

**Meeting Notes**  
**Friends of Castle Green – Directors**  
**7pm Thursday, 27<sup>th</sup> November, 2014, Castle Green Pavilion**

**Present:** Mark Hubbard, Jonathan Sheldon, Annabel Oxford, Lisa Richardson, Katie Bott

**Apologies:** Amanda Atfield; Paddy Nugent

Agenda item	Key points	Action
<b>Minutes</b>  <b>Conflict of Interest</b>	<p>The minutes of the last meeting were agreed and signed and there were no matters arising</p> <p>Mark is a resident of Castle Green</p>	
<b>Membership</b>	<p>Membership stood at 130 approx. and membership dues for the current period were £778. This more or less balanced member services such as postage, newsletters, AGM costs. FOCG was a CIC with a board of Directors and a large membership of family groups, representing a good level of community involvement in our projects. Simplifying the collection of subscriptions included suggestions for payment in the first 3 months of year for the complete year with payment in the following 9 months giving membership entitlement for up to 21 months, moving everyone gradually to one settlement period or £5 for a subscription payment in the first six months but £10 if payment made in the second half of the year. Increasing the subscription was one of the questions to be asked on the Christmas Fair questionnaire and an informed decision could be made thereafter.</p>	
<b>Fundraising</b>	Deferred to the next meeting	
<b>Staffing &amp; Resources</b>	<p>Amanda has drafted Jonathan's role as Treasurer for his approval which they will discuss in the new year. Carla Boyle was suggested as a possible successor but she may not have enough time available. Mark will approach her with the idea. Mark was approached by a possible alternative, which he will follow up.</p> <p><b>Casuals:</b> It was suggested that the hourly rate of £7.85 should be paid to those over 21, £7 to those under 21 and the subject brought up under another agenda.</p> <p><b>Thank you event</b> for key volunteers on 24<sup>th</sup> January, 2015 (17<sup>th</sup> January also a possibility): It was agreed that the Wye Valley Supper Club be asked to quote to supply an up-market finger buffet, savoury &amp; sweet canapés, at £20 per head for 30 people approx. – food only &amp; using the kitchen at no cost. We would decorate the room and be responsible for drink (good fizz). The preliminary list included six directors, Katie, Annie, Carol Anna/ Julie/ Mark Goddard/ Vic Gammage/ Sarah Gammage/Jack Sibley/ Sara &amp; Heidi/ Mitzi &amp; Kate/ Maggie Steel/ Mo &amp; Luke/ Becca &amp; Leo/ Pete Redding</p>	<p>Mark Lisa/Mark</p> <p>Katie</p>
<b>Directors' Reports</b>	<p><b>Events:</b> <i>Fireworks</i> event went really well &amp; the notes of the follow-up meeting and the profit &amp; loss comparison were circulated &amp; discussed. There were significant increases in income although a direct comparison was difficult as management of the finances was different on each occasion. At the year end, everything went through the FOCG accounts with half the profit being donated to the St. James PTFA. It would be easier if FOCG handled all the income &amp; expenditure next year particularly as it is predominantly an FOCG event under the terms of our insurance. It is essential that there is a simple memorandum at the beginning setting out the precise details of the agreement between FOCG and the PTFA.</p> <p><i>Christmas Fair:</i> notes were circulated and final arrangements agreed.</p> <p><i>Theatre:</i> Heartbreak theatre not arranged yet. Agreed to book the Jane Austin production.</p> <p><i>Historical Hereford Day</i> - nothing had been heard further on the Hereford City Council proposed grant of £10k. A meeting to be arranged between Steve Kerry, Town Clerk of Hereford City Council, Mark Hubbard, Annabel Oxford &amp; Lisa Richardson.</p>	<p>Katie</p> <p>Katie</p>

	<p><i>Website:</i> it was agreed that it would be inappropriate to put internal meeting reports under News but perhaps re-name the 'Newsletters &amp; Archive' box on the Home page.</p> <p><i>WWI project:</i> Nothing to report.</p>	
<b>Operations Manager</b>	<p>Katie reported that Health &amp; Safety documentation &amp; equipment was on its way &amp; she was working with Sarah on the newsletter.</p> <p>~ Newsletter is in progress but more material needed. One item suggested was to ask for volunteer time for next year's IT drop in sessions. To avoid too much pressure on the distribution team, it was agreed to publish it in the first week of January 2015.</p> <p>~ Annie will do the Treasure Hunt in the new year and Katie will circulate the date</p> <p>~ The original installer of the sign in High Town quoted £3,000 for a complete replacement. Katie will research someone to build a board for one side only.</p> <p>~ A full quote is coming for replacing the boiler</p> <p>~ Licence for rental of the small office: Katie had amended the licence taking into account all suggestions made, which she would circulate. The couple were hoping to move in on 1<sup>st</sup> January, 2015.</p> <p>~ Jonathan issued a list of all outstanding invoices, which Katie will chase up. It was agreed that no further bookings would be taken from those with outstanding invoices until these were paid. He also stressed that the invoice no. or reference is essential for identification when payments are made.</p> <p>~ Mobile phone: Katie has arranged this with Carphone Warehouse but a Director was needed to sign the contract.</p> <p>~ Car parking: This is becoming a problem for Katie, who will look into various car park charges.</p>	Mark
<b>CAT</b>	Deferred to the next meeting	
<b>Finance</b>	<p>Payroll arrangements had been set up with Richard Roche-Saunders, Brecon. A monthly standing order will be set up for Katie with over/under payment adjusted at the year end. Katie will handle the payroll arrangements for all the casuals.</p> <p>~ A petty cash float of £50 was agreed for small items needed immediately. Receipts &amp; cash must add up to that total at all times, spot-checked occasionally. Katie has organised receipt &amp; petty cash books and petty cash tin. Jonathan will circulate a definitive procedural note.</p> <p>~ Xmas cards: will leave them for a couple of years before putting them on sale again.</p> <p>~ Canoe centre: Jonathan will give Katie copies of the canoe centre electricity bills and she will present these to Vic for payment on his return from Spain.</p> <p>~ Filing the accounts at Companies House: Mark will rewrite the narrative account for the CIC and send it to the CIC Regulator.</p> <p>~ Year end accounts: There is an approximate surplus of £14,000, subject to amendments</p> <p>~ Bank total of £25,299 made up of restricted funds - £3,433 &amp; unrestricted funds - £21,866</p>	
<b>Any Other Business</b>	<p><b>Correspondence:</b> A card had been received from Margaret Smith choosing that her donation be spent on the riverbank. It was agreed that the Cathedral School Gardening Club would be funded for wild flower bedding &amp; spring bulbs and a replacement oak found for Redcliffe Gardens. Mark to email Ray</p> <p><b>Bench</b> Balfour Beatty will install the bench donated by Kirsty in memory of her husband, free of charge. She hopes to get some publicity from the Hereford Times which will also bring awareness of Castle Green benches as possible memorials.</p>	Mark  Mark
<b>Date of Next Meeting</b>	<b>Thursday, 29<sup>th</sup> January, 2015 at 7pm at the Castle Green Pavilion, Hereford</b>	