

## Friends of Castle Green Visioning – 20<sup>th</sup> November, 2014

**Participants:** *FOCG Directors* – Amanda Attfield, Mark Hubbard, Paddy Nugent, Annabel Oxford, Lisa Richardson, Jonathan Sheldon

*FOCG Operations Manager:* Katie Bott

*Facilitator:* Heidi Macdougall

**Where we are Now – recap:** Notes from the last session, staffing notes and the summary of needs from Understanding Herefordshire 2014 had been circulated in advance together with the agenda.

The group has moved forward substantially since the August meeting, most notably in the appointment of a part-time Operations Manager, now in post with the employment infrastructure in place. This had freed up the up Directors' time considerably and improved the delivery of services in the Pavilion, laying down the essential management systems.

**CAT:** The draft Community Asset Transfer (CAT) business plan had been submitted to Hfds. Council and returned with their comments/suggestions. These were on the agenda, after which Paddy would submit the final CAT business plan before Christmas.

**Current Pavilion Bookings:** Monday – Yoga, Tuesday – Tai Chi & Livewire, Wednesday – ad hoc bookings (Pagan Moot, Bartonsham History Society), Thursday – Active Now (current season just finished) & Yoga, Friday – no bookings, Saturday, FOCG or potential ad hoc events.

In the Pipeline: renting the small top floor office, Cardiff Buddhists, a book sale, lesbian/gay association meetings.

**Vision Statement:** This was agreed unanimously as follows:

- The Castle Green & the Pavilion will be the heart of community life in Hereford, through celebration, education and recreation.

**Vulnerable groups to support:** Potential funders will look at the financial soundness of the applicant in the first place, followed by the 'added value' that the project will offer. Bearing this in mind it was agreed that FOCG will focus on the youth of Hereford, particularly the vulnerable young.

**Ideas to research:**

~ Link with a community farm to create an 'allotment' style area in Redcliffe Gardens with raised beds, tended by young people with learning difficulties. Link with the various allotments' associations to work with them in a voluntary capacity with the possible 'reward' of moving faster up the allotment waiting list. Would need extensive consultation with residents

**Action:** Annabel has allotment association details to pass on to Katie, who will investigate possibilities

~ Development of the riverbank project

~ Work with communities to the south of the river through their Community Associations based on the Kindle Centre (Asda), Putson Community Centre (Saxon Hall), Hinton Community Centre.

Research their current offer – particularly for the youth in their area, where we can partner with them, emphasising the value of the Pavilion kitchen facilities & the open space of Castle Green.

**Action:** Katie

## **Marketing:**

~ Our most successful marketing this year had been for the Fireworks event through white Corex boards tied to key locations around the Green, on the ring road, outside schools & through social media.

~ Tailor our marketing specifically to vulnerable groups, focus primarily on young people.

~ Word of mouth

~ FOCG had been offered the display space in the notice board in High Town facing Marks & Spencer. We would have to have the board made for the space. This might be expensive but is a valuable publicity spot.

**Action:** Katie to research costs & suppliers through Paul Nicholas 07792 880492 & Kevin Price 07792 880482.

**Legal Advice** – why this was needed was a question raised by Hfds. Council in relation to the CAT.

Legal advice is needed for contracts, reassurance that we would not be taking on any onerous responsibilities and to clarify the most advantageous governance structure for FOCG– CIC v. charity or charitably incorporated organisation or trust. Examine the possibility of setting up a charity to which we donate all profits – separate trustee governance structure required. Pro-bono legal work has proved impossible to find and it was agreed to find a law firm with the relevant experience of CICs & CATs.

**Action:** Katie to liaise with Tudorville & St. Katherine's, Ledbury projects and Dave Tristram.

## **Actions over the next 12 months**

~ Re-submit the CAT, before the end of December, to take place in April 2015 – in the new tax year, subject to certain conditions. Mention that a condition survey was currently taking place.

**Action:** Paddy

~ Funding bids – Welcome to our Future / Veolia

**Action:** Heidi & Annabel

~ Quote for replacing the Pavilion boiler – now

**Action:** Katie

~ Commission Anthony Edwards, a surveyor & ex-board member of FOCG, to deliver the condition survey, including a quote for replacing the boiler

**Action:** Paddy & Katie,

~ Insurance – would it be possible to piggy-back on Hfds. Council's current policy.

**Action:** Paddy to ask the question.

~ Awards for All: Put in a bid for a city-wide consultation of the needs & ambitions of residents/businesses, the immediately surrounding areas, community associations, professional bodies, special interest associations. A programme over three months of evening meetings with supper held in the Pavilion to highlight the facilities. Resources needed would include a project manager, cook, facilitator plus consultation analysis, report & action plan.

**Action:** Heidi, Sara & Annabel

## **Any Other Business:**

~ Leo of Carnival Arts had put together artwork for the Christmas Fair publicity. It was agreed that we would ask him to raise an invoice for that in the amount of £50. **Action:** Mark

~ The small office plus storage with use of central services & kitchen to be offered on a licence for an initial three months with the option of an extension at a rental of £100 per calendar month plus non-domestic rates if applicable

**Action:** Katie to research