

Meeting Notes
Friends of Castle Green – Directors
7pm Thursday, 23rd July, 2015, Castle Green Pavilion

Present: Amanda Attfield, Mark Hubbard, Jonathan Sheldon, Paddy Nugent, Annabel Oxford, Steve Cameron, Lisa Richardson, Katie Bott. Annie Lilwall for the first item

Agenda item	Key points	Action
<p>Conflict of Interest</p> <p>Membership</p>	<p>Mark is a resident of Castle Green.</p> <p>Annie reported on the current membership position. Of the total membership of 201, 61 paid by Standing Order and 69 members who paid by cash/cheque were outstanding at present. The £5 membership fee was unchanged from 2004 and the question was whether this should be increased. Was membership a commitment to the ethos of FOCG or an income stream? It was agreed that membership would remain at £5 per household, that payment by Direct Debit required too much expensive infrastructure for the number involved & we were unlikely to get Originator status at this stage and that annual membership should run from either July or December to coincide with the Midsummer & Christmas Fairs. However, we should work at developing a Membership Offer in 2016 that would justify a subscription increase, actively market membership – gazebo in High Town on a Saturday - and continue the good news message of commitment to an exciting organisation in the heart of the city. Paddy will add to 2016 Plan.</p>	<p>Paddy</p>
<p>Staffing & Resources</p>	<p>Steve Cameron was welcomed to the meeting and the Directors introduced themselves to him, with their respective roles in FOCG. Following Jonathan’s retirement as Financial Director, the vacancy was advertised in the newsletter, on social media, on the website and by letter to firms of accountants. Steve responded and after meeting him, circulating his CV & taking up references, he was offered the voluntary position & agreed to join the board. His nomination as Financial Director by Mark Hubbard, seconded by Paddy Nugent was agreed unanimously and would be on the agenda for ratification at the AGM. Steve would need to be added to the bank account signatories and Jonathan removed. Steve would be appointed as Co. Secretary and Jonathan would also remain in that position. Amanda Attfield, Paddy Nugent and Annabel Oxford should also be added as signatories to the bank account. AGREED BY ALL.</p>	
<p>Minutes</p> <p>Matters Arising</p>	<p>The minutes of the last meeting were agreed and signed</p> <p>Annabel would ask the Council’s Environmental Health & Trading Dept. to make a preliminary advisory visit.</p> <p>Mark would scan & circulate the letter from Zurich Insurance regarding the commercial, legal, business assistance & tax advice offered as part of the service</p>	<p>Annabel</p> <p>Mark</p>
<p>CAT</p>	<p>Nothing further had been heard from Hfds. Council following the June submission. Paddy was meeting Dave Tristram next week to discuss progress towards the asset transfer being completed by the end of Sept. 2015. Paddy would update the Business Case with the new Risk Register, Steve’s appointment as Financial Director & Jonathan’s financial report, all agreed at this meeting but would discuss with Dave whether a financial forecast for a further two years would be needed due to the length of time the process has taken. The next stage was recommendation by the Officers to the Cabinet Member for the application to be signed off. The final transfer could be delayed by the shortage of staff in the Legal Dept. but the ‘sign off’ of the application would be sufficient evidence of security of tenure to enable funding bids to proceed. Ideally the bids to Veolia & Welcome to Our Future should be prepared as far as possible in advance to take advantage of this.</p> <p>Nothing further had been heard regarding asset transfer of the toilet block.</p>	<p>Paddy</p>

Finance	<p>The profit and loss and balance sheets plus a detailed breakdown for the events were circulated and discussed. Jonathan had extended the forecasts by one year & identified any actual 2015 results in bold. An additional line had been entered for the City Event Funding this year. In general, the profit & loss is very variable so adequate reserves should be maintained. Trading operations are profitable on balance but the Pavilion continues to exert a negative influence on the results. The running cash balance of approx. £13,000 gives a reasonable picture of FOCG achievement while demonstrating track record and stability.</p> <p>The financial schedules & forecasts were agreed by all.</p> <ul style="list-style-type: none"> - Where events are concerned, the café profit margin has increased substantially despite growing operational costs but the theatre lost money. The events committee will research alternatives & report back. - The cash balance of £28,613 was made up of WW1 £2,272 & Events £10,200 restricted funding and £15,741 unrestricted funds. Further event payments have been made and are pending and some receipts are still outstanding. 	<p>Katie</p>
Director & Operational Manager Reports	<p>Awards for All: For Steve, Mark outlined the Awards for All bid for a £10K grant for a citywide consultation of the community and professionals on the future of the Pavilion, the results of which would then form part of the Hereford City Plan dovetailing with the Hfds. Council Core Strategy. The City Council would adopt our plan as part of their Historic Parkland strategy forming an important factor for larger funding applications. He was continuing to work on the bid.</p> <p>Operational: <i>Room booking</i> was quietening down for the summer. Block bookings of the whole building had increased.</p> <p><i>Pop-up brunches</i> from 10am-2pm with Bill Laws busking were planned for 8th & 9th August but were totally weather dependent. A second weekend was planned for the end of September.</p> <p><i>Building:</i> Painting - waiting for a start date towards the end of August . Also waiting for a quote for commercial quality lino for the ground floor hall and River Room.</p> <p>Events: WW1 celebration with Lady Darnley, followed by the AGM, Fireworks & Christmas Fair. Mark would arrange the meeting with Carla Boyle & Toni Cook from St. James PTFA. The fireworks paperwork had arrived. Mike Truelove of Hereford BID and Karen Usher were suggested as potential speakers at the AGM. Mark would make contact.</p> <p>Newsletter: Scheduled for the first week of September, to go out with a special ‘volunteer’ edition</p> <p>WW1: Annabel was working on the celebration with Carol Anna. The balance of funding would be used for a flexible photographic exhibition highlighting the theme, both for the Rotherwas development and for the Pavilion. Perhaps invite Marsha O’Mahoney to curate.</p>	<p>Mark</p> <p>Mark</p> <p>Katie & Mark</p> <p>Annabel</p>
Any Other Business	<ul style="list-style-type: none"> - Mark had been approached regarding a memorial bench on the Green. £500 had been raised which would cover the bench itself but not installation. It was agreed that Mark would try to get a local builder or other source to sponsor the installation but if that was not successful, FOCG would pay the installation costs as part of their commitment to replace the benches incrementally in accordance with their Plan for the Park. - Katie would compile a list of those with sets of keys to the Pavilion, reclaiming those no longer needed and providing each director with a set to facilitate access to the Pavilion for room bookings. - An extractor fan needs to be installed in the kitchen. Mark will contact his electrician - Lisa will circulate a revised contact list to all Directors. 	<p>Mark</p> <p>Katie</p> <p>Mark</p> <p>Lisa</p>
Dates of Next Meetings	<p>Thursday, 20th August, 2015 at 7pm at the Castle Green Pavilion, Hereford</p> <p>17th September, 29th October, 19th November</p>	