

Meeting Notes
Friends of Castle Green – Directors
7pm Thursday, 28th August, 2014, Castle Green Pavilion

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

Agenda item	Key points	Action
Minutes of the last meeting and Matters arising Conflict of Interest	<p>The revenue quoted of £1,013 was the surplus revenue for the summer fair.. Change the date of the last meeting from June to 31st July. Subject to these amendments, the minutes of the last meeting were agreed and signed.</p> <p>Legal Advisors: Kidwells were unable to offer any pro bono help. Perhaps contact local bankers or the Cranfield Business School.</p> <p>Mark is a resident of Castle Green. Paddy is an employee of St. Michael's Hospice.</p>	<p>Paddy</p>
Fundraising	<p>~ 'Standing in the Future looking Back' on Saturday, 9th August had gone well. The outcome from Heidi & Amanda had been circulated. Heidi had offered a further session of 2 hours in an evening and Amanda will arrange this.</p> <p>~ The meeting with Dave Tristram was postponed.</p> <p>~Mark & Lisa met Hereford's Town Clerk, Stephen Kerry to discuss the further development of city centre events on the Castle Green. The City Council is reconsidering the aims & objectives of the events they fund. Under consideration is a grant of £10K to FOCG to organise three events in the City – a River event, Historical Hereford Day & one other such as a three day Family Fun Day & picnic in summer or a three day Christmas Market in December. Ideas raised included combining the summer fair on the Green with a River Festival, organised by the River Festival Committee, encompassing Bishop's Meadow & King George's Playing Fields; Historical Hereford Day celebrating the 800 year anniversary of the Magna Cart & Hereford's original Warrant, working with all the local history groups to provide an insight into Hereford over the ages; in 2015 the Three Choirs Festival comes to Hereford; look at other Christmas markets e.g. Bury St. Edmunds. It would be a two or three year rolling programme with FOCG preparing an interim report in October & an annual report in February (feedback/lessons learnt/plans for the coming year). The relevant committees will discuss this in September. It was agreed to go forward with this idea, dependant on the final details.</p>	<p>Amanda</p> <p>Mark Annabel Lisa</p>
Recruitment	<p>Amanda had circulated three policies: 'Resolving Issues - Policy & Procedure', 'Disciplinary Policy & Procedure' & 'Pay Policy'. These were agreed subject to one small revision in both Disciplinary Policy & the Pay Policy. She presented an example of Terms & Conditions, which the Directors went through & agreed. Further considerations: Employers Liability – Jonathan to check our current provision, if any, with Mark.</p> <p>~ Payroll – may need to employ an agency – Amanda to check the possibility of working with Fodder & with Hoople. Longer term - conversion of casual employment to hourly paid temporary contract.</p> <p>The post of Operations Manager had been widely advertised. The closing date for applications was the 15th September and interviews were scheduled for 27th September. Short listing would be by email. The interview panel would be Amanda, Mark, Jonathan & Annabel. Eight applications had been received through Govt. Gateway, one of which looks promising. An enquiry had been made regarding this being open to self-employed as a 12 month contract – not a desirable way forward & would need clarification.</p>	<p>Amanda</p> <p>Jonathan</p> <p>Amanda</p> <p>All</p>

Sub Group Reports	<p>~Events: The date for the AGM was finalised as Wednesday, 24th September. The agenda was agreed. Need to check with Mark regarding the food & the date for the newsletter & Annie for availability.</p> <p>~Education: The IT drop in sessions re-start on 22nd September 7.30 – 8.30pm. The paperwork for the City Council was almost finished</p> <p>~WW1 Grant: Guided research project will start on Sept. 9th & run for six months with 1 evening at Friars Street. There were two suggested stories to start with, the Canary Girls Football team & policing Hereford on a Saturday night when 6.000 Canary Girls hit town. Only 1 place left. The exhibition will be set up in The Courtyard on 13th & 14th September, Bill Lawes & volunteers will help.</p> <p>~Media & Membership: New website was going well. The home page was updated regularly & a couple of membership forms had been submitted plus general enquiries. Annie reported total membership at 134 with 28 non-renewals. She had sent in a membership report for the newsletter, suggested an additional mail shot & trying for a slot on BBC Hereford & Worcester before the Fireworks Night. It was agreed to print off extra copies of the newsletter for the South Wye Community & Ledbury Road area.</p>	<p>Lisa</p> <p>Annabel</p> <p>Annabel</p> <p>Mark</p> <p>Lisa</p>
Capital Asset Transfer	<p>Paddy had met Dave Tristram who was happy with the document so far. However, it would need the cash flow & projections for the next five years. It would also be very useful to ask for a ‘condition’ survey or a structural survey and to know what Herefordshire Council had spent on the building over the past five years. Needed as soon as possible. Would Board Members please email Paddy their contributions – he was missing three of those.</p> <p>~ Herefordshire Council had made an approach regarding FOCG taking over the toilet block and advising of the projected seasonal closure from October half-term to February half-term. Paddy was asked to reply on the lines of ‘as we had intimated earlier, we are not in a position to take over the toilet block at present neither do we think seasonal closing would be advisable in the light of the extensive use of Castle Green even in the winter. However, in order to factor takeover into our future plans, we need a ‘condition’ survey of the building and on the drains.</p>	<p>All</p> <p>Paddy</p>
Finance	<p>Turnover at the summer fair was £3,700 with a surplus of £1,013. However, there had been a shortfall of £70 on the cash received for the raffle. Membership cash at £112 was £2 over and although the total for children’s activities was £430, there was no record of the number of wristbands for sale so it was impossible to reconcile that figure. Better financial controls on our events/activities must be put in place.</p> <p>~ Jonathan presented the 2013 year end accounts, explaining each section in detail. It was decided to create a provision of £5,000 + VAT to cover essential repairs and redecoration and it was noted that no provision had been made for corporation tax. They were approved by all and signed. It was agreed to present these to the AGM using a Power Point presentation of the graphs.</p> <p>~ Looking at the current year accounts, we are paying the electricity bill for the canoe club, £800 approx. Paddy will check whether the electricity supply for outside events runs from the canoe club meter. Mark to check to the payment situation with Vic.</p>	<p>Jonathan</p> <p>Paddy Mark</p>
Any other business	<p>Work on FOCG finances had mushroomed over the past eighteen months. It was divided roughly into the strategic financial work, basic accounting & dealing with ‘clerical’ queries. It was difficult to split these up and Jonathan was finding it impossible to provide the level of input he would like, particularly in the light of his other commitments. He will hold the fort & file the 2013 & 2014 accounts before handing over to a successor and will continue to help in any way possible. This was accepted with great regret by the Board and would be announced at the AGM.</p>	
Date of Next Two Meetings	<p>AGM, Wednesday 24th September at 7pm at Castle Green Pavilion, Hereford</p> <p>Thursday, 30th October, 2014 at 7pm at the Castle Green Pavilion, Hereford</p>	