



Meeting Minutes	Friends of Windmill Gardens – Board of Trustees
Date	Tuesday 9 th February 2021, 7pm
Meeting Chair	Sonam Sikka
Location	Online Video Conferencing (All agreed meeting could be recorded)
Present	Jean Kerrigan (Chair), Nick Weedon (Vice Chair), Viv Whittingham (Sec), Sonam Sikka (Treasurer), Ann Lee, Liz du Parcq, Chris Patton, Jeff Thomas, Abigail Holsborough, Adrian Garden, Philippa Tudor, Marita Brown
In Attendance	Marta Babecka (BDM) Margherita Di Ceglie (PA)

Item 1	Welcome. Apologies: Sonia Bailey	
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Item 2	Business Manager’s Report on activities run by the Centre to include: Business Continuity Plan, Covid-19 restrictions and Community Consultation Previously circulated	
Business Continuity Plan	<ul style="list-style-type: none"> • Marta confirmed H&S Training Level 1 is still to be arranged. • Liz asked about the training being used to specifically develop our H&S policy and practice for the BWC and if training could consider FoWG practices and activities in order to integrate it with policy, staff handbook and employment, rather than a general H&S course. • Sonam suggested we can use resources from the training to adapt our policy and also that we can use the Ethical Property training. • It was suggested that the maintenance group could help with this responsibility and carry out the policy. Marta commented that she is in touch with Tony Dure, and he has been interested in taking on building management. Jean commented that Tony has engaged with FoWG since we have invested in his training. For the running of the building Jean agreed the maintenance group is essential and will need a policy and a group of volunteers to implement it. • Marta confirmed staff and volunteers had re-entered BWC for essential work. • Mark Gordon has agreed to lead the Comms group and he will chair the next meeting (date to be agreed). There will need to be a call for volunteers to assist with a variety of roles: blog, newsletter editors, proofreading, twitter and social media. • Ann asked if volunteers would be allowed to contribute to the agenda. Marta confirmed this would be ok. • The first task of the group should be to fill the gap left by Kim. • Adrian commented that he is happy to proof read. • Jean confirmed sub-group leaders could attend board meetings. 	
Action	Wording amendment to Windmill Walks section of continuity plan.	Marta
Community consultation survey	<ul style="list-style-type: none"> • Marta will share another document and thanked trustees for their contribution. 	

	<ul style="list-style-type: none"> Jean commented that the Survey should be expanded to include a wider range of postcodes (E.g. SE24) particularly in relation to engaging with schools and getting feedback from all of them. 	
Item 3	Budget 2021 – 2024 for agreement Previously circulated.	
	<ul style="list-style-type: none"> Sonam presented the budget. Jean commented that it could be amended with a line to show grants that are secured and what is being funded for. Sonam requested that any further comments be emailed. Adrian commented that his version couldn't be opened. 	
Decision	Budget agreed with minor amendment to be added by Jean.	All / Jean
Item 4	Policies: Environmental Sustainability policy Equal Opportunities policy review	
Environmental Sustainability policy	<p>Ann introduced the policy and suggested we review it more frequently. FoWG successes were noted as follows:</p> <ul style="list-style-type: none"> Green website hosting Single use paper cups were only used selectively for take away. Recyclable waste bins were provided at all events G suite training is a success and will streamline future practice. <p>Ann introduced the possibility of education and talks and Jean commented on the outdoor space and windmill as a symbol of green, clean and renewable energy. Ann asked what more could be done and asked about printing. Chris commented that he would ask all suppliers and look at the supply chain. Chris confirmed that at present the resource packs and model kits both use sustainable compostable packaging.</p> <p>It was suggested that a checklist be created and all agreed.</p> <p>Adrian commented that we should record the items in a way that we can present the costs and differences.</p> <p>Ann commented that we should review this policy frequently, for example every 3 months.</p>	
Action	Policy to be added to the agenda for regular review.	Viv
Equal Opportunities policy review	<ul style="list-style-type: none"> Marita commented that what FoWG wants to achieve should be embedded in our approach and questioned how we move beyond a basic legal policy. Jean commented that some policies have been put together quickly and certain elements need to be developed. Diversity and inclusion should be tied in with the community survey and this would be a valuable piece of work, as we don't currently reflect the local community. Marita agreed data collection and information would be essential to inform and drive the strategy which will underpin the policy – with an aim to do this over the next year as a target. Ann questioned how the documents would be used and the need to be practical. Using current volunteer application forms – the data could be collated, reported and monitored and should be considered along targets over 3 -5 years and this should be made part of the core business. Adrian proposed that the equal opportunities statement could be added to all policies and there should be an equality impact assessment on policy, which could be part of a wider diversity strategy. Liz commented that we should consider what could realistically be achieved, with particular consideration to staff and board capacity. 	

	<ul style="list-style-type: none"> • Marita commented that key areas to focus on should be agreed as a board and these targets should be put on the agenda. • Marita expressed the necessity to create a fixed set of strategies. Where work is prioritised for the year and do a swot analysis. Marita is happy to lead and facilitate this, and also commented that the thought process is essential so everyone pulls in the same direction. • Jean commented that it would be good to have made decided priorities for the AGM in October. • Marita suggested a discussion would be important to make sure clear and agreed set of values. Clear on what and how will follow on from that. • Jean agreed this is extremely important and board meetings should be more strategic. 	
Action	All to consider strategy and priorities. Tuesday 9 th March meeting will focus priorities c/o Marita and Adrian Microsoft Teams will be used, further information to follow.	Marita / All
CCTV Policy	<ul style="list-style-type: none"> • Adrian commented that the policy needs to be clearer on how it gets monitored and wasn't clear how it is used on a day-to-day basis and this needs to be clarified. • Jean commented that it isn't monitored but it is recorded. • Marta commented that the staff could view what's going on in the main space so activities can be monitored and this will be useful if there are incidents and public have access and that the policy covers legal requirements. 	
Decision	Policy agreed in principle but to be reviewed.	All
Action	Jeff to be sent CCTV policy	Marta

Item 5	Financial Reports (2 papers enclosed)	
Final Cash Handling Policy	Sonam confirmed the policy has now been amended: Cash amount increased from £500 to £1000 Liz comments will be amended Adrian commented reverse 8 and 9 - reverse the sentence for clarity (minor change). Liz commented that for the work carried out her 'exception' is every time.	
Decision	Policy to be agreed and reviewed in near future.	Sonam / All
Contactless donations	<ul style="list-style-type: none"> • Liz is concerned that it is a big cost and shouldn't be committed too until we know what events will be allowed. • Jean suggested the donation button be made prominent on the website home page. • Phillippa suggested we be more brazen and capture people quickly. • Adrian queried buying over renting. 	
Action	Comms group to speak to Effra Digital. Jeff to look into PayPal and QR. Mags to look at QR code for Café.	All

Item 6	Reports (enclosed) from sub-groups to include: milling co-ordinator extension & Millers Connected building report	
Milling	Liz suggested grain be stored in metal bins and Jean said the new supplier might have a suggestion. Jeff commented that everything felt damp inside the windmill and that outside humidity was coming in and that storage is needed for grain. Jean suggested the outside green metal shed could be a possibility for storage.	

	Jean commented that the milling report circulated was interesting and contained lots of interesting ideas, including expanding contacts with other groups and that millers could try and engage more with local food movements.	
Decision	Abs contract extension agreed	Abs / All
Building Report / Windmill	It was reported that Paul Selwood suggested using an industrial fan to increase flow and promote dehumidification.	

Item 7	Preparation for General Meeting Tuesday 27th April	
	<ul style="list-style-type: none"> • Budget highlights • Priorities will be looked at March board meeting • Agenda to be worked on c/o Viv • Newsletter 	
Action	Agenda to be worked on.	Viv / Jean

Item 8	Trustees Minutes to be agreed and matter arising	
Minutes / Matters arising	Minutes of 13 th December 2020 were agreed. <ul style="list-style-type: none"> • Event for millers to be considered for April 	All
Action	Jeff to update website with new trustees – photo to be sent to Jeff	Jeff / All

Item 9	AOB	
Locality and Lighthouse	FoWG have received free membership to Locality for a year (PtC). Offer for free Lighthouse Risk Assessment for the organisation (finance, government.)	
Decision	Offer declined for now.	All
Archive and history	Recordings of the talks given by members of FoWG as part of the Lambeth Heritage Festival are available here together with a proposal for a FoWG Archive and History group for future discussion by the Board.	
Action	All to explore the link and listen to the recordings.	All
Decision	All agreed to upload to YouTube Channel when complete and Penny has added her piece. (It will also be given to LLHF.)	All
AOB	T Shirt proposal previously circulated by Chris and commented that prices are up to date but listed price increase to be approved. Liz proposed a regular annual systematic review of prices across all items.	
Decision	Purchase of new t-shirt design agreed and price increase agreed.	All
Action	Official thank you to be given to Eric (and all volunteers).	All / Viv
AOB	Jean led the board in thanking Marta for her work through these difficult months and wished her all the best for the future.	

Next Meeting	Tuesday 9 th March, 7pm (Strategy and Priorities meeting)	
Chair	Marita Brown	