and finishes on 31<sup>st</sup> October, 2017. Plan to submit the bid in June. Update the Plan of Activity accordingly.</li> <li>- Joy will attend the ‘Reach Out’ event at Saxton Hall in June.</li> </ul>	Paddy Joy
<b>Director &amp; Operational Manager Reports</b>	<p><b>Operations:</b> Bookings: There were approximately 8 Pavilion bookings a week earning an average of £1,000 per month. Letting the two offices would be a good income boost.</p> <ul style="list-style-type: none"> <li>- Education Room: will be tidied up</li> <li>- Broadband: the Allpay contract finishes at the end of May, so we shall need to find another provider.</li> <li>- Alarm system: need to look into alarm system as a disruption is not notified to anyone. Katie will circulate quotations.</li> <li>- Hereford Property Services will mend the radiator and will look at the window &amp; boiler.</li> <li>- Kitchen: Julie has deep cleaned the kitchen. Herefordshire Council Environmental Services advised us not to register but to apply the guidelines for a village hall.</li> <li>- Key Safe: The Supra C500 key safe is police approved. It costs £70. Katie to go ahead with the purchase.</li> <li>- Gas storage: Available to buy from Wickes. No legal requirements but we would need to apply for ‘Landlord’s Consent’. Check our insurance.</li> <li>- The printer has died again and is back with Cartridge World. Probably better to buy another one.</li> </ul> <p><b>Events:</b> The car boot sale would not be re-arranged for another day.</p> <ul style="list-style-type: none"> <li>- Treasure Hunt: Everything was in hand. Annie had received notice of five members attending.</li> <li>- River Festival: The dog show had been rationalised to nine classes and would finish at 1pm. Email Steve with the change floats needed for the café and dog show. at the River Carnival</li> </ul> <p>Midsummer Fair: Bouncy castle &amp; music arranged and stall bookings coming in steadily.</p> <p>HHD: All going well with arrangements.</p>	Katie/Lisa

<b>C.A.T</b>	Paddy had spoken to Patrick Bodenham. The report had been finalised and circulated internally for comment. These would be collated ready for the next steps, e.g. Cabinet member approval and official documentation from the legal team.	
<b>Finance</b>	<p>The current bank balance stood at £17,411.51. Nothing had been received from Hereford City Council yet.</p> <ul style="list-style-type: none"> <li>- Steve circulated the draft Annual Accounts. On the Income &amp; Expenditure account, it was agreed unanimously to take out the Net Pavilion subtotal and to show depreciation as a separate entry, adding explanatory footnotes. Steve will update and circulate after which they will be ready for final approval and submission.</li> </ul>	Steve
<b>Business Plan</b>	Paddy would continue to work on updating the Business Plan, moving all items from 1 September 2015 to 1 <sup>st</sup> September 2016 and get relevant funding data from Mark & Joy. Public consultation could be via the newsletter & Facebook and possibly at the open meeting in May.	Paddy
<b>Any Other Business</b>	<p>Jonathan Hopkinson of the Leintwardine History Group had made contact regarding his research on Belgian refugees in Herefordshire during WW1. Agreed to ask him what links &amp; support he is seeking.</p> <ul style="list-style-type: none"> <li>- Certainly Wood had enquired about opportunities for advertising their product through FOCG. It was agreed that it was not economic to include advertising in the newsletter. We would charge £60+VAT for any leaflet circulated with the newsletter but would do this very rarely to avoid overburdening the distributors.</li> <li>- Cantilupe Street Gardens: Kevin Knipe of Hereford in Bloom had emailed regarding further gardening plans by FOCG. We would reply that as HiB is the lead, they should source the sponsorship necessary but that FOCG would be very happy to offer practical help. A reply in the same vein to be made to the email from Mike Campbell, a Cantilupe Street resident, enquiring on FOCG plans for the Cantilupe Street Gardens.</li> <li>- Event Cancellation: The events group should come up with a recommendation as to the condition standards under which events would be cancelled, with particular reference to wind velocity specified in the Purple Guide for insurance purposes. This should be brought back to the Board for ratification. As Event Director, Mark's decision would be final.</li> <li>- Crime Reduction: West Mercia Herefordshire Business Rural Cyber Crime Reduction Team asked whether they could bring a mobile van to the Midsummer Fair with advice &amp; freebies. Agreed in principle but confirm with Mark.</li> <li>- Roman Coin found on Castle Green: Reply that it would be very interesting if he would like to bring it to HHD and display it on the FOCG stand. Good publicity.</li> <li>- Open Meeting: This will need to be publicised on Face Book and on the website. Anyone planning to attend should be asked to let Lisa know. Hold in the same room as usual unless a large number advise us they plan to attend.</li> </ul>	<p>Amanda</p> <p>Lisa</p> <p>Amanda</p> <p>Events Group</p> <p>Lisa</p> <p>Lisa</p> <p>Mark/ Katie/Lisa</p>
<b>Date of Next Meeting</b>	<b>Thursday, 19<sup>th</sup> May, 2016 at 7pm at the Castle Green Pavilion, Hereford.</b> <b>This is a meeting open to all.</b>	