

**Meeting Notes**  
**Friends of Castle Green – Directors**  
**7pm Thursday, 29<sup>th</sup> January, 2015, Castle Green Pavilion**

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

Agenda item	Key points	Action
<b>Minutes</b>  <b>Conflict of Interest</b>	Year end accounts should read ‘an approximate surplus <b>on trading</b> of £14,000, subject to amendments’. Subject to this amendment, the minutes were agreed & signed.  Mark is a resident of Castle Green and Paddy is an employee of St. Michael Hospice	
<b>Fundraising</b>	Review of actions from vision session on 20 <sup>th</sup> November. ~ The CAT had been submitted & is still pending. Work with Dave Tristram & ask for an update on a monthly basis. Ask Tony Featherstone how long the whole process should take ~ Funding bids: Heidi has been very tied up so c/forward ~ Boiler: The quotations from Shackleton & Wintle Ltd. were boiler £5,856, heat pump £5523, 2 pipe system throughout £7752, all inclusive of VAT, a total of £19,131. This excludes re-decoration, all necessary electrical wiring including to gas meter, total system testing and boiler registration. Any new boiler should be flexible enough to work with the new developments planned for the Pavilion. Work with Dave Tristram regarding the energy grants for the new boiler system. ~ Antony Edwards would be happy to help in any way in his capacity as a chartered surveyor. ~ To piggy-back on Hfds. Council’s current insurance policy: awaiting the reply from Hfds. Council ~ Awards for All: Annabel had worked extensively with Sara and a draft bid had been received from her. It was agreed that the content was comprehensive but the emphasis and presentation was not right. Katie to work on it on a re-draft. ~ Artwork invoice from Carnival Arts. Katie & Jonathan to check on this. ~ Small office rental: Up and running. Katie to invoice monthly.	Paddy  Annabel  Paddy/ Annabel  Paddy  Katie
<b>Staffing &amp; Resources</b>	~ Financial Director: Jonathan would file the 2014 accounts before handing over to a successor. His resignation as Finance Director is effective from 1 <sup>st</sup> February and he will be attending no further meetings but will help with the bookkeeping until a successor is found. Mark had mentioned that he was in contact with a firm of accountants who would offer the strategic accounting plus the week-to-week bookkeeping needed on a pro bono basis. The accounting lap top should be based at the Pavilion and bookkeeping would probably take up 2-3 hours a week. Katie was willing to do this based at home if needed. ~ Employment contracts will be re-drafted. It was agreed to pay the living wage of £7.85 per hour to employees aged 21 and over and £7.00 per hour to employees under 21. ~ Arrangements for the thank you event on 31 <sup>st</sup> January were going well and 25 approx. were expected. Suggestions for decoration included balloons & fairy lights.	Jonathan/ Katie  Amanda/ Lisa  Katie
<b>Directors’ Reports</b>	~ The use of Pavilion as a registered address by another organisation was not agreed ~ Events: The HHD meeting was well attended & a vintage fair with our usual stalls was planned at a cost to traders of £25 per stall. There will be no Beat the Bells event this year. Paddy will let us have a poster for the Car Boot Sale by early next week. Jane Austen’s ‘Emma’ will be the open-air play this year. ~ Website: up-to date and membership/volunteer forms are being received including on from Philip, a chef at Ross Labels, who has looked round the kitchen & will help us with all Health & Safety Requirements, e.g. a ‘white book’. Katie will	Paddy

	<p>keep track of this and arrange a preliminary advisory visit by the Environmental Health Dept of Hfds. Council.</p> <p>WWI project: Annabel is working with the Museum Service &amp; Sarah Chedzoy on possible involvement with Canary Girls &amp; St. Mary's, with performing arts GCSE students working on how to make 'living history interviews' etc. She has contacted the University of the Third Age, who might provide volunteers for HHD. The Young Bloods 'Cider Riot's' production is scheduled for May.</p>	Katie
<b>C.A.T.</b>	See fundraising	
<b>Operations Manager</b>	<ul style="list-style-type: none"> <li>~ The newsletter was complete and awaiting printing and distribution</li> <li>~ It was agreed to buy a new A3 colour laser printer for around £200.</li> <li>~ Allotments: the Allotment Society will support us. Herefordshire Growing Point may be interested, 'pending consultation'.</li> <li>~ River Room: there is damp in one point in the River Room. Paddy will investigate.</li> <li>~ Signage in High Town – Katie is waiting for the final quote</li> <li>~ Finance: a petty cash float is in hand. Jonathan will check for any outstanding invoices.</li> </ul>	
<b>Finance</b>	<p>The 2013 accounts had been rejected again. Online filing is no acceptable for a CIC. A copy of the CIC 34 report should go to both the CIC Regulator &amp; to Companies House. The second filing was returned as there was a wrong section number given. The amended document was signed by Amanda on behalf of the Board. We may be subject to a fine but Jonathan would appeal on the grounds that the requirement for the CIC 34 report to accompany the submission with the £15 payment was not on the website and the section number was wrong on the first submission but was not mentioned when it was returned then.</p> <p>The draft 2014 accounts were presented in detail to the meeting and were approved unanimously.</p>	
<b>Any Other Business</b>	<ul style="list-style-type: none"> <li>~ Correspondence: A card had been received from Margaret Smith. Annabel would let her know our plans for the donation</li> <li>~ Amanda had accepted a book from the Dinedor History Society on our behalf and would bring it into the Pavilion.</li> <li>~ The last Thursday in the month was no longer possible for Amanda to attend meetings so meetings were moved to the antepenultimate Thursday in the month during 2015.</li> <li>~ The CSRA was delighted with their Christmas party and has sent in a cheque for £20.</li> <li>~ £42.54 from the children's activities is still to be paid into the FOCG account.</li> </ul>	Annabel       Lisa
<b>Date of Next Meeting</b>	<p><b>Thursday, 19<sup>th</sup> February, 2015 at 7pm at the Castle Green Pavilion, Hereford</b></p> <p>items:  Review of Project Plan and Risks – "writing on the wall" exercise (Paddy)  Directors – what are we each committed to achieve for the year ahead?</p>	
<b>2015 Meeting Dates</b>	<p>19<sup>th</sup> March, 30<sup>th</sup> April, 28<sup>th</sup> May, 18<sup>th</sup> June, 23<sup>rd</sup> July, 20<sup>th</sup> August,</p> <p>17<sup>th</sup> September, 29<sup>th</sup> October, 19<sup>th</sup> November</p>	