

FRIENDS OF WINDMILL GARDENS (CIO no. 1176991)

MINUTES OF ANNUAL GENERAL MEETING

Held ONLINE by Zoom and at
BRIXTON WINDMILL CENTRE, 100 Blenheim Gardens, London SE2 5DA
At 7PM, 17th NOVEMBER 2021

MINUTES

ATTENDANCE:

In person

Members: Annick Alet, Pru Ashby, Jean Kerrigan, Nick Weedon, Liz du Parcq, Ann Lee, Mark Gordon, Marita Brown, Kim Winter, Marilyn Rogers, Sheila Hearsum, Maria Thacker Sheila Triggs, Toussainte Reba, Elisa Briscoli + Douglas Saucedo Anez + Sky Caesar, Eric Harveson, Bill Linksey,

Non-members: Sil Macilveen, John Cannell.

By Zoom:

Members: David Beamish, Robert Adie, Carolyn Weniz, Viv Whittingham (Minutes), Philippa Tudor, Sonam Sikka, Peter Skuse, Penny Steele.

Non-members: Andrew Forbes, Ann Bodkin, Marta Babeka, John Miller, William Hogson, Carol Wizard

Staff: Lucy Bridal.

WELCOME & APOLOGIES:

Jean Kerrigan (Chair) thanked all members for attending. Apologies had been received from Chris Patton (Trustee), Jeff Thomas (Trustee), Donna Lister (Member), Margery Povall (Member) Lesley Pryde-Coales (Member), Teresa Israel, Mags di Ciegli, Louis Gonzalez

The Chair said that the AGM was being recorded, and there were no objections to this. She noted that all relevant documents were freely available on-line.

MINUTES OF 2020 AGM & ANY MATTERS ARISING:

As there were no questions or comments on the draft minutes of the 2020 AGM it was put to the meeting that they were a true record.

Proposed Liz du Parcq Seconded Annick Alet

AGREED

2020-21 ACCOUNTS:

Sonam Sikka (Treasurer) introduced the accounts for financial year 2020-2021 which were distributed in advance and were displayed on the screen. The accounts had been externally examined and signed off as correct. It was noted that they showed the effects of the pandemic but also that there had been improved trading income above other years, and this trend had continued into the current financial year. Increased income from room bookings was largely down to sterling work from Lucy Bridal and Mags de Di Ceglie, our two members of staff. The accounts showed increased fixed assets since the move into the new building and reflected the reserves policy of keeping £5000 in reserve, an amount which would be transferred to a separate account. Key costs were mostly staff and administrative expenses. The Income

statement showed a dependency on grants and the bank balance was quite healthy. The debtors' line showed outstanding invoices, including the hire of the centre for use as a Covid testing centre, but these had now been paid.

Questions:

What do the administration figures include? Sonam replied that these included such items as expenses on i-zettle, financial systems etc.

What does depreciation cover? Sonam said it covered equipment e.g. ipad, i-zettle and that the notes to the accounts explain this.

The Chair asked for the financial report to be accepted by the AGM as a true record so it can be submitted to the Charity Commissioners. The meeting agreed unanimously

AGREED

CIO ANNUAL REPORT:

Jean Kerrigan (retiring Trustee Board Chair) explained that this had had been previously published on the website. She shared photographs on screen to accompany the report.

FoWG is concerned with the future of the windmill which is owned by the Council and also the park – Windmill Gardens. We have operated from our new building since we moved in, in July 2020. The windmill itself continues to have damp problems that we continue to monitor for the Council.

2020-2021 was a very difficult year for FoWG because of the impact of the Covid-19 pandemic but in spite of that progress had been made. Since the last AGM, the strengthened leadership team had driven forward improved practice and procedures in tune with a growing social enterprise.

We abide by the terms of the Community Service Agreement to deliver educational activities and, though this was difficult during lockdowns, we now see school groups coming back. We are also a visitor centre and our open days and events were seriously impacted by Covid. We were able to hold a successful winter market and have managed to open up for tours and walks since May. The one thing that could continue throughout the pandemic was milling flour and through the work of our volunteer millers we delivered food and recipe leaflets to foodbanks, aided by a grant from the London Community Relief Foundation. We have also held a series of workshops for young people during the holidays and over half term in co-operation with a local youth charity, CEFLyncx. And we hired out the Centre as a testing centre which introduced the windmill and centre to a new audience.

We owe a huge debit to all our volunteers and we ran a social gathering for some volunteers which was very positive. Amongst their many achievements, they have run a pop-up café, windmill shop and the park has a green flag award due to their efforts.

Thanks go to all our hard-working volunteers and in particular to our Trustees who undertook analyses of the organisation, its value and priorities to ensure that we can successfully manage the new centre going forward. The direction would be informed by the results of the Social Impact Survey presently going on, funded by Power to Change.

The Chair also thanked the members of staff and said that funding the roles had proved to be a problem and that volunteers needed to support as necessary. She said that there was a membership drive going on. She then listed and thanked funders and all supporters throughout the year.

Special thanks were reserved for the two Trustees retiring at this AGM: Liz du Parcq, who is standing down, but will continue to run the heritage walks, and Jeff Thomas, who has to retire because of ill health, but will still continue to support our IT. The Chair said she was standing down as Chair but would continue to be involved with FoWG.

Questions:

What type of venue hire is happening at the Centre? The Business Development Manager said that bookings were mostly made in the weekends, and children's birthday parties were very popular. Prices varied according to community and corporate use and that we have to strike a

balance between the Centre's use as a community building and its need to be economically sustainable.

Will it be possible to divide the larger community room? It will be possible to do this but funds will need to be raised to effect this, and relevant permissions sought.

Many comments of appreciation were made regarding the outgoing Chair, Jean Kerrigan.

The Chair requested that members present accept the CIO Annual Report. This was done unanimously

AGREED

ELECTION OF TRUSTEES

Viv Whittingham (Secretary) explained the procedure. Under the terms of the charity's constitution at each AGM one-third of the Trustees must stand down but can stand for re-election. At this AGM, of the 12 Trustees currently in post, Liz du Parcq, Jeff Thomas, Nick Weedon and Viv Whittingham are standing down. Nick and Viv would be seeking re-election but Liz and Jeff would not and they were thanked for their input during their time as Trustees. All other current trustees are happy to remain in position

It was noted that a recruitment process had resulted in Toussainte Reba standing to fill a Trustee vacancy, as a prospective new Chair. The Board was doing a skills audit to see how to continue to strengthen the Board and local people and members who were interested in joining the Board or the various sub-groups were encouraged to come forward. It was noted that more young people were needed to join these.

Toussainte Reba introduced herself and the meeting noted that she was a local resident, had been involved with the original restoration of the windmill, and had been a Lambeth Council Officer. She paid tribute to Jean Kerrigan's work as Chair and said she was delighted to become a Trustee. She had already attended a fundraising meeting and wanted to promote FoWG priorities and make the Centre and windmill relevant and accessible for the next 200 years.

Toussainte Reba as Trustee. Proposed: Kim Winter; Seconded: Annick Alet

Nick Weedon as Trustee. Proposed: Ann Lee; Seconded: Kim Winter

Viv Whittingham as Trustee. Proposed: Jean Kerrigan; Seconded Pru Ashby

AGREED

INCOME-GENERATION STRATEGY.

Lucy Bridal and Mark Gordon spoke to a presentation Lucy had written about the income-generation strategy that had come to Board, covering

Internal Review: organisational aims and objectives; organisational strategic plans and targets; stakeholder consultation; organisational SWOT analysis

Analysis of our fundraising history and current position: successful track record in securing funds; previous reliance on grant funding over earned income; new opportunity of commercial element with Brixton Windmill Centre

Developing existing strategies: create a culture of fundraising; further develop the fundraising infrastructure; museum accreditation; increase individual giving donations; developing legacies – recurring and one-off and high value donors; expand revenue from social enterprise activities; developing corporate strategy and a list of potential corporate partners/members/clients; knowing what we won't do.

Analysis of funding climate: opportunities and threats:

Opportunities: the increased wish to 'help' within the local community and national population in response to the pandemic; the Social Impact Framework creation enabling more targeted activity planning to better needs match locally and enhance our case for support; social value partnerships with BGRMO and CEFLyncx demonstrating the need in the area enhancing our

case for support; a relaxing of the museum accreditation scheme during the Covid recovery period nationally.

Threats: Lack of standard funding streams due to takeover by Covid-related funds; lack of core cost funders; existing declined grant feedback over-subscription of applications during pandemic; requirement to diversify approach to activities and funding which causes mission drift and is not sustainable for moving out of non-pandemic years.

Year 1 2021-22 Surviving and Maintaining: secure core cost funding; develop corporate income; maintain current activities.

Year 2 – Standing on our own two feet – 2022-23: focus on Trust funding for specific projects as we evolve a programme beyond our core activities; cover core costs with a secure base of earned income through the development of a commercial development plan; development of other specific exhibitions or projects related to specific themes that fit with our priorities, aims and objectives identified in our business plan and priorities.

Year 3 – Thriving and Supporting 2023-24: continued one-off funding bids to continue to diversify and develop our programme of activities; begin an apprenticeship or traineeship programme to develop the local community and our volunteers within the organisation and sector, helping to meet the needs of employment stability for the future

Maintaining the Legacy. Continued use of and public access to London's last working windmill for another 205 years to come! By maintaining the historic windmill (preservation) through purpose, engagement and support (buying a product, volunteering, becoming a members, hiring the venue).

Questions: To what extent is the value of volunteers factored into the strategy?

Answer: Their work is a value in-kind and this is built into the Business Plan. They are expressed as the soul of the windmill. We take into account their value in the risk register.

Question: Is it true that core costs are covered by grants until November 2021.

Answer: Yes, that is true

Question: Does FoWG monetarise the value of sustainability?

Answer We have a sustainability policy which is being put into practice e.g. we aim for no plastic waste

Question: Can we build on the annual heritage lecture to put together a series to promote our sustainability?

Answer: This is a helpful suggestion which we will consider.

RESOLUTIONS

No resolutions had been received.

The Chair said that FoWG welcomed suggestions from members at any time.

AOB:

Vote of Thanks Nick Weedon proposed a vote of thanks to Jean Kerrigan, retiring Chair, for all the work she had done for the windmill and FoWG over many years, noting that she had overseen the restoration and the growth of volunteering that sustained the windmill and its many activities. Thanks for her role in FoWG's successes were echoed by many attending the meeting. She was presented with a National Art Fund Pass

Date of next AGM Wednesday October 19th, 2022, at the Brixton Windmill Centre

The meeting closed at 8.45 p.m.