



Extraordinary General Meeting – Friends of Windmill Gardens

Welcome to this Extraordinary General Meeting of the Friends of Windmill Gardens and Brixton Windmill (FOWG).

The Extraordinary General Meeting is convened in line with our constitution.

Constitution of the Friends of Windmill Gardens (2018)

11 MEMBERS' DECISIONS

11.1 General provisions Except for those decisions that must be taken in a particular way as indicated in clause 11.4, decisions of the Members may be taken either by vote at a general meeting as provided in clause 11.2 or by written resolution as provided in clause 11.3.

The meeting is taking place to enable us to engage our membership on our Annual Report and Financial Statement for 2022/23 ahead of submission to the Charity Commission ahead of the 5th February 2024 deadline.

FAQs

Why has an EGM been convened?

We need to engage FOWG membership to sign off our annual accounts for the year ending 31st March 2023 – Report and Financial Statement for 2022/23. This is included in the meeting documents.

Does this mean that our accounts will be filled late?

No. The deadline for filing the accounts with the Charity Commission is 5th February 2024. Subject to EGM Decision, they will be submitted.

Why were the accounts not presented at the AGM in October 2023?

We usually present the accounts at our Autumn AGM, however this did not take place in October 2023. This is mainly due to the Treasurer's limited capacity and

transitional arrangements with a new Treasurer not taking place.

How do we make sure that the accounts for 23/24 are available at the next AGM and avoid convening another EGM?

The trustees have reviewed a number of actions to ensure that the accounts for the year ending in March 2024 are available at the next AGM and avoid holding an additional meeting to sign off the accounts. These include:

- **Relaunching recruitment process for a new treasurer:** This is currently live on our website and wider network.
- **Reviewing the process, timing and resources for signing off the accounts:** This was reviewed / agreed at the Board meeting in January and includes key steps for Board assurance.



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Table 1 – New process for signing off accounts

Action	Responsible Officer	Timing
Review Report and Financial Statement for 23/24 (Year ending 31 st March 2023)	Lead: Treasurer Support: Bookkeeper	Apr 2024
Submit Draft Report to Board	Lead: Treasurer	June 2024
Board to sign off receipt of Draft Report	Board	June 2024
Submission for auditing	Lead: Treasurer	July 2024
Audit review and clarification period	Lead: Auditor Support: Treasurer / Bookkeeper	Aug 2024
Report and Financial Statement signed off by Auditor	Lead: Auditor	Aug 2024
Report and Financial Statement publication for AGM and sign off	Lead: Treasurer Support: Secretary	Oct 2024
Report and Financial Statement Submission to HMRC & Charity Commission	Lead: Treasurer Support: Secretary	Feb 2025

OTHER UPDATES

Lambeth Hero Awards

We entered FOWG for the Lambeth Hero Awards to celebrate our 20th anniversary and recognise the amazing work the teams do in maintaining the Windmill and the services to the local community. We have been shortlisted in the Special Awards Category and winners will be announced on 5th February.

New Trustees

Lizzie and Tori are proposed to join our board. Unfortunately, both Lizzie and Tori

had last minute emergencies on the day of the AGM last year which meant they were not able to attend in person. Lizzie is looking to take on the lead role for Milling and Tori is stepping in to lead on Events and Visitor Attraction.

Photography Competition

This February we are launching a photography competition in conjunction with the Bugle in honour of our colleague and volunteer Jeff. It will encourage local people young and old to take pictures of hidden gems in the Lambeth area.



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The awards for winners will be made in April at our open day. This is a great opportunity to connect local residents to the Brixton Windmill and commemorate all of Jeff's efforts and raise our awareness in the community.

Warm Space for the Winter

We are running a warm space at the centre every Wednesday during the winter, offering a chance for a cup of tea or coffee, a biscuit and company, this is being well received by those attending.

Yoga + Tai Chi + Joy of Sound

The yoga, tai chi and joy of sound events are all well attended and much appreciated by the local community.

New funding for lighting in the Park

We have been successful for a £22,850 grant from Changing Lives – Lambeth Social Fund to support the installation of lighting in the park and the resurfacing of the main path into the park.

New Look Website

The website has undergone a number of enhancements recently to improve look and feel and ease of navigation including:

- The events pages which now mirrors the look and feel of the shop.
- The carousel photos on the main page are linked and aligned to our social media pages.

New PR and Comms Volunteer

We have found a volunteer to help with PR and communications. The last event of the year – Winter Fair, was well attended, despite the awful weather and Santa was fully booked.

Volunteer Thank You Party

We held our volunteers thank you party in December, it was very well attended and much appreciated by our amazing volunteers.

*Toussainte Reba
FOWG Chair
January 2024*