

Meeting Notes
Friends of Castle Green – Directors
7pm Thursday, 28th May, 2015, Castle Green Pavilion

Present: Mark Hubbard, Paddy Nugent, Jonathan Sheldon, Annabel Oxford, Lisa Richardson. Dave Tristram for the first item.

Apologies: Amanda Attfield, Katie Bott

| Agenda item | Key points | Action |
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| <p>Conflict of Interest</p> <p>CAT</p> | <p>Mark is a resident of Castle Green.</p> <p>Dave will work with Paddy & Jonathan to fine tune the CAT and add Jonathan's revised forecast figures. The risk register would be updated in the next month and the CAT could be submitted for review by Property Services by the end of June. Still looking at a submission in September but there are extensive delays because of the election and we are looking at Christmas for a decision. In the meantime, application could be made for Landlord's Consent, which would enable us to apply for other funding in certain circumstances.</p> | <p>Paddy Jonathan Amanda</p> |
| <p>Minutes</p> <p>Matters Arising</p> | <p>The minutes of the last meeting were agreed and signed .</p> <p>The budget for the Midsummer Fair music is up to a maximum of £1,000 plus Jack Sibley's fee and expenses. Jack will keep us up to date with his progress.</p> <p>Pensions: The staging date for automatic enrolment of employees in an FOCG company pension is 1st August, 2017.</p> <p>Newsletter: Had been distributed</p> <p>Contracts: Lisa to send Mark the casual contract.</p> | <p>Jack</p> <p>Lisa</p> |
| <p>Director & Operational Manager Reports</p> | <p>Awards for All: Mark will bring it to the next meeting</p> <p>Operational: Both offices will be vacant by the end of the month. There is one prospective client viewing.</p> <p><i>Painting & Decorating:</i> Chris Reynolds - £1,500 covering hallway, front door, River Room walls & skirtings, Artists Room walls & some paper replacement, replacement of the stairway panel.</p> <p>Sean Hassett £3,978 on a similar basis. ACTION: Accept Chris Reynolds</p> <p><i>Carpet:</i> £5,000 for Artists & River Room and stairs. Get a quote for lino for the River Room from Wyvern Flooring. Jonathan to look up kitchen floor cost.</p> <p><i>Window cleaning:</i> Gleam Clean quoted £300 + VAT as a one off. ACTION: Accept</p> <p><i>Bookings & Kitchen:</i> The wedding is now not going ahead. There are more weekend bookings for the Pavilion. We now have a White Book, the form is in place and has been sent to Phil for approval. Someone would need to be present to check in users of the kitchen. Basic hygiene list to go on the wall. Lisa to find the kitchen equipment list. We need to ask the Council Environmental Health & Trading Dept. to make a preliminary advisory visit.</p> <p><i>Pop-up restaurant:</i> The chef has asked for pictures on the walls. We need to source these from other areas in the Pavilion.</p> <p><i>Holiday entitlement:</i> 89.5 hours annually. Katie will be taking 4th June, 20th August, 31st Aug to 4th Sept.</p> <p>Events: Emma: 65 tickets sold to date. Buy 12 bottles each of white & red wine. One tray-bake of cake/biscuits each to be made. Security booked for 7pm.</p> <p>Midsummer Fair: apologies from Leo & Becca</p> <p>HHD: Annabel would be meeting Ben Leigh from Close House regarding the need for a technician and equipment for the Pavilion during the day.</p> | <p>Mark</p> <p>Katie</p> <p>Jonathan Katie</p> <p>Katie</p> <p>Lisa</p> <p>Annabel</p> <p>Katie</p> <p>Mark</p> <p>Annabel</p> |
| <p>Staffing & Resources</p> | <p>Steve Cameron had expressed an interest in the Financial Directorship and submitted his CV. An informal meeting had been arranged on 3rd June with Mark, Amanda & Jonathan, who will report back. References could be taken up later.</p> | <p>Amanda Mark Jonathan</p> |

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| Finance | The current cash balance was made up of WW1 £2,964 & HHD £5,266 restricted funding and a balance of £23,640 unrestricted funds. From the Open Invoice Report, it was agreed to write off the Copse Leisure Trust and pursue the remaining debtors, writing-off the Impact Consultancy debt after a further month. | |
| Any Other Business | <p>WW1 Project: Lady Darnley has agreed to come on Saturday, 12th September for tea between 3-5pm. Cakes & cucumber sandwiches to be sourced from Ben at The Rocket Café. Need to work on the guest list. Annabel to ask Katie to book the room & kitchen.</p> <p>Insurance: The quote from Zurich was £1,534 – roughly the same as last year. We can add buildings insurance when necessary. Commercial, legal, business assistance & tax advice is offered as part of the service and perhaps we could use this for advice on tax & governance issues. Mark to scan & circulate the letter.</p> | <p>Mark Annabel</p> <p>Mark</p> |
| Date of Next Meeting | Thursday, 18th June, 2015 at 7pm at the Castle Green Pavilion, Hereford | |
| 2015 Meeting Dates | 23rd July, 20th August, 17th September, 29th October, 19th November | |