

**FRIENDS OF WINDMILL GARDENS**  
**GENERAL MEETING MINUTES**  
7PM, 11<sup>th</sup> JULY 2018  
STAY & PLAY HUT, WINDMILL GARDENS, LONDON SW2

**MINUTES**

**Present:**

FoWG Members: Jean Kerrigan (Chair), Viv Whittingham (Sec), Nick Weedon (Vice Chair), Shaun Wilson, Sonam Sikka (joint treasurer), Annick Alet, Sonia Bailey, Liz du Parcq, Andrew Forbes, Annie Jones, Adrian Garden, Sheila Hearsurn, Donna Lister, Eamon Maguire, Kate McGrath, Chris Patton, Alan Piper, Jeff Thomas, Sheila Triggs, Sandra Watts,  
Non-member: Marta Babecka, Julian Francis,

ITEM

1 WELCOME. APOLOGIES: Received from Pru Ashby, Tricia Holland, Lesley Pryde, Marilyn Rogers, Angela Rouse, Penny Steele, Peter Skuse, Kim Winter.

2 MINUTES AND MATTERS ARISING FROM 2017 AGM:  
**The last minutes were AGREED. Proposed: Liz du Parcq. Seconded: Donna Lister**

RESOLUTION: Noted that it was the final AGM of FoWG as charity no.1121790.

Background to the Resolution:

In Sept 2017 the General Meeting passed unanimously a resolution that FOWG become a Charitable Incorporated Organisation (CIO) with voting members other than its charity trustees.' In February 2018 FoWG became registered with the Charity Commission as a CIO charity no.1176991. The old and new organisations have both been in existence, running side by side. The March 27<sup>th</sup> General Meeting unanimously agreed that any assets and liabilities belonging to FoWG the charity be transferred to FoWG the CIO and that a new bank account be set up for the new organisation. Now there is a new bank account in the CIO's name, FoWG is in a position to transfer all assets and membership from the registered charity to the CIO. This is the final stage in the transition.

3

**Resolution: The Charities Commission has registered FoWG as a CIO. We can only operate publicly as the CIO once we have a new bank account. This Annual General Meeting agrees that:**

- 1. when our new bank account is operational all members of FoWG, charity number 1121790, are transferred to the CIO, charity number 1176991;**
- 2. the executive committee proceed to transfer all assets of charity no. 1121790 to charity no. 1176991;**
- 3. the executive committee inform all stakeholders of the establishment of the CIO.**

**Proposed by retiring exec committee**

**Seconded by Sandra Watts**

For: 20 members. Against: None

4 ELECTIONS: Noted in response to a question that in setting up the CIO the Executive had to provide a named group of Trustees. The present officers, with the exception of Shaun who will stand down once the transfer of assets has been concluded, will continue with the new CIO i.e. Jean Kerrigan (Chair), Nick Weedon (Vice Chair), Sonam Sikka (Treasurer), Viv Whittingham (Secretary). Their appointment will be confirmed at the first meeting of the Trustees of the new CIO. They will act as officers until the first AGM when all serving Trustees must stand down and face an election. The first AGM must be within 18 months of the establishment of the CIO. The Chair encouraged members to consider becoming a Trustee and Sonia expressed an interest.

5 TREASURERS' REPORT: Thanks were given to Shaun – who is stepping down as Treasurer – for all the work he has done for FoWG. The Report was laid round.

After discussion it was **AGREED**

**To accept the Treasurer's report and to delegate to the Executive the oversight and professional scrutiny of the detail.**

Proposed: Sandra Watts. Seconded: Alan Piper.

- 6 CHAIR'S ANNUAL REPORT: This was laid round/previously circulated. The Chair went over its contents and it was **AGREED to accept the report.**
- REPORTS FROM SUB GROUP MEETINGS: Comms, Education, Events, Fundraising, Milling, Parks, Volunteers.  
There were no additions to the Chair's report beyond:
- 7 Parks: There were more corporate visits this year and the group's bric-a-brac sales had gone well.  
Fundraising: Thanks given to retiring and present members for hard work  
Volunteers: Thanks given to all volunteers  
Milling: Noted it was a strong group; that it was looking for a new grain supplier.
- AOB  
Noted wheat in Ruskin Park ready for harvesting.  
Cllr Garden complimented FoWG on progress, reminded the organisation of the need for strict financial controls and accountability, and said he would take concerns about non-functioning water fountains and anti-social behaviour in the park to relevant authorities, if briefed on those issues.  
Noted volunteers are needed at the Lambeth Country Show.
- 8 **AGREED**  
- to continue membership of small external organisations  
- to set date of next AGM later  
- thanks to Jean and all Trustees  
- arrange with Ruskin Park for them to do a blog for FoWG and to do threshing on August Open Day in Windmill Gardens.

## Friends of Windmill Gardens Annual Report 2018

This report will be the final AGM report of our charity (no.1121790) registered in 2007, just four years after the Friends of Windmill Gardens was established. We have come a long way since then so, as well as reporting on our activities since our 2017 AGM, this report will consider what FoWG members have achieved since 2003 when we set out three aims:

- to restore and reopen the Grade II\* Brixton Windmill which was then on English Heritage's buildings at risk register;
- to improve the park for local residents to enjoy and provide a suitable surrounding for the historic windmill;
- to develop a new education centre at Brixton Windmill.

FoWG will have achieved these three aims by the end of 2018.

The windmill restoration of 2010/11 paid for by a generous HLF grant, plus money and contributions in kind from both Lambeth Council and the Friends has enabled over 6,700 people to take guided tours of Brixton Windmill following its opening in 2012. Since then the Friends have delivered four or five free community events in the park each year – from football tournaments to festivals. In 2015 Windmill Gardens gained a Green Flag Community award. Work will start soon on constructing a new education centre So our focus in the last year has been on preparing FoWG to lease and then manage that Lambeth this new building.

### FoWG BECOMES A CIO

At our last AGM in July 2017 FoWG members instructed the executive to explore governance options for FoWG to become a fully incorporated charity able to employ staff, sign a lease with Lambeth Council, and manage the windmill education centre building. The September General Meeting unanimously agreed to adopt a CIO model. Over the next months FoWG's exec worked on this, seeking legal advice. In February our application to set up a CIO was accepted by the Charity Commission. We reported this to our spring GM, which was hosted by Lambeth's Mayor, Marcia Cameron, in her suite in the newly re-furbished Lambeth Town Hall. The Mayor generously organised a reception for FoWG before the meeting as a thank-you to all our members and volunteers who have worked so hard and achieved so much for the borough during the year.

Now that the new FoWG CIO bank account is live we can proceed to transfer our members and all FoWG's assets to the new CIO. Our name remains Friends of Windmill Gardens but we are now constituted as a Charitable Incorporated Organisation with voting members other than its Charity Trustees. The resolution on the agenda of this AGM finalises this process.

Following the changes required by GDPR being implemented in May we now have 456 addresses on our e-newsletter list

of which 100 are current or recently lapsed members. Our Comms sub-group worked hard to update and publish our privacy policy and organise the transfer of our revised e-mail lists to a different platform in anticipation of us developing a new and more interactive website that will be able to manage school, venue, and visitor bookings in the future as well as an online shop.

In June the executive committee signed off revisions to our 3-year business plan that runs until March 2020. The plan requires a considerable amount of money to be raised from grants as well as projecting income to be generated by the new building and our other enterprises. Behind this published Business Plan is a constantly developing spreadsheet that is updated as we are awarded grants or generate income from windmill open days and events such as our very successful annual Beer and Bread festival.

We have made several grant applications in the last 12 months and some have been successful. The largest award is the £40k grant from the HLF's Resilient Fund. We received half in April and this grant will be used to up-skill our trustees and fund a part time administrative post for 15 months (FoWG's first paid employee). It will pay for training trustees and volunteers in all the skills required to run the new building and will pay any legal costs associated with signing the lease with Lambeth Council.

FoWG benefits from our annual membership of SPAB Mills Section, the Mills Archive, Lambeth Local History Forum, Lambeth Parks and Green Spaces Forum, Brixton Neighbourhood Forum and members regularly attending their meetings. We are also members of the British Association of Friends of Museums (BAfM) and AIM the Association of Independent Museums.

## **BRIXTON WINDMILL**

**Building:** We continue to have serious concerns about water ingress at Brixton Windmill that is damaging some of the interior woodwork. The Council have commissioned Dannatt Johnson (the 2010 restoration architects) to draw up a schedule of work to resolve the problems. They have been measuring temperature and damp over the past months and an application has been made for listed building consent for the recommended programme of remedial works to the windmill tower. The sails are undergoing repair at Owlsworth IJP's Reading workshop. The problem of the windmill's curb only turning in one direction, remains. Shaffique Manson-Visran is the council officer leading on these repairs and he has a substantial allocated budget to cover costs.

**Windmill open days:** 981 visitors signed our visitor book during 2017 when they took guided tours of the windmill. They left some very supportive comments. Thanks to Ann who organises our team of loyal volunteer guides and stewards to ensure we are always open and to Jeff for managing the online bookings and rotas on the day.

Monthly Heritage Walks around Brixton Hill were started in 2015, led by Liz du Parcq a blue badge guide. They take place on each Sunday of windmill open weekends and continue to be well attended.

**Events at the windmill:** Our AGMs have always been held half way through our open season at the windmill and half-way through our annual events programme so we report here that the final events of 2017 were well attended: Art in the Park in August, Lambeth Heritage Festival in September, which included London Open House weekend and the second annual Windmill Lecture on the subject of the Ashby Family Millers of Brixton. We held a very successful Harvest Festival and in December Santa at the Windmill was, despite poor weather, another very successful event with a delightful family of reindeer providing much interest. Thanks must go to Magdalen Rubalcava who organised these final two events of 2017 and to Comic Relief and BGRMO for their funding support.

In 2018 we planned fewer community events because we anticipated building work taking up space in the park. However to date this has not been a problem. On May 7th our Beer and Bread festival, held in glorious weather and delivered by a new team headed up by Pru Ashby, proved to be our most successful to date. We thank Pru and Connection Crew a local charity who provided us with a skilled events team to set up and then dismantle the event on the day. Their support made an enormous difference and enabled our own volunteers to concentrate on promoting the windmill, selling Brixton flour and windmill merchandise and raising funds. We also want to thank our main partners for the event – Brixton Brewery and the Old Post Office Bakery.

**Flour Milling** This has grown from strength to strength and milling days are organised at least once a fortnight. We have trained more volunteer millers. Brixton Flour is on sale at six retail outlets and this year we began to deliver bulk flour orders to two artisan bakeries in the area. Flour sales provide a steady income stream. Thanks go to Shaun who leads on the milling project and Abigail and Timo who are training to join him as lead millers. In June the council purchased an electric hoist to help with moving grain and flour sacks through the mill and this proved very successful. Flour milling and the opportunity to mill and bake bread in the new education centre kitchen, is projected to be an important source of income in our 3-year Business Plan.

## **WINDMILL EDUCATION PROGRAMME**

Another key section of the Business Plan relates to the schools education programme. In anticipation of the opening of the new education centre we decided last autumn to review our offer of workshops for local schools. A successful grant application to AIM funded a three-month contract with an experienced museum educator to up-date our school workshops programme. Megan Dowsett produced an excellent report. She developed teaching notes and resources for four workshops

for year 1-6 classes, and provided outlines for two secondary school workshops, plus ideas for out of-school projects. Between March-June 450 children attended eight workshops at the Windmill. We now have a bank of four freelance educators supported by a team of eight FoWG volunteers. Feedback from local teachers has been excellent. With our architect we have also been working on a project with the local University Technical College whose students are engaged on a project to design and build storage units for our new building.

**New Education Building** At the last AGM we anticipated having the new education/ visitor centre up and running by now but we are still waiting for construction to start. We have an excellent design thanks to the generous *pro-bono* work of architects Squire & Partners. Planning permission was obtained in March 2017. There were delays last year as costs increased but the council found the extra money and in March 2018 Logan Construction (SE) Ltd were appointed. We have been assured that recent delays are now resolved and the building site should be established soon. The building contractor claims that once work starts the building can be completed in 21 weeks.

Our Business Plan shows that we need a minimum of £29k to furnish and fit out the new building and we made a plan to raise at least £12k by an online crowd-funding appeal and the rest from grants and general donations. With great organisation from Kim and the Comms group, who produced a video to explain why we needed donations, FoWG successfully raised £15,148 in 28 days from 197 supporters. Donors left some wonderful comments on our Crowdfunder page showing what Brixton Windmill means to our local community. The total raised included a £1.25k donation from Lambeth Council. When we reached our original target with six days left we decided to 'stretch' the target and pulled in another £3.5k. After deducting costs we should clear £13.5k. We thank all our generous supporters and all the FoWG members and volunteers who worked so hard to rally support from family, friends and local people. We look forward to meeting them all at the new building's launch party early in 2019.

FoWG's fund-raising group has also been working hard identifying suitable grant funders and writing applications. They report success with one, although details are currently embargoed. So we are on our way to raising the £29k to fit out the building. We have been awarded another grant to pay for landscaping work around the new building once construction is completed in 2019. However, we still need to raise more from both grants and local businesses, particularly if we are to pay for new interpretation materials for inside the new education centre and on the ground floor of the windmill for those unable to climb to the upper floors.

Our Business Plan also shows that we need to make successful grant applications to fund future adult and family education projects as well as to employ a part time building manager. The fundraising sub-group is working on this so if you have special skills in this area or just want to help with fund raising please do get in touch and email [info@brixtonwindmill.org.uk](mailto:info@brixtonwindmill.org.uk)

## **WINDMILL GARDENS**

Since 2016 when Lambeth brought parks maintenance back 'in house' and established Lambeth Landscape we have noticed an improvement in litter picking and grass cutting in Windmill Gardens which is heavily used by our local community as well as visitors to the windmill. But there is little horticultural input and on-going problems with the repair and maintenance of equipment. This summer has been exceptionally hot and the drinking fountain is not working. This is not a problem unique to Windmill Gardens. Of 24 drinking fountains in Lambeth parks only five are working. The contract for servicing drinking water fountains, across Lambeth is with Engie who do not appear to be much concerned about their contract failure. At a time when we are trying hard to reduce litter in our park – particularly plastic water bottles – there is no drinking water available.

Although Windmill Gardens is locked at night we are aware of a considerable increase in anti-social behaviour in the park. Much of this takes place at night threatening the security of the windmill. Cuts in police numbers make it difficult to deal with this. The Lambeth Parks Forum is in discussion with Lambeth Landscapes about how to tackle the problem. Our neighbours on the Blenheim Gardens estate face similar problems and BGRMO have decided to pilot a weekend warden patrol for three months.

After discussions with our park sub-group Lambeth Landscapes revised their maintenance plan for Windmill Gardens. They have taken on board some of our ideas for improvements. However financial constraints make it unlikely they will be implemented. Meanwhile our park group regularly organise workshops in the park with our own volunteers and members of GoodGym a local group of runners who turn up in force half way through an evening run to help us for 30-40 minutes. We have also had help from several corporate groups this year organised by local charity Bounce Back and by Volunteering Matters.

The park sub-group's hard work has paid off and we have retained the Green Flag Community Award first awarded in 2015.

The wild flower meadow area behind the windmill has flourished again this summer. The four hops planted in the spring along the railings behind the windmill have survived the drought so we hope they will flourish next year. The soft fruit bushes planted along the north and northwest boundary fences over the last two years have again fruited well.

Funding for our free Saturday morning Tai-Chi sessions in Windmill Gardens ended last December. Since then they have continued with participants making a weekly donation to pay for teachers. The sessions attract 15-20 participants each week.

Improving Windmill Gardens for all users remains a key objective of the Friends. We know there is a big local demand for an improved children's play area. The Council are well aware of this and their long-term plan is to renew the playground using CIL (Community Interest Levy) money, – a planning charge used to fund local infrastructure improvements. There is a need for more facilities for young people in the park such as outdoor gym equipment.

**Volunteers and Guides** are the life-blood of FoWG and all we do at Brixton Windmill and in Windmill Gardens. We always need more trained guides as well as stewards and bakers. I want to thank Ann for ensuring we always have enough guides and helpers at each windmill open day and our many community events. An online survey of Brixton Windmill volunteers last winter showed a high level of satisfaction with their volunteering experience. Volunteering opportunities will increase when we start managing the new education centre so email [info@brixtonwindmill.org.uk](mailto:info@brixtonwindmill.org.uk) if you would like to join any of our volunteer teams.

**Outreach and Publicity:** The Friends' communication group (Comms) have continued to provide great publicity for FoWG and Brixton Windmill. We have enjoyed local TV and radio coverage, given talks at local societies, had stalls at Lambeth Archive Day, Brockwell Winter Fair and Herne Hill market as well as the Lambeth Country Show.

**Merchandising:** This continues to be a very important means of promoting the Friends and raising funds and in our Business Plan is an important income stream. Thanks to Chris Patton who has added to our range of merchandise, as well as designing most of our leaflets and posters. This year we have also produced two new books for children; a colouring book and a storybook.

The park sub-group also raises funds by selling home made jam and freshly grown produce as well as organising successful bric-a-brac sales. All these activities boost our funds and help pay for improvements to the park as well as helping fund the free community events we organise in Windmill Gardens.

**Executive Committee:** A very important part of the Annual Report is to thank all the members of FoWG and all our volunteers who have worked so hard to regularly open the windmill, organise all the community events in Windmill Gardens and deliver our education workshops at the windmill.

Our 2017-18 executive proved to be a great team to lead us through a very busy year. They have dealt with the legal issues of setting up the CIO, and navigated a period of intensive preparation for the new building including serious fundraising. I want to thank all FoWG officers, and our Executive Committee who are standing down at this AGM. Most have agreed to become trustees of the new CIO. In particular I want to thank Shaun who has ably served as our treasurer over a number of years. He has decided to step down from this role and we are pleased that Sonam has agreed to be treasurer of the new CIO, supported by a small finance group to help with the transition period. Shaun wants concentrate on developing the production of Brixton Flour.

At previous AGMs we have elected a new Executive Committee to implement members' decisions and to negotiate with Lambeth Council on our charity's behalf. This year is different. Setting up the CIO required listing up to 12 trustees. We have ten named in the new constitution to serve until the CIO's first AGM. There is the option for two more trustees to join them.

Six sub-groups of the Friends: Comms, Education, Events, Milling, Park and Fundraising take responsibility for specific areas of our activities. The fundraising group has worked particularly hard applying for grants to pay for all our community events. They secured a grant of £4.5k from AIM to re-write the education project. They were successful with a second bid to the HLF's Resilient Fund and two grants towards the fit-out and landscaping at the new centre. I would particularly like to thank Donna, Viv and Ian who have worked very hard on writing these successful grant applications.

The Education sub-group was set up following a recommendation at the 2017 AGM. Members of this group help with the school workshops. They also feed ideas into the fundraising sub-group for adult and family-based education projects to be delivered in the new building.

If you would like to join any of our sub groups please let us know by contacting our administrator or emailing [info@brixtonwindmill.org.uk](mailto:info@brixtonwindmill.org.uk)

## **THE FUTURE**

As an organisation we face a big challenge in the coming year. We will be signing a lease with Lambeth Council to manage the new education centre once the building is completed. It is up to FoWG to furnish the building and develop a management plan in line with a Community Service Agreement to cover delivery of school workshops, community lettings and other services that we need to agree with Lambeth Council in advance of signing the lease. This means taking on greater financial and organisational responsibilities. I am confident that FoWG will be able to rise to this challenge.

We now have a part time project administrator (PA) to assist us. As she takes on more administrative tasks it will free up our trustees to concentrate on the strategic requirements of this new phase in our development. Our retiring executive committee encourage all our members to work with us on the exciting journey ahead. If you have time, resources and skills you can bring to our project please get in touch and let us know what you can offer. If you want to develop new skills let us know your interests and we can offer training in return for your volunteer commitment. Just email [info@brixtonwindmill.org.uk](mailto:info@brixtonwindmill.org.uk) to let us know what you can offer.

