



<b>Meeting Minutes</b>	Friends of Windmill Gardens – Board of Trustees
<b>Date</b>	Tuesday 8 <sup>th</sup> June 2021, 7pm
<b>Meeting Chair</b>	Sonam Sikka
<b>Location</b>	Online Video Conferencing (All agreed meeting could be recorded)
<b>Present</b>	Jean Kerrigan (Chair), Nick Weedon (Vice Chair), Viv Whittingham (Sec), Sonam Sikka (Treasurer), Ann Lee, Liz du Parcq, Chris Patton, Jeff Thomas, Abel Holsborough, Philippa Tudor, Marita Brown.
<b>In Attendance</b>	Lucy Bridal (BDM), Margherita Di Ceglie (PA)

<b>Item 1</b>	<b>Welcome. Apologies:</b> Mark Gordon, Sonia Bailey.	
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<b>Item 2</b>	<b>Priorities/decision-making for FoWG.</b>	
	<ul style="list-style-type: none"> <li>• Risk register</li> <li>• Income generation group</li> </ul>	
Risk register	<p>Six priorities now agreed as there have been no further comments. Marita summarised priorities, levels accountability and H&amp;S.</p> <p>Marita confirmed devising a risk register is necessary and very important, and all known risks need to be identified, managed, measured, and mitigated where possible and where appropriate.</p> <p>Phillipa commented that it's important to have something in place in case an accident happened to be able to assess what measures if any had been put in place. Important to review how we run our operations to keep all staff, volunteers and public safe.</p> <p>Ann commented that there had been a recent case of a volunteer who died at a windmill and there are risks relating to machinery that need to be considered.</p> <p>Marita requested a Trustee take the lead with all welcome to input and requested draft register to be brought to next board meeting to be reviewed, added to and commented on and then regularly reviewed monthly in the first instance. Once there is assurance that risks are being managed with contingencies in place and mitigations then reported on quarterly.</p> <p>Phillippa offered to produce the draft, identifying key risks at this stage, and keeping it simple. Document to be discussed at the July meeting.</p>	
Action	Phillippa to draft a risk register to bring to the next meeting with input from Lucy. To be circulated to all for discussion at the July meeting.	Phillippa/ Lucy
Clarity around subgroups:	<p>It was agreed not to have a second income group, but key income policy decisions need to be made by board.</p> <p>All agreed with proposal not to have another group, though pricing policy should be discussed at board level.</p>	

Income generation group	Lucy commented that calculations for pricing policy had been done previously which fitted into the business plan and budget and the income and a draft fundraising strategy would be shared ahead of the July board meeting. Lucy needs to be present for the discussions around raising fees and pricing.	
Action	Lucy to circulate draft Fundraising Strategy (which looks at all streams) for <b>initial comments</b> for discussion at the July meeting. Decisions to be made at September meeting with proposal ready to be brought to General Meeting in October.	Lucy
Summary of work on priorities and decision making	<p>Summary of subgroups agreed:</p> <ul style="list-style-type: none"> <li>• Fundraising group – Viv, Jean, Lucy, Nick and Donna</li> <li>• Vol subgroup - Ann</li> <li>• Comms and partnerships - Chris / Lucy</li> <li>• Archives and History – Ann</li> <li>• HR / Governance – Marita / Viv</li> </ul> <p>Marita thanked all for contribution to get everything to this point and welcomed comments on the pack.</p> <p>Ann commented on the word ‘target’ and felt it didn’t align with the aims of the volunteer drive which is to ensure needs and aims are covered by requisite volunteer force.</p> <p>Jean commented that the board should lead and that subgroups are accountable to the board. Board may decide targets are necessary for volunteer recruitment in the future. Marita commented that targets give measure, focus and a metric to measure performance that allows you to meet objectives.</p> <p>Sonam commented that wording should not be changed at this stage.</p>	
<b>Decision</b>	<p>All agreed to record the attachment as the final agreed version on how the organisation will work moving forward with priorities, subgroups, levels of decision making and accountability.</p> <p>To be reviewed on an annual basis.</p> <p>The document should now guide what we do and how we do it.</p>	All

<b>Item 3</b>	<b>Finance matters</b>	
Annual accounts	<p>Draft circulated and feedback requested. Reports to be circulated monthly.</p> <p>Jean commented that papers need to be sent out in good time and bookkeeping support needs to move forward as soon as possible. Decision may need to be taken before the next board meeting.</p> <p>Mags commented that many of the grants and funds have been deferred for several years and many have had changes negotiated (due to a change in circumstances) which have been difficult to track. Jean commented that hopefully going forward we will have less grants requiring monitoring and more immediate income generated through trading.</p>	

	<p>Important to note who will be monitoring when we do get a grant award and the deadline so whoever is doing the bookkeeping element knows what they're reporting on.</p> <p>Liz commented that monthly reports are needed to ensure FoWG is viable.</p>	
Action	<ul style="list-style-type: none"> <li>• Comments on year end accounts to be emailed.</li> <li>• Cost proposal for outsourcing accounts to bookkeeper to be circulated.</li> <li>• Proposal for simplified monthly reports to be considered.</li> </ul>	Mags / Sonam

<b>Item 4</b>	<b>Employee handbook</b>	
	<ol style="list-style-type: none"> <li>1. Phillipa thanked Liz for producing the Employee Handbook first draft version.</li> <li>2. Marita and Philippa worked together to take the work forward with helpful feedback from Lucy to protect staff and provide clarity.</li> <li>3. An effort has been made to make this document proportionate to the size of the organisation. One achievement is sense of perspective of what hasn't been achieved: and highlighting that overarching H&amp;S is worthy of greater focus as well as data protection now that the organisation is widening outreach.</li> <li>4. Any employee handbook needs to grow and develop with change in legislation and circumstances. It has been formatted to allow for easy additions and amendments.</li> </ol> <p>All thanked Phillipa, Marita and Liz.</p> <p>Viv asked when it should be updated. Marita confirmed it should be reviewed annually or if employment law or circumstances change and should tie in with policy review process.</p> <p>Marita discussed how this links with wider policy review schedule and with risk and prioritisation. Marita confirmed that annual review of each policy is not required and suggested a minimum of 2 years unless legislation changes or circumstances change.</p> <p>The practices required to implement policy should be looked at in Sub-groups and taken to board if necessary. Policies can be difficult to put into practice so need to be realistic.</p> <p>Ann commented that it was good to see FoWG values in the documents and reminded all to be mindful of values all the time and important that the values be integrated into all practices.</p>	
Decision	Marita and Phillipa to be owners of the handbook going forward	Marita, Phillipa

<b>Item 5</b>	<b>People/Human Resources: Contracts, volunteers, and community engagement - work / trustee matters</b>	
Staff	<p>Marita has taken lead on HR and begun weekly meetings with Lucy</p> <p>Formally agreed line management of Mags by Lucy. Staff to have monthly three-way meeting.</p> <p>Marita agreed to be key contact with staff and will bring anything forward to board on behalf of staff. Good practice to check-in regularly with employees and this is working well.</p>	

	<p>It was confirmed Mags has gone down to 2 days per week and Abel's contract work will be overseen by Lucy.</p> <p>Abel summarised key points outlined in report (previously circulated). Abel raised issue that on his weekly workday at the centre, venue requirements such as hire, filming or workshops, often require assistance which takes away from other work which needs to be prioritised. Trade up programme is also more work than predicted. Viv is keen to get another volunteer on board with Trade Up as the course is very useful and valuable.</p> <p>Abel also commented that he was unsure where to obtain information of previous volunteer numbers etc and sales.</p> <p>Marita commented that this raises issues about how FoWG monitors and evaluates and raised wider issue about how FoWG measure as an organisation.</p> <p>Lucy commented that this should be covered in the social impact framework that the Power to Change consultants are working on. This will be a long process and a consultation will take place at the end of July, where all these metrics will be considered.</p> <p>Ann commented it would be useful to have another miller on the volunteers' subgroup for representational reasons too.</p> <p>Philippa commented that the report was helpful. Metrics can be complicated with milling because there is a limit to how many can mill.</p> <p>Viv requested extra narrative responding to questions previously emailed. Abel to send report update ahead of July meeting. Jean commented that there are millers who can take on more of a lead role so Abel could focus more on the organisational elements and also that any millers interested in joining Trade Up programme should be approached.</p> <p>Ann / Jeff and Abel to work together to find volunteer numbers for previous years.</p>	
Action	Abel to circulate dates of Trade Up programme in case any volunteers can join Abel to email Ann millers that could join volunteers' subgroup.	Abel
Trustees	<p>Viv and Marita discussed proposal to have informal check-in with everyone on the board to discuss how everyone is feeling, feedback on how things are progressing, impact of new Trustees and impact of lots of changes. Individual long-term aspirations, plans and any training desired.</p> <p>Viv to lead informal, confidential catch ups with everyone, to discuss succession planning. Particularly in consideration that Jean will step down as chair in October. Marita to lead on succession planning.</p> <p>Viv commented that there is training available through Russell-Cooke Solicitors on how to be effective Trustees. Important that everyone is aware of responsibility that comes with being a trustee.</p> <p>Viv also raised point on outreach and community engagement – Viv talked about pressure on staff and fundraising proposals to help and complement work being done with volunteers mainly by Ann. This would be a one day a week role. Jean commented outreach person would be very useful and help alleviate staff from this work which can be very time consuming.</p>	
Decision	All agreed to catch ups and Viv will contact everyone individually in the next month.	All
Action	Viv to send details about training course c/o Solicitors	Viv

<b>Item 6</b>	Reports (circulated)	
Building	Minor damage which has been dealt with and shutter has been repaired. Something maintenance subgroup will have to address. Discussions going ahead with Ceflyncx responsible damage. Defect's meeting also going ahead with major discussion about floor and wear and tear.	
Events	Lucy reports mill still not fixed so Mary Berry filming won't go ahead. Channel 5 still going ahead on Monday 14 <sup>th</sup> . Paul Selwood booked in for Monday to turn sails and fix mill. Events update – Claire from Event Lambeth more positive about starting event planning, £1000 rolled on from Easter event which didn't go ahead so event application has been submitted for Harvest Festival September. 150 – 200 people proposed. Jean also exploring possibility of low-key version of Art in the park in August. Jean reminded all to nominate FoWG for ecclesiastical movement for good campaign. Comms group to promote and banners to be put on email. Changes in lease permission received from Lambeth. Still steps to go.	
Volunteers	Subgroup update - non trustee volunteers are being recruited for volunteer subgroup.	

<b>Item 7</b>	<b>Minutes from previous meeting agreed.</b> <b>Matters arising</b>	
	Action - Item 4 cost and proposal for bookkeeper to be brought to July meeting. Action - Abel to produce report with additional information provided. Action - Report to be sent to Mark and Lucy for match trading element.	Sonam Abel Abel

<b>Item 8</b>	AOB to include NCVO Trustee training, AIM conference, and note organisational chart (enclosed).	
	<ul style="list-style-type: none"> <li>Ann thanked Mags for managing production of the virtual tour. Close to completion and something we can be extremely proud of and will have many uses.</li> <li>London heritage volunteer awards 2021 – FoWG can nominate one person from organisation to put forward by August 1st. Ann to circulate details and welcomes suggestions.</li> <li>Key holder issue for Windmill – permanent solution needed for activities and open days. Sonam suggested a key safe to be installed. Jean commented that this is wider conversation with Lambeth too and raises issue of linked fire alarms.</li> <li>Aim conference 3 days -16, 17, 18. Anyone interested in attending on the 18<sup>th</sup> to contact Jean. Programme previously circulated.</li> </ul>	All
Action	Key holding, alarm contact and access to both Windmill and BWC to be discussed by staff and Jean	Mags, Lucy, Jean

<b>Next Meeting</b>	Tuesday 13 <sup>th</sup> July, 7pm	
<b>Chair</b>	Nick Weedon	