

FRIENDS OF WINDMILL GARDENS (CIO no. 1176991)

MINUTES OF ANNUAL GENERAL MEETING

Held at

BRIXTON WINDMILL CENTRE, 100 Blenheim Gardens, London SE2 5DA

At 7PM, 19th OCTOBER 2022

MINUTES

ATTENDANCE:

Members: Ann Lee, Eric Harvison, Jean Kerrigan, Jules Angel, Kim Winter, Marita Brown, Nicholas Weedon, Penny Steele, Sil McIlveen, Stephen Duckering, Viv Whittingham, Catherine Hamilton (staff), Abel Holsborough (staff), Marilyn Rogers, Annick Alet, Emma Smith-Bodie, Jayne Llewellyn, Liz du Parcq, Maureen Clarke, Louise Phillips, Philippa Tudor, David Beamish, Mark Gordon, Toussainte Reba, Allen Turing.

Non-members: Caroline Farrington, Louis Gonzales, Thomas Allen, Chris Patton, Edgar Sutcliffe

1 WELCOME & APOLOGIES:

Toussainte Reba (Chair) thanked all for attending. She gave a special welcome to people new to FoWG and invited them to introduce themselves. Apologies had been received from Donna Lister, Sonam Sikka (Treasurer), Mags di Ciegli, Carolyn Wenz.

2 MINUTES OF 2021 AGM & ANY MATTERS ARISING:

As there were no questions or comments on the draft minutes of the 2021 AGM it was put to the meeting that they were a true record and it was agreed unanimously.

AGREED

3 2019-20 ACCOUNTS:

As Sonam Sikka (Treasurer) was not present, Jean Kerrigan introduced the draft accounts for financial year 2021-2022. The accounts had been externally examined and signed off as correct. The Treasurer would sign them off at the next Board meeting if agreed at the AGM. It was noted that the small deficit was because much of the income is deferred. This income is still to be spent and includes 50% of a 3-year grant. The advice from the accountant is to put deferred funds into general funds. It was reported that a large percentage of trading income could be attributed to hire of the premises. It also included takings from the shop, café and walks. Individual donations were unrestricted and some of this would go towards memorials to Jeff Thomas, a trustee, who passed away last year. Debts of over £7000 owed to FoWG were mainly attributable to CEFLyncx which was waiting the payment of a grant. Insurance costs were low as they were billed and paid in the current year. It was noted that the Board had approved an increase to the reserves of £20,000 in view of new responsibilities, particularly new members of staff. The bank balance showed as particularly healthy because of the grants in hand. .

The meeting noted that the accounts had been signed off by the accountant and would be available on-line along with accounts for the first months of the current year. The meeting then thanked Mags de Di Ceglie for her work in compiling our financial records.

Questions:

In response to a question by Penny Steele, it was noted that Marta, previously employed as Business Development Manager had negotiated a five year deal with a dual energy supplier which had worked out well for FoWG. In addition, FoWG paid too much initially because usage was estimated. We can apply for small business/charity support to help with future bills.

Liz du Parcq asked where expenditure on grain appeared in the financial report of the first months of the current year and was told that no grain had been bought so far.

The Chair asked for the financial report to be accepted by the AGM as a true record so it could be signed off at the next Board meeting and submitted to the Charity Commissioners.

Proposed: Philippa Tudor.

Seconded: Eric Harvison.

AGREED

4 **CIO ANNUAL REPORT:**

Toussainte Reba (Board Chair) read out her report (enclosed) which was posted on the website. She highlighted key achievements and successes in the areas of membership, grant receipts, donations, new volunteers, increased income from centre bookings, programme of events, open days and community activities, milling, merchandising and communication with our supporters. She said that the challenges, post pandemic, included income generation, windmill maintenance and the education offer. We had funding for volunteer development and during 2022 had recruited a Heritage/Community Development Officer. We also recruited a new Centre Manager funded by hire and other trading income. She thanked volunteers, members, staff, keyholders and other local partners in making the past year a success.

Thanks were given to the work of volunteers and staff and in particular to Good Gym and Connection Crew.

There were no questions.

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

AGREED

5 **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 10 Trustees currently in post, Ann Lee, Sonam Sikka and Chris Patton are standing down. Ann and Sonam would be seeking re-election but Chris would not. Chris was thanked for his 19-year involvement in FoWG and it was noted that he would continue in his design and merchandising roles. All other current trustees are happy to remain in position.

It was noted that, following a skills audit, a recruitment process had resulted two new Trustees being put forward for election: Emma Smith-Bodie, who had digital skills and experience as a Trustee; and Edgar Sutcliffe who had skills in income generation. Both introduced themselves to the meeting.

Viv Whittingham was thanked for her work as Secretary to the Board

Emma Smith Bodie as Trustee. Proposed: Viv Whittingham; Seconded Mark Gordon

Edgar Sutcliffe as Trustee. Proposed: Ann Lee; Seconded Jayne Llewellyn
Ann Lee as Trustee. Proposed: Nick Weedon; Seconded: Sil McIlveen
Sonam Sikka as Trustee. Proposed: Mark Gordon; Seconded: Philippa Tudor

AGREED

6 **DRAFT BUSINESS PLAN 2023 - 2026.**

Marita Brown, Trustee responsible for HR and Governance, spoke to her presentation on developing FOWG's strategic objectives to cover the next 3-5 years. She reminded members of the background and aims of FoWG and the priorities it had had adopted over the past year i.e.

- ❖ Develop a clear strategy for income generation
- ❖ Extend use of our buildings, facilities and gardens (Windmill and BWC)
- ❖ Develop and empower our volunteer workforce
- ❖ Improve management and governance
- ❖ Develop the membership base
- ❖ Develop strategic partnerships

She repeated FoWG's guiding values and went on to describe the methodology to create a plan for the next 5 years, comprising two engagement events, from which emerging key themes had been Friends, Volunteers and Local Community, Our Brixton Windmill Centre Windmill and its History Gardens and Park. Eight strategic objectives had developed which were, in summary,

- Develop our volunteer programme in terms of recruitment, diversity, retention, and reward
- Develop a range of partnerships and projects with local organisations and the business community
- A welcoming, inclusive hub for the community in Lambeth
- Development and roll-out of our education programmes
- Celebrating two centuries of history
- Continue to operate Milling as part of the Windmill's living heritage,
- Become one of London's most environmentally diverse gardens
- Ensure our gardens and green spaces are accessed and enjoyed by a diverse range of local residents

She explained how delivering these objectives would be dependent on clear direction and management in the areas of finance, leadership and governance, people and skills, social and community impact. She requested feedback for the consultation so far, and said comments and feedback could be submitted after the AGM up until 31st October 2022, after which an amended set will be discussed at the FOWG Board on 8th November 2022. The final agreed version would be published by end of November 2022.

Questions:

In answer to Jules Angel's question about FoWG's connections to archives and museums, it was said that the Archives and History Group had a relationship with Lambeth Archives, was a member of the Lambeth Local History Forum, engaged in September's Lambeth Heritage month and was liaising with Wandle Industrial Museum.

Allen asked about the Heritage/Community Engagement Project and its significance for day-to-day volunteers and was told that, as well as recruiting new volunteers from underrepresented communities, its remit was to have an overarching and positive effect on all volunteering at the windmill including getting updated systems in place.

David Beamish asked about FoWG's education offer to which Allen responded that four workshops were on offer to nursery and primary age children. At present there was a scarcity of trained people to run these workshops and the popularity of the workshops had not yet recovered from the effects of the pandemic. Outreach work with schools was planned to address this. It was noted that, longer term, work would be done to expand the offer into secondary education. The Centre Manager, Catherine Hamilton, added that FoWG wanted to expand community education and was developing baking and milling offers. Currently there was a popular tai chi class, a beginners class beginning soon and a Thursday wellbeing group for elders which offered a variety of activities.

Allen asked about the frequency of Board meetings and was told that there were six ordinary meetings and two planning meetings a year. There are two general meetings.

Marita repeated the next steps and said the objectives would be put onto the website to ask for additional comments, after which activities needed to be costed.

Thanks were given to Marita for her work in facilitating the process of creating the Business Plan.

7 **RESOLUTIONS**

No resolutions had been received.

8 **AOB:**

Upcoming events were noted: Tai Chi classes; Well-being club; family baking class; and Winter Market. Volunteers were invited to attend monthly drop-in maintenance sessions at 10.30a.m. on the first Saturday of the month, with gardening sessions following at 12.30p.m. The Xmas party is planned for December 16th.

9 **Date of next AGM Wednesday October 18th, 2023, at the Brixton Windmill Centre**

The meeting closed at 8.53 p.m.