

Meeting Notes
Friends of Castle Green – Directors
7pm Thursday, 30th October, 2014, Castle Green Pavilion

Present: Amanda Attfield; Annabel Oxford, Lisa Richardson, Katie Bott (Operations Manager)

Apologies: Mark Hubbard, Jonathan Sheldon, Paddy Nugent

Agenda item	Key points	Action
Minutes of the last meeting and Matters arising Conflict of Interest	<p>The minutes of the last meeting were agreed and signed.</p> <p>Carried Forward: Legal advisors : Employers Liability Provision : Pavilion ‘condition’ survey/council expenditure : Toilet block ‘condition’ survey/drains : source of electricity supply for outside events : City Council event funding proposal</p> <p>None</p>	<p>Paddy Mark</p>
Fundraising	<p>Amanda would check the format Heidi & Sara would like to follow for the ‘Vision’ session on Thursday, 20th November 7pm to 9pm. The suggested content covered a brief recap on the last session, then work on the wording of our vision statement to clarify the public perception of the FOCG identity & other points raised by Tony Featherstone’s comments on the draft Business Plan. Katie would check the booking on the Pavilion calendar.</p>	<p>Amanda Katie</p>
Staffing & Resources	<p>~ Annabel had completed a full 2 hour induction session with Katie. Katie has concentrated on getting to know the building, & putting together operational systems, e.g. covering use of IT by Pavilion users, emergency services contact information, handling room reservations and invoicing. She is researching various room booking systems.</p> <p>~ Jonathan would continue as Financial Director to see us through this financial year but we need to look for a replacement as soon as possible. Amanda will draw up a job description endeavouring to break this down into the strategic financial work and basic accounting/dealing with clerical queries and discuss this with Jonathan on his return from holiday.</p> <p>~ c/f Legal advisors</p> <p>~ Amanda will bring a sample casual contract & timesheet to the next meeting</p> <p>~ Employment – Health & Safety. Amanda had circulated a simple Statement of Policy. It was agreed that Paddy would be the nominated person responsible. The content was agreed and signed by Amanda as Board Chair. Katie would source the H&S law poster to be displayed in the hallway, 2 first aid boxes – one for her admin office and one to be sited in the hallway and an accident log book to be sited in the kitchen.</p> <p>~ PAYE: check whether Mark has sent the paperwork to the company dealing with this.</p> <p>~ Companies House: check whether Mark has sent the CIC form off.</p>	<p>Amanda</p> <p>Amanda</p> <p>Katie Paddy (for info.)</p> <p>Mark Lisa</p>
Director Reports	<p>Events: A very productive meeting with the PTFA was held on 9th October for the Fireworks Event on Saturday, 1st November. Mark had telephoned in that arrangements were well in hand. A full team would set up at 10am. The Directors were asked to man the two ticket offices, agreed as Lisa/Annie & Amanda/Michael. Head torches were essential. Amanda has one, Lisa will bring 3. Amy, Clare Trumper, Nina on the food stall. Annabel / Mark – general stewarding. Briefing in the Pavilion at 4.30pm. As Jonathan was away, any cash payments would need to be made from the takings, unless he had agreed an alternative with Mark.</p> <p>~ Xmas Fair was in hand with 26 stalls booked at present. An events meeting was arranged for Thursday, 6th November at 7pm to talk through the final arrangements,</p>	<p>All</p>

	<p>such as the music provision, food, etc. Lisa to circulate the date. ~ Review of <i>AGM feedback</i>: c/f to the next meeting. Katie to analyse. Media & Membership: Katie's details posted up and her operations email set up. A members' newsletter had been emailed around welcoming Katie as Operations Manager (99 member addresses from a total of approx. 147 members) and the information uploaded to the two news outlets on the website. Annie looked forward to meeting Katie. Katie would send out the Press Release. WW1 Project: The project with the record office finished at the end of the summer and proved very successful. There are a couple more pieces for the exhibition which is now going up to Rotherwas Chapel, Dinedor. Annabel had teamed up with Sarah Chedzoy of Herefordshire Council to prepare the resource packs and work together with schools. ~ <i>IT Project</i>: The IT drop-in sessions have been suspended for the foreseeable future due to increasing alternative commitments & pressure on the three volunteers. The equipment is available for the use of Katie, Directors or rental by Pavilion users and if new volunteers came forward for the resumption of a drop-in programme. <i>Newsletter</i>: Sarah Gammage had found another volunteer to work with her on the newsletter under Katie's management. Ideas for the Christmas edition were put forward.</p>	<p>Lisa Katie</p> <p>Katie</p> <p>Katie</p>
<p>Community Asset Transfer</p> <p>Finance</p>	<p>Community Asset Transfer update & on the Toilet Block carried forward to November meeting.</p> <p>Finance carried forward to the November meeting</p>	<p>Paddy</p> <p>Jonathan</p>
<p>Letters</p>	<p>Margaret Smith had written with a suggestion for the funds raised from the sale of her donated items. Amanda would reply letting her know that there was not enough for a bench but suggesting that the sum be used for the development of a section of the riverbank. ~ Dinedor Heritage Group invited FOCG to attend their public book launch of 'Dinedor and Rotherwas Explored' to receive a presentation copy. Annabel is unavailable so Amanda will represent us.</p>	<p>Amanda</p> <p>Amanda</p>
<p>Any other business</p>	<p>Katie raised a few queries: - <i>Pavilion booking requests</i>: Open to all if the booking is legal & ethical. Contact the Kindle Centre for advice/experience - Possibility of a <i>Pavilion phone line</i> as her current pay-as-you-go contract is very expensive for FOCG: Get costings for land line & mobile - <i>Petty Cash float</i>: Yes. Jonathan will advance cash on his return but interim amount could be available after the Fireworks. - <i>Board Meetings</i>: Attend where possible. Amanda will allocate a slot on the Agenda. ~ Hereford Civic Society. Amanda advised of two diary dates: 15th January, 2015: Business Improvement District – John Jones 19th February, 2015: Asset Transfer & Restoration – Alex Clive & Andy Tector ~ Katie will attend the HVOSS Funding Fair on 5th November and the Members' Lunch. - Open Meetings: The Board will hold two open meetings a year, in March & November in 2015. - Treasure Hunt: Annie had offered to organise a Castle Green Treasure Hunt as an event in 2015. Perhaps hold this in conjunction with a brunch day. Katie to liaise with Annie Thank you to Mike for all his photographic work – a bottle of single malt.</p>	<p>Amanda</p> <p>Katie</p> <p>Katie</p> <p>Annabel</p>
<p>Date of Next Meeting</p>	<p>Thursday, 27th November, 2014 at 7pm at the Castle Green Pavilion, Hereford</p>	