

Meeting Notes
Friends of Castle Green – Directors
7pm Thursday, 28th July, 2016, Castle Green Pavilion

Present: Amanda Attfield, Mark Hubbard, Annabel Oxford, Steve Cameron, Joy Harvey, Katie Bott, Lisa Richardson

Apologies: Paddy Nugent

Agenda item	Key points	Action
<p>Conflict of Interest</p> <p>Minutes & Carried Forward</p>	<p>Mark is a resident of Castle Green.</p> <p>The minutes of the last meeting were agreed & signed</p> <ul style="list-style-type: none"> - Trust House Charitable Foundation grant Tesco Bags of Help project funding for interpretation boards Elmley Foundation funding for disability access to the theatre productions - Approach the bowling club for storage space 	<p>Joy Amanda</p>
<p>Fundraising</p>	<ul style="list-style-type: none"> - Big Lottery Fund ‘Celebrate’ programme offers grants of between £300 and £10,000 for groups to hold one off events or activities which celebrate their local community - £3.875m available for projects in England. Apply to hold a Big Party at HHD to launch the interpretation boards and celebrate the place Castle Green has held down the centuries. Ask the Woolhope Group to run the interpretation project - Severn Waste ‘Welcome to our Future’ £1k-10k maximum. Apply for a new boiler and the replacement of windows, using a Veolia grant to cover the 10% match funding required. Need to check whether we can apply before security of tenure is achieved. Mark will email a list of requirements put together by Caplor Energy to Joy. - Elmley Foundation: put application in by end of September. Take a screengrab of complaints re. the price of tickets on Facebook before Ratburger. - Hereford City Council: apply for a small grant for a space engineer to assess our event kit storage & provide a solution. Mark will run suggestions by the Conservation Officer first. - Awards for All: have heard nothing yet. 	<p>Mark</p> <p>Katie</p> <p>Mark</p>
<p>Finance</p>	<p>The CIC accounts had been returned for a minor alteration and were signed again.</p> <p>Direct debit signed for the new BT account.</p> <p>At the end of May, the bank balance stood at £29,691 with un-cashed cheques totalling £7,989 and debtors of £988 giving a balance of £22,690.</p> <p>Provisional breakdown was as follows:</p> <p>HHD: income £11,400 & expenditure £6,060.56</p> <p>Midsummer Fair: income £3,414.11 & expenditure £2,387.00</p> <p>Ratburger: income £2,363 & expenditure £2,421</p>	
<p>Director & Operational Manager Reports</p>	<p><i>Events: HHD:</i> very lucky with the weather, slightly lower footfall & stallholders’ takings were lower but the day ran extremely well and there was a great atmosphere.</p> <p>Need to assess the value of each event to the community & to ourselves. Talk directly to people at the events / run a facebook poll. Put this on the next events group agenda, formulate a plan & bring back to the September meeting. Assess the contribution by volunteers.</p> <p>Katie was discussing an arrangement whereby most of the HHD entertainment would be handled by one historical group.</p>	<p>Events Group</p>

	<p><i>Gardening:</i> Ian has planted 60 lupins, 40-45 hollyhocks grown from seed. in the rose bed fronting Nelson Street, as the roses are extremely old and will need to be replaced with something completely different. Mark is trying to set up a meeting to discuss this with Geoff Tarling. He will also contact English Heritage for permission to plant spring bulbs on the bank, using Margaret Smith's donation.</p> <p>Arrange another volunteer gardening day to help Ian – try Sunday, 7th August, 10.30am to 3pm at the latest with lunch provided by FOCG. Meet at Victoria Footbridge</p> <p><i>Insurance:</i> has been renewed</p> <p><i>CAT:</i> Nothing further to report.</p> <p><i>Operational:</i> Another survey of the building by Herefordshire Council is scheduled for the end of July.</p> <p>There is a leak in the downstairs lavatories and H.C. has been notified. Bookings are building up well in September.</p> <p>Offices – decline the enquiry from Innovate_U to rent the Pavilion offices in return for time banked. We need income to cover the running costs of the building.</p> <p><i>Newsletter:</i> next edition planned for mid-August.</p> <p><i>Membership:</i> There are 149 fully paid up members with over 60 renewals coming in during June/July. Annabel to thank Annie for all her work.</p>	<p>_Mark</p> <p>Katie/ Mark</p> <p>Katie</p> <p>Annabel</p>
<p>Review of Director Commitments</p>	<p>The Directors individually reviewed their previous commitments. All were on track and particular thanks to Annabel for creating such a happy working atmosphere for the café volunteers, to Steve now working full-time as well and Katie for being the lynchpin of the Pavilion's successful management.</p>	
<p>Any Other Business</p>	<p>Amanda & Lisa had worked on the governance e-book for CIC Directors & it would be brought to the next meeting</p> <ul style="list-style-type: none"> - Put together points for discussion for Dave Tristram's attendance at the September meeting. - Lisa gave her apologies for the August meeting & asked for a volunteer to take the minutes. 	
<p>Date of Next Meeting</p>	<p>Thursday, 18th August, 2016 at 7pm at the Castle Green Pavilion, Hereford.</p>	