

Meeting Notes
Friends of Castle Green – Directors
7pm Thursday, 31st July 2014, Castle Green Pavilion

Present: Amanda Attfield; Mark Hubbard, Annabel Oxford, Lisa Richardson

Apologies: Jonathan Sheldon, Paddy Nugent

Agenda item	Key points	Action
<p>Minutes of the last meeting and Matters arising</p> <p>Conflict of Interest</p>	<p>The minutes of the last meeting were agreed and signed.</p> <p>The most favourable structure for the future development of Friends of Castle Green to be researched. Legal advice is needed and Dave Tristram would be approached for a solicitor or practice willing to offer pro bono advice.</p> <p>The bench has arrived & Mark has painted it. Balfour Beatty will install it free of charge in this instance but will charge £525 to include a concrete plinth and paving in future. Therefore, the total minimum cost to donate a bench on the Green in future will be £1,500.</p> <p>Mark is a resident of Castle Green. Paddy is an employee of St. Michael's Hospice.</p>	<p>Jonathan Amanda</p>
<p>Fundraising</p>	<p>There was no update from Heidi & Sara but they had emailed a suggested format for the meeting on August 9th which it was agreed to follow. There would be 8 in total attending & the directors should each bring a savoury & sweet for lunch.</p> <p>Annabel, Heidi & Sara met to discuss the Awards for All bid, summarised & circulated. In addition, Mark proposed that the funding should feed into our final objectives & suggested using the new kitchen & food as the basis of a city-wide consultation. Invite different groups & professional sectors for dinner, followed by a presentation & discussion creating a forum to gather ideas, offers of help, prospective users of the facilities, all helping to clarify the strategic direction for the project.</p> <p>The meeting with Dave Tristram was postponed.</p>	<p>All</p>
<p>Sub Group Reports</p>	<p>Events: Summer Fair: The revenue surplus of £1,013 was down from the 2013 total of £2760. Contributory causes were the host of events day long celebrating Armed Forces Day this year, bad weather & the loss of the free publicity usually provided in the Hereford Journal. Café costumes were good; increase in volunteers; paid chef a success; music & entertainment programme successful. However, the event went on too long.</p> <p>Recommendations: Move date to Saturday 20th June, 2015 & advise other event organisers such as the Grenfell Road Street Party of the new date in good time so as to avoid clashes. Start at 11.00am & finish at 5.30pm followed by a Chill Down musical session to 7.00pm. Widen the reach of our publicity – work with other community groups to advertise. Email stallholders for their reaction.</p> <p>~ Summer Theatre: The revenue shortfall was £571. Maybe try a Jane Austen play, a Shakespeare comedy or tie in with the Shakespeare play on the GCSE curriculum that summer. Move the date to the middle week of July.</p> <p>~ Historical Hereford Day: Surplus of £250 + £200 approx. voucher revenue. Vouchers to be invoiced to the City Council. Payroll costs were almost £200. Re-consider in 2015.</p> <p>Food Festival: No FOCG café. Rental charge for use of the Pavilion.</p> <p>~AGM: Format as agreed earlier. Dummy run projecting the Summer Fair film at the next meeting as rehearsal for the AGM.</p> <p>~Fireworks: Mark has arranged to meet Toni Cook & Carla Boyd to finalise the arrangements.</p> <p>Education: The drop-in sessions were on hold for the summer & the two volunteers would offer an hour each starting again on 22nd September. After the purchase of the last computer, the balance of £167 was spent with Cartridge World for printer cartridge & paper costs. The final account will be sent to the City Council.</p>	<p>Lisa</p> <p>Mark</p> <p>Mark</p>

	<p>WW1 Grant: Going well. Rhys Davies, Senior Archivist, will guide the group of 8 volunteers in how to use the Archives to research Canary Girl stories. They will work with Julie Orton-Davies & two starter stories had been identified – the Canary Girls football team & arrangements to police 6,000 Canary Girls on a night out in Hereford. The exhibition will be displayed in The Courtyard for the duration of the run & will then be set up again in the Pavilion for the Christmas Fair. The final payment made to Young Bloods will be £1,500 on invoice covering the three performances at the Summer Fair and £500 for the schools' pack payable on delivery.</p> <p>Media: Up & running & working well. Lisa & Mark co-operating over the Pavilion calendar & bookings. All bookings, internal & external, to be made by sending the Booking Form to Mark. Link to Google Analytics for statistics. Minutes & agendas to be posted on the site.</p>	Lisa
Community Asset Transfer	Paddy circulated a working draft with subject headings to be completed by individual directors.	All
Finance	Jonathan had emailed the results as outlined in the Events report above: Summer Fair: Surplus of £1013. Financial control issues to be raised at the next meeting. Summer Theatre: Shortfall £571. Historical Hereford Day: £250 + £200 approx. voucher costs to be invoiced. Cash position: Total of £23,085, consisting of WW1 = £5,685, IT = £167, Unrestricted + £17,233.	
Any other business	<p>~ Grass cutting: Mike Gill, Balfour Beatty Locality Steward for this area had been invited to the September meeting to bring us up-to-date.</p> <p>~ Approach by the Newton Farm Community for volunteers for their Clean Up Day. Lisa to email the details to volunteers & members & copy for the newsletter.</p> <p>~ Amanda had thanked Nick Semper, Operation Castlemain for their daily patrol of the Green after the disruption earlier in the year.</p> <p>~ A letter of thanks had been received from St. Michael's Hospice for the donation made after the Easter car boot.</p> <p>~ The auction sale of items donated by Margaret Smith will be on August 6th and the estimate is £750 - £1,130. For the AGM, Annabel will collect her & we will arrange a taxi or Pedicab to take her home.</p> <p>~ Mark will thank Michael for all the event photographs he has taken over the year.</p> <p>~ Mark circulated a diagram showing the position of Castle Green in relation to the Old Market, the city centre & subsequently Rotherwas Industrial Estate, highlighting the importance of the Green as a vital part of the economic future of the city.</p> <p>~ Mark had shown Paul Rone, Cabinet Member of Herefordshire Council, around the Pavilion & explained the FOCG strategy for the future in relation to the city.</p> <p>~ Mark circulated an update from Mark Goddard, the Voluntary Kitchen Manager, a general report, together with recommendations, thoughts & ideas plus an inventory of kitchen equipment purchased on Ebay. Mark would authorise the small items needed as listed by Carol Anna & request that he hold fire on any further purchases; thank him for all the work involved; ask for electronic copies of his report for general circulation; request Ebay & other equipment costs to date. Mark would continue looking for shelving.</p> <p>~ 5 more folding banqueting tables had been bought for £150 each to avoid carrying down tables from the top floor of the Pavilion as was necessary for the Summer Fair.</p>	<p>Lisa</p> <p>Annabel</p> <p>Mark</p> <p>Mark</p> <p>All</p>
Date of Next Two Meetings	<p>Thursday, 28th August, 2014 at 7pm at the Castle Green Pavilion, Hereford</p> <p>AGM, Thursday 18th September at 7pm at Castle Green Pavilion, Hereford</p> <p>Thursday, 25th September, 2014 at 7pm at the Castle Green Pavilion, Hereford</p>	