

**Meeting Notes**  
**Friends of Castle Green – Directors**  
**7pm Thursday, 26<sup>th</sup> June 2014, Castle Green Pavilion**

**Present:** Amanda Attfield; Mark Hubbard, Annabel Oxford, Jonathan Sheldon, Paddy Nugent, Lisa Richardson, Annie Lilwall

Agenda item	Key points	Action
<b>Membership</b>	Membership Update: Annie had sent out 186 emails & letters to lapsed members, 81 to those who paid by standing order & 71 to those who usually paid by cash or cheque and would take the 3 spreadsheets to the Midsummer Fair. Sixteen people had confirmed membership so far. The new membership package included tea/coffee & cake for up to two members of the household at one of the two fairs per year & priority booking for the theatre performance. It was agreed to see how effective this was this year. She would research other ideas for member events and would run a Treasure Hunt for members in the spring of 2015.	Annie
<b>Minutes of the last meeting and Matters arising</b>	The minutes of the last meeting were agreed and signed.  Jonathan updated the event profit totals to £1,313 for the café and £477 for Beat the Bells. He would be contacting HVOSS regarding employment issues. The new date for the AGM was confirmed as 18 <sup>th</sup> September, 2014	Jonathan
<b>Conflict of Interest</b>	Mark is a resident of Castle Green. Paddy is an employee of St. Michael's Hospice.	
<b>Sub Group Reports</b>	<p><b>Education:</b> Annabel reported that 5 people turned up for the IT session when there was only one volunteer available. It was agreed to continue for a few weeks, then evaluate the progress so far before starting again in the autumn. A more powerful laptop for the office had been bought with the balance of the IT fund.</p> <p><b>WWI Grant:</b> The funders have agreed payment for Project Management time of up to £1,000 for Annabel. A good two days had been spent in research at the Imperial War Museum, including the purchase of £100 of photography. Eight sets of aprons &amp; hats were being made for use in the café &amp; a meeting had been arranged to discuss any costumes men might need. 1,500 programmes were being printed for the Midsummer Fair and the posters were all up.</p> <p><b>Media:</b> The website should be 'live' by the next meeting, a soft launch to rectify any problems before issuing a press release. November &amp; May will be publicised as 'open' meetings for anyone to attend.</p> <p><b>Events:</b> Mark had organised the raffle boards for the meal for two at Castle House and a large amount of alcohol for which a wicker basket was needed. There would also be the Golden Bucket. Jack would sort out any kit needed for the music and the stewarding rota was filling up</p> <p>~ Room Bookings: Tables had been left round the room after the yoga session which had resulted in extra work for the cleaner. Young Bloods Theatre Co. is using more rooms in the Pavilion than those booked. It was agreed by all that the additional charges will be levied in both cases.</p> <p><b>Buildings &amp; Parks:</b> Mark &amp; Paddy had assessed realistically what both could contribute as Directors. Paddy no longer has the time and Mark will not have time either after 1<sup>st</sup> September. A grant application is needed for £10,000 to support a Project Development worker to take over, a foundation post for the growth of the building &amp; the park, and it is anticipated that after the first year, the income should</p>	<p>Annabel</p> <p>Mark/ Annabel</p> <p>Lisa</p> <p>Mark</p> <p>Mark</p>

	<p>be so improved as to make this a sustainable position. Paddy would start the CAT process for the Pavilion and the development worker could help with that. Mark would contact Mark Blandford &amp; Clive Richards to look over the Pavilion and to discuss the future.</p> <p>~ Another park bench has been made by Peter King, commissioned for £700 by Kirsty Orr in memory of her husband. After delivery next week, it will need painting &amp; installation for which there is a balance of only £50 left.</p>	Mark
<b>Community Asset Transfer</b>	<p>Paddy will concentrate on the C.A.T. Discussions will be held with Patrick Bodenham, Tony Featherstone and Dave Tristram and he will get the paperwork done as soon as possible, aiming for completion before the AGM. We may need some legal advice. We can prove that we have a business plan that works and in late July/August, Jonathan will put together financial projections on the profit/loss of the current income coming into the Pavilion. Rental income had been £4,500 in 2013 and was £3,860 in the first five months of 2014. We need to be aware that a CIC is not the most favourable structure for the transfer and has left us with a £2,000 tax bill. A charity with an asset lock would have been more advantageous. Need to look at the CIC constitution to put through any amendments to the articles needed at the AGM.</p>	Paddy/ Jonathan
<b>Finance</b>	<p>Jonathan circulated the proposed expense forms and requested any comments by email. The forms should be sent to him a week before each meeting for payment at the meeting . Original receipts only. Volunteer &amp; employee expenses to be approved by the appropriate Director. Mark/Lisa will check the Custom Transaction Report.</p> <p>As of 25<sup>th</sup> June, the bank balance stands at £25,525 made up of £167 in the computer fund, £9,228 in Heritage Lottery Fund and £16,130 unrestricted funding. Abbie Mason of HVOSS will research pro-formas for our employment needs</p>	Mark /Lisa
<b>Project Plan &amp; Risks</b>	Deferred to the August meeting	Paddy
<b>Any other business</b>	<p>~ Ground maintenance is deferred to the next meeting</p> <p>~ Amanda starts a new job in Cwmbran in October</p> <p>~ Mo has resigned from the Food &amp; Events Group</p> <p>~ Ariella has also resigned but will help in the June &amp; July events and do the September newsletter</p> <p>~ Kyle da Cunha – FOCG is partner to her funding bid.</p> <p>~ Mark will forward Lisa the Balfour Beatty chart booking for the Castle Green for others wishing to hold events there.</p> <p>~ Mark highlighted the amount of physical resource he will be unable to provide next year.</p>	Mark
<b>Date of Next Two Meetings</b>	<p><b>Thursday, 31<sup>st</sup> July, 2014 at 7pm at the Castle Green Pavilion, Hereford</b></p> <p><b>Thursday, 28<sup>th</sup> August, 2014 at 7pm at the Castle Green Pavilion, Hereford</b></p>	