

**Meeting Notes**  
**Friends of Castle Green – Directors**  
**7pm Thursday, 21<sup>st</sup> September 2017, The Pavilion, Castle Green**

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

**Apologies:** Mark Hubbard

<b>Agenda item</b>	<b>Key points</b>	<b>Action</b>
<b>Conflicts of Interest</b>	None	
<b>Notes of Last Meeting &amp; Matters Arising</b>	<p>The minutes of the meeting on 17<sup>th</sup> August were agreed &amp; signed. Carry forward: Mark will forward the refurbishment brief to Paddy when it is complete</p> <ul style="list-style-type: none"> <li>~ Purchase of tools for the Cathedral School project on the river bank</li> <li>~ Future risk assessments for our large events should bear in mind the terrorism threat. Paddy would forward the relevant document.</li> </ul> <p>Joy would be resigning as a Director at the AGM and Amanda thanked her very much for all the help she had given, particularly with obtaining grant funding. She will really be missed. She also thanked Steve for all his work for us as he had also signalled that he would be leaving within a year's time.</p>	<p>Mark Paddy</p>
<b>CAT</b>	<p>The intruder alarm, stair newel post and outstanding repairs had all been logged by our solicitors, with no response. Sue Leyshon-James, our Council contact, confirmed that she had passed these on to the Council solicitors, &amp; will come back to us. Katie will go direct to Property Services about operational matters such as the stairs, the broken window in the Artists Room &amp; the blocked disabled toilet.</p> <ul style="list-style-type: none"> <li>~ Paddy had talked to the Institute of Fund Raising &amp; to the Civil Society. The advice from both was not to jump into buying in the services of professional bidwriters. These are spotted instantly by the funders, whose expectation is that smaller bodies will write their own. The other factor is the cost. This is now almost always on a fee basis rather than no-win-no-fee. Costs start at £300 for half a day and the average overall cost is some £20,000. The funders are interested in genuine passion, enthusiasm and the 'story'. Bring up bid writing at the AGM, in the newsletter &amp; on Facebook. Amanda would contact Heidi &amp; ask if should be interested in taking it on and, if so, how much would she charge.</li> <li>~ Annabel had discussed the development of the CAT at the Grange, Leominster with Ian Doody. The funding had delivered an attractively refurbished building with café, meeting rooms and car parking but too many different revenue avenues had been pursued without professionalism and had not worked. The Grange was now run virtually entirely on volunteers, with little income. His message was to employ paid staff and to identify &amp; then focus on definite goals. He would be very happy to come &amp; talk to us – perhaps at the November meeting.</li> </ul>	<p>Katie  Amanda  Annabel</p>
<b>Operational</b>	<p><i>Gardening:</i> A letter had been given to Susan Crawshaw, to act as validation of her position of Gardening Volunteer for Friends of Castle Green. She had requested bulbs and it was agreed that this was ideal for Margaret Smith's donation. Annabel would order daffodil, snowdrop, crocus &amp; tulip bulbs to the value of £250 from Parker Wholesale for planting around the monument.</p> <ul style="list-style-type: none"> <li>~ On 1<sup>st</sup> October, the Castle Pool clean-up day, Balfour Beatty would be collecting the rubbish/garden waste. Suggest that they also dispose of the pile accumulating by the Victoria Bridge. If the volunteers ran</li> </ul>	<p>Annabel</p>

	<p>out of work, suggest tidying the grass verges round the whole of the Green &amp; the monument.</p> <p><i>Newsletter:</i> Katie circulated the newsletter, which was checked by all. She would send it for printing on Friday and it should be ready for delivery by Tuesday. Extra plastic bags were needed which Amanda would drop off to Lisa and Amanda &amp; Lisa would split delivery to the volunteers between them.</p> <p><i>Pavilion:</i> Both offices were now rented out, the second one to Derek Mumford of the Allotment Society who would use it for storage. We need to provide a feminine hygiene bin and Katie would get costs for one or two.</p> <p>~ We have a new cleaner, who is really thorough.</p> <p>~ Katie was getting a quote for re-designing the Storage Room and would put in a Community Grant Funding application. The next applicable Grants Meeting is Monday 11<sup>th</sup> December and the application would need to be in 3 weeks beforehand.</p> <p>~ Livewire had booked an extra hour on Tuesday evenings. Payment for this was discussed and agreed that we would give them the additional cost of £380 for the academic year 2017/2018 as an additional discount.</p> <p><i>Events:</i> The last World Café was on 11<sup>th</sup> October for which there were 7 acceptances so far.</p> <p>~ Katie &amp; Lisa had attended the last meeting of the Grants Committee &amp; Katie had reported on the 2017 Events programme. They were pleased with FOCG's work and had one suggestion that the 'Beating the Retreat' ceremony should take place in the evening of Historical Hereford Day. There had been logistical problems on other occasions but Katie would look into it.</p> <p><i>Expenses</i> - it was agreed and acted upon that Katie would have an advance of £500 for the additional expenses that come together at this time of year particularly for the Fireworks.</p> <p><i>Volunteering:</i> Amanda had put together &amp; circulated the job description for a Volunteer &amp; Support Coordinator. Annabel will discuss this with Annie.</p>	<p>Katie/ Amanda/Lisa</p> <p>Katie</p> <p>Katie</p> <p>Katie</p> <p>Katie</p> <p>Annabel</p>
<p><b>Finance</b></p>	<p>Steve presented the final accounts for 2016 for signature. These incorporated the adjustments discussed at the last meeting &amp; would be sent off on Friday. Cash in the bank stood at £22,186.68, a balance that had remained steady during the year.</p> <p>~ Katie's pension provision had been set up.</p> <p>~ The final reconciliation Katie needed for the Awards for All funding was in hand.</p>	<p>Steve</p>
<p><b>AGM</b></p>	<p>The Agenda was standard with Mark as MC, a Chairman's Report and Treasurers Report. The key themes would be put on seven large A1 boards around the room and each member present would be given ten stars to put against their chosen priorities. Lisa would email these themes to Katie</p> <p>~ Mention the need for volunteer newsletter delivery teams, bid-writing &amp; financial assistance in the future.</p> <p>~ Try to calculate the number &amp; value of volunteer hours over the year</p> <p>~ Run-down of Pavilion bookings</p> <p>~ The buffet is ordered from Little Black Dog.</p> <p>~ Seating – probably classroom style with paper tablecloths.</p> <p>~ As a CIC, there is no requirement for Directors to resign after a certain number of years. HVOSS has a paper that covers volunteer recruitment through to retirement and Joy would forward it to us, if it is still available.</p>	<p>Lisa/Katie</p> <p>All Katie</p> <p>Joy</p>

<b>Reviews</b>	<p>Business Plan &amp; Risks would be reviewed when the CAT was in place.</p> <p>~ The Directors' Skills &amp; Capacity were reviewed. Funding, Building maintenance &amp; Volunteer coordinator remained as before.</p> <p>Newsletters: Katie was currently doing this but a volunteer was needed. Accounting &amp; funding bids would be mentioned at the AGM. Event management should be discussed at the next meeting.</p> <p>Marketing &amp; publicity – General &amp; Events: Katie was the expert and suggested that this should become a quarterly agenda item starting in January when 'story' items and key messages would be identified. The toll on Katie's time would be kept under review.</p>	
<b>Any Other Business</b>	<p>The 2018 monthly meeting dates were confirmed as the 3<sup>rd</sup> Thursday of the month 7pm-9pm &amp; Lisa would circulate.</p>	Lisa
<b>Date of Next Meetings</b>	<p><b>AGM: Thursday, 19<sup>th</sup> October, 2017 at 7pm at the Castle Green Pavilion, Hereford.</b></p> <p><b>Meeting: Thursday, 16<sup>th</sup> November, 2017 at 7pm at the Castle Green Pavilion, Hereford.</b></p>	