Meeting Notes Friends of Castle Green – Directors 7pm Thursday, 29th October, 2015, Castle Green Pavilion

Present: Amanda Attfield, Mark Hubbard, Annabel Oxford, Steve Cameron, Lisa Richardson

Apologies: Paddy Nugent, Katie Bott

Agenda item	Key points	Action
Conflict of Interest	Mark is a resident of Castle Green.	
Minutes & Matters Arising	The minutes of the last meeting were agreed & signed. Mark will circulate the letter from Zurich Insurance and Annabel will contact the Council's Environmental Health & Trading Dept. regarding a preliminary advisory visit.	Mark Annabel
Partnering Hereford in Bloom	We have been asked to organise a volunteering weekend on Saturday/Sunday, 27 th & 28 th February, 2016 to focus on the flowerbeds around the Victoria footbridge. Paul Hodges, an ex-Wye Valley Nurseryman will design & supervise the lifting, separating & planting but volunteers are asked to bring equipment such as forks, spades, gardening gloves. FoCG will provide BBQ lunch, tea and coffee. Annabel to advise Katie	Annabel
Governance	At the AGM, Joy Harvey expressed an interest in joining the Board. She had recently moved to Hereford, learned the history & future plans for the Pavilion, joined FoCG and volunteered. Her experience included overseas trade fairs, military, secretarial, business advice on exporting. With a wide range of skills, she was present, available and keen. The two areas which need to be covered at the moment are fundraising – researching grants & making the applications – and Volunteer Co-ordination, for which the designation Director of Resources would be appropriate. It was agreed that Annabel & Mark would arrange a meeting to discuss in particular what Joy would like to do and how much time she was prepared to offer. - Katie has researched the details of local firms of solicitors regarding a legal advisor. An offer to help was made at the AGM by Frances Aldhouse. We need advice on our legal status & advice on the most advantageous company structure for FoCG, enabling us to trade, while reducing our tax liability and allowing us to function within our limited personnel structure. It was agreed that Amanda would write to Mr. Aldhouse to ask whether this was something he would be happy to do. Details of all those attending the AGM would be circulated by Lisa	Annabel Mark Amanda Lisa
Fundraising	- Mark continued to work on the Awards for All Bid - LEP funding for leisure was raised at the AGM. Lisa would make contact to ask if there was any possible avenue through the tourism bid for funding interpretation boards for Castle Green.	Mark Lisa
Director & Operational Manager Reports	Events: <i>Fireworks</i> : All on track – licence applications in, police notified, extra security guard booked, extra lighting booked including for the ticket points, extra toilets, volunteers for socks. Mark Goddard will be cooking sausages & burgers, the FoCG café will provide baked potatoes with various toppings, cakes, teas & coffees. £1,000 float for each ticket point plus the café. More volunteers are needed for the café. Mark & Annabel will put together a plan covering the logistics of serving a great many people in such a short time. <i>Christmas Fair</i> : 30 stalls plus 2 own gazebos booked. Winter wonderland organised for the children. Need to firm up the music programme with Jack. Need	Mark Annabel

	a date for the next events meeting. Ask Katie to organise the raffle – Mark will	Katie
	help with contacts. Fireworks 2016: This will be the last year that Toni & Carla organise the firework event for the PTFA. They will provide a complete organisational breakdown of the event & have suggested that, in the event of the PTFA not finding suitable replacements, FoCG offer to organise the whole event for a set fee plus agreed percentage of any income surplus, with the PTFA providing their team of volunteers for the day. CAT: Nothing has been heard yet from Herefordshire Council. WW1: The feedback on the WW1 project was almost complete. The planting of the star bed in Cantilupe Gardens went well. Operations: Katie reported that bookings were coming in really well & on target, including two new yoga classes and. Pavilion bookings generated almost £1,000 in the last month – many congratulations to Katie. The quote for the extractor fan was accepted and we were awaiting fitting. Flooring estimates were in but it was agreed that these should wait until after work on the heating had been concluded. As soon as all the grey fobs had been returned to Katie, she would issue sets of keys to each of the Directors.	Mark
Finance	More invoices were being raised echoing the increase in room bookings. All the new signatories were now able to countersign cheques. Steve had just received the bank statements from RBS and would be able to check incoming payments for membership & the Christmas Fair. - Awaiting the final amount paid to Companies House in respect of the penalty for late filing of the 2013 accounts. - The current balance was £19,619 at 28 th October but this would be some £17K after current liabilities were settled. This was some £5,000 less than the previous month and a watchful eye should be kept on the cash flow position. Steve will put together a monthly cash flow forecast.	Steve
Pay Policy	The revised Pay Policy in line with current legislation was circulated and approved.	
Any Other Business	- Amanda had replied to an email from Christian Twiehaus (student at the International Centre for Sustainable Development, University of Maastricht in the Netherlands) requesting information for his Master's thesis on CICs & their organisational structure and how they balanced their economic, social & environmental goals. He was delighted & will send us a copy of the finished thesis. - A letter had been received from Lady Darnley, thanking FoCG for her gift & flowers at the WW1 Celebration event and wishing us every success with future plans. - The new memorial bench had been installed on Castle Green. As it wasn't ready for the time requested, Mark had donated his, which Peter King will replace. FoCG paid £50 for the installation as agreed. Agreed to send out a press release describing our memorial bench scheme at a cost of £1,200 per bench, including maintenance for the first five years. Agreed to spend £300 for bulbs plus 3-4 bulb planters and organise a party of volunteer planters using part of Margaret Smith's donation. Board Meetings would be scheduled for the 3 rd Thursday in each month except for	Katie Mark
	July when the date would be 28 th July. Lisa would recirculate the schedule.	Lisa
	Thursday, 26 th November, 2015 at 7pm at the Castle Green Pavilion, Hereford	