

Meeting Notes
Friends of Castle Green – Directors
7pm Thursday, 30th July, 2018, The Pavilion, Castle Green, Hereford

Present: Amanda Attfield, Paddy Nugent, Annabel Oxford, Mark Hubbard, Martin Flowers, Katie Bott
Guests: Vic Gammage & Paul Tucker, Canoe Club
Apologies: Lisa Richardson

Agenda item	Key points	Action
Conflicts of Interest	<p>Mark is a resident of Castle Green Mark's brother is employed by the firm of solicitors involved with the CAT negotiations</p>	
Canoe Club	<p>Amanda gave an update on the 25 year lease & how it relates to the Canoe Club. At the end of the lease we would need further negotiations for a period to extend it. Part of it says anyone else who occupies part of the building is subject to the same terms & conditions. We need to consider entering into an arrangement with the Canoe Club who may need to take their own advice.</p> <p>Paul wants to be able to continue as a canoe club in the building and we all agree. Martin & Paddy had talked to our solicitor who advised that the first stage would be to put together a proposal to the Canoe Club and this may be a license or a sub-lease.</p> <ul style="list-style-type: none"> - Any license would need to be specific to the canoe club. - Any sublease would need formal agreement by the Canoe Club. - Costs were a concern <p>Paul said he would like to look at our lease and it was agreed to send it to him. The Council have asked that we formalise the arrangement with the Canoe Club within 6 months. Vic pointed out that they had been in the building a long time. He had tried to talk to the Council Legal Dept. but got nowhere.</p> <p>Mark asked about parking. Vic replied that he had an agreement for 2 vehicles as they were working with young people. These were emergency vehicles for safety.</p> <p>Possible grants were discussed as well as the possibility of the Canoe Club becoming part of Friends of Castle Green. We can discuss a draft copy of any agreement with the canoe club. Amanda commented that the Canoe Club would need to take their own advice regarding any potential occupancy rights. The club would need to consider their own independent advice on this. Vic will look for any past correspondence with the Council that relate to the club being there.</p> <p>The next steps: Ask our solicitor to work with the Council solicitor on any license to negotiate a lease, if that is the right way forward. Paddy will email the lease to Paul & would be happy to talk through any queries. He would keep them posted on developments with the council.</p> <ul style="list-style-type: none"> - The Canoe Club will supply us with updates and information as they arise. - Our costs were discussed. Mark suggested Facebook as a way of getting pro bono advice. Katie will look at how to gain free advice. Vic pointed out that many communities have done this before & then collapsed, hence we need to do this properly. - There has been no handover of the building documentation as yet but Katie is planning a meeting for a full handover e.g. safety lights, legionnaire testing, etc. <p>Amanda reiterated that we would want the Canoe Club to remain able to operate from the Pavilion and there would be a way we could do this, keeping pragmatic and within the lease conditions</p>	<p>Paddy</p> <p>CC</p> <p>Katie</p>

Notes of Last Meeting & Matters Arising	<p>Minutes of the last meeting were agreed and signed.</p> <p><i>Matters Arising:</i> Mark made good progress on the Awards for All grant. He would like some help with structuring the report & any pictures matched to the report plus an executive summary. Katie will help with layout & pictures. Amanda will help with the summary. This will result in a document for our files providing valuable evidence for potential funders and informing the direction we take for future funding. Mark hopes to complete by end of August will email it round before October, hopefully in time for the AGM & to circulate to the membership.</p>	<p>Mark / Katie Amanda</p>
Operational	<p><i>Events:</i> Summer Fair – Some things were successful e.g. the children’s offer & some not e.g. the café. Low attendance in spite of the good weather perhaps due to people being away & many other events on the same day – Steiner event, Hampton Court & the football. Annabel expressed concern about the event – who is it for, the costs & involvement of volunteers. There is an events meeting in September where this can be discussed. Perhaps a children’s day with kit we can make & use year after year.</p> <ul style="list-style-type: none"> - The theatre went well with a good turnout. Fodder staff had free family tickets as a thank you which we will extend to Directors & any volunteers. Katie looking at another David Walliams production for next year. <p><i>CAT:</i> Paddy had sent a CAT summary report.</p> <ul style="list-style-type: none"> - Decisions to be made regarding the sub lease. Which solicitors do we use & at what cost. New solicitors might cost more as additional work would need to be done. Martin queried the quoted costs & suggested we get another quote. Paddy will find comparative costs. - Parking: Martin & Paddy had discussed this. Katie was copied into a complaint from a local elderly resident to the Council about the number of cars on the green. We have no right to lock the Mill Street barrier. We could leave the situation as it is as there is nothing we can do about people parking on the Green. Mark suggested we write to Balfour Beatty in agreement with the complaint & ask them to manage the gate. Pavilion users are told not to park outside but there is continued unauthorised access. Katie will draft the letter supporting restricted access to the green with a locked barrier and a key code for entry by designated users. Paddy will send a copy to Suzanne Garlick. - <i>Handover:</i> After discussion with Nina Bridges about a Service Level Agreement and insurance, Dave Tristram was suggested as the contact for the SLA annual report & with the Council. He is keen to come to a meeting to talk about grants. Heritage Lottery Funding is going through a review at the moment which will be published next Spring and on which Dave can advise. Paddy will invite him for the September or November meeting. We could start funding Katie’s salary from overheads on project work. Katie will do the annual report. - <i>Management of lease:</i> Mark suggested an itemised document, e.g. can refer to the section covering parking if a parking issue arose. Could back up with photos of everything as it is now. Should the lease be published on the website or not? Paddy & Martin will work on a check list of the important points in the lease - Should the <i>Fire Risk Assessment</i> include the Canoe Club? Katie will arrange for an assessment. <p><i>Historical interpretation boards & ‘Hidden Gems’ funding..</i> Katie spoke to Julia Goldsmith of Catcher Media & to Bill Laws and although it will tick some of the boxes, it is still a large amount of work to complete an application. It was agreed to postpone an application for the present.</p> <p><i>Herefordshire NCS</i> – Catch 22 booking has resulted in a lot of</p>	<p>Katie</p> <p>Paddy</p> <p>Katie</p> <p>Paddy</p> <p>Paddy</p> <p>Katie</p> <p>Paddy / Martin</p> <p>Katie</p>

	<p>problems and they have been warned. Lots of mess of which Katie took photos. Katie will spot check and has spoken to their boss. The booking is massively discounted which will not happen again next year.</p> <p><i>Lone worker policy.</i> Katie & Annabel agreed actions. Annabel will investigate First Aid training.</p> <p><i>Marketing & PR plan:</i> Katie will complete by the first week of September.</p> <p><i>Cup Ceramics CIC project:</i> We cannot help them as we cannot sublet. Katie will advise them.</p>	<p>Katie</p> <p>Annabel</p> <p>Katie</p> <p>Katie</p>
Finance	<p>Martin had previously circulated the financial report for the first six months of the year. There had been very large costs including the legal fees. He would alter the description 'office rental' back to 'room hire'. Balance at the end of June was £12,000. Progress on the bank account with Lloyds was back on track but he would be away from the 11th August for a fortnight.</p>	
Appointment of a New Chair	<p>Amanda has emailed a couple of possible new chairs. Mark has asked around for suggestions. He will meet anyone who comes forward and they can then apply. Amanda will be part of the process. Everyone to put out feelers and consider her profile of the ideal chair.</p>	<p>All/Amanda</p>
Date of Next Meeting	<p>Thursday, 20th September, 2018 at 7pm at the Castle Green Pavilion, Hereford.</p>	