

**Meeting Notes**  
**Friends of Castle Green – Directors**  
**7pm Thursday, 30<sup>th</sup> April, 2015, Castle Green Pavilion**

**Present:** Amanda Attfield; Mark Hubbard, Paddy Nugent, Jonathan Sheldon, Annabel Oxford, Lisa Richardson, Katie Bott. Jack Sibley for the first item.

Agenda item	Key points	Action
<p><b>Conflict of Interest</b></p> <p><b>Livewire</b></p> <p><b>Midsummer Fair</b></p>	<p>Mark is a resident of Castle Green and personally involved with the item on music for the Midsummer Fair. Paddy is an employee of St. Michael Hospice.</p> <p>Jack Sibley outlined the importance of the Livewire Youth Programme to the benefit of young people. The projects are for all young people with common musical interests in and around Herefordshire, bringing them together to share, perform and record their own music, especially for those who do not normally get the opportunity to take part. The programme is fully inclusive with two thirds of the participants in challenging circumstances. There are three project strands – outreach, the weekly music sessions and Livewire Central, a week long course culminating in a live ‘gig’ at a local venue. The weekly sessions &amp; Livewire Central are based on the Pavilion, seen as safe space between the communities north &amp; south of the river. In 2014, of 150 young people helped, 115 came to the Pavilion. The funding from The National Foundation for Youth Music had not been renewed for 2015 and so the summer programme was uncertain. Two applications were in the pipeline. If successful, the first one would cover expenditure from September 2015 to Easter, 2016 and the second, from April 2016 for two years. The Tuesday evening sessions would continue until the summer holidays but the summer event was unconfirmed and the decision would not be made until early August. The Pavilion was an ideal venue and not substitute could be found in Hereford. Jack asked for the directors’ patience &amp; understanding and for the instrument storage facility to be continued. He would provide a full project report &amp; statistics together with individual ‘stories’, which could be used in the CAT.</p> <p>AGREED: to continue the instrument storage facility until further notice.</p> <p>Mark left the room for the discussion. For the 2014 Midsummer Fair, Jack had arranged the music within an agreed budget without payment. He would be willing to do so again for this summer’s fair. His fee would be £100 plus £35 travel expenses. AGREED.</p>	
<p><b>Minutes</b></p> <p><b>Matters Arising</b></p>	<p>The minutes of the last meeting were agreed and signed .</p> <p>Margaret: Annabel would send a card</p> <p>Pensions: Jonathan has the PAYE reference no. and will liaise with Richard regarding our staging date for automatic enrolment of employees in a company pension.</p> <p>Newsletter: Katie would prepare the next newsletter by the end of May</p> <p>Gazebos: Two large gazebos had been bought for £1,200</p>	<p>Annabel Jonathan</p> <p>Katie</p>
<p><b>Fundraising</b></p>	<p>Mark will write the final draft of the Awards for All application during the weekend 9<sup>th</sup>/10<sup>th</sup> May &amp; submit it for ratification by email.</p>	<p>Mark</p>
<p><b>Review of Risks</b></p>	<p>Under three headings, legal, financial and governance, Amanda &amp; Paddy will work on a draft list of risks with their likelihood, impact, measures to be taken and residual effect. This will be brought to the next meeting.</p>	<p>Amanda Paddy</p>

<b>Directors' Commitments 2015/2016</b>	<p>Amanda: continuing to chair and facilitate the group  Mark: finishing the Awards for All application, starting and running the project.  Ensuring events happen, public relations, seeing the memorial bench fixed this year.  Annabel: Finishing the WW1 project by next September.  Paddy: Working with CAT.  Jonathan: Keeping things ticking over  Lisa: Securing enough stalls to make three festivals viable.  Katie – find her appraisal</p>	All
<b>Director &amp; Operational Manager Reports</b>	<p>Use of the Pavilion is growing organically with some new clients. Room hire availability for funeral and children's parties is going up on website &amp; leaflets. The first wedding event is on 15<sup>th</sup> August on the Green with use of the kitchen and River Room &amp; we can take publicity photos. The first pop-up restaurant event is on 20<sup>th</sup> June, based on an Italian theme at £30 per head, on a kitchen hire basis. Discover on what basis he would be willing to operate the summer brunch programme – 5 breakfast offers with tea/coffee. Put an item in the next newsletter asking people to express their interest &amp; we would contact them. Build up a targeted email database. Perhaps initially FOCG could underwrite any loss.</p> <p><b>Painting:</b> One quote for £6,201 + VAT received so far covering hall, stairs, landing, 3 rooms. Annabel to source 2 further quotes.</p> <p><b>Events:</b> Posters for Emma available. Katie would contact BBC Hfd &amp; Worcs. &amp; Sunshine. Vic will buy our old tent for £150. Mark will speak to Balfour Beatty regarding the Mill Street barrier. All ready for the River Carnival.</p> <p><b>WW1:</b> Annabel had presented the project at the Birmingham City Library which was very successful. The Lord Lieutenant would come to the celebration afternoon tea in September – ask her to choose from several dates in September.</p> <p><b>IT:</b> Mitzi had signified she might be willing to participate again. Request other volunteers in the next newsletter – evening slot on alternate Mondays.</p> <p><b>Volunteers:</b> Pass over the lists of volunteers to Katie.</p> <p><b>Members:</b> Agreed to offer 1 cup of tea &amp; 1 cake to new members signing up at the River Festival</p> <p><b>Vintage Fair:</b> Stall publicity leaflets printed and distribution around the market towns to antique &amp; vintage shops had begun.</p>	Katie Katie/ Annabel Katie/ Mark Annabel Katie Annabel/ Lisa Lisa
<b>Staffing &amp; Resources</b>	<p>No success as yet from Paddy's letters in finding a replacement Financial Director. The kitchen must be Council registered before we issue any form of contract. Annabel will arrange with her contact to look at the paperwork which Katie will then submit. Mark will give the cleaner the casual contract, who must submit timesheets regularly by the 10<sup>th</sup> of the following month to facilitate payment.</p>	Annabel Mark
<b>C.A.T.</b>	<p>Needs financial forecasts for 2015/16/17/18, which Jonathan will do. Dave Tristram's advice will be incorporated. Risk section needs updating. Final discussion at the next meeting with submission in September. Karen Stanton replaces Paul Nicholas as our contact.</p>	Jonathan Paddy
<b>Finance</b>	<p>The annual return had been filed. Letters had been exchanged with Companies House regarding the penalty for late filing of the 2013 accounts. Jonathan circulated his reply which was approved. The Open Invoice report was circulated for discussion. One write-off agreed and copies of the outstanding invoices to be sent to Mark for personal follow-up. The car boot had made £445 and £110 for St. Michaels Hospice. £695 of income had been invoiced so far. The shortfall for the first three months stood at £3,400. The current cash balance of £28,764 was made up of WW1 fund of £3,432, HHD of £5,000 with £20,332 unallocated. BBQ &amp; gazebo purchases still to be taken into account. Send Jonathan a copy of the correspondence with Steve Kerry.</p>	Lisa
<b>Any Other Business</b>	<p>BID for Culture – Katie not to attend meetings as part of her FOCG commitments.</p>	

	Jonathan was presented with a gift and card, with so very many thanks for all his work as a Director	
<b>Date of Next Meeting</b>	<b>Thursday, 28<sup>th</sup> May, 2015 at 7pm at the Castle Green Pavilion, Hereford</b>	
<b>2015 Meeting Dates</b>	<b>18<sup>th</sup> June, 23<sup>rd</sup> July, 20<sup>th</sup> August, 17<sup>th</sup> September, 29<sup>th</sup> October, 19<sup>th</sup> November</b>	