

<b>Minutes</b>	Friends of Windmill Gardens – Meeting of the Board of Trustees
<b>Date</b>	Tuesday 13 <sup>th</sup> July 2021, 7pm
<b>Chair</b>	Nick Weedon (Chair of the Meeting)
<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/minute-taker for the meeting), Sonam Sikka (Treasurer), Mark Gordon, Ann Lee, Liz du Parcq, Chris Patton, Jeff Thomas, Abel Holsborough, Philippa Tudor, Marita Brown.

<b>Item 1</b>	<b>Welcome.</b> <b>Apologies:</b> Jeff Thomas, Lucy Bridal (BDM), Margherita Di Ceglie (PA), Abel Holsborough (late)
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<b>Item 2</b>	<b>Risk Register</b> – previously circulated with cover note. For discussion/agreement	
Risk register	Philippa introduced the item and thanked people who had contributed to the draft document. She reminded Trustees that it is a key document for FoWG. Ann Lee suggested mitigations. It was stressed that this document needed to be simple to be most effective. The meeting noted: <ul style="list-style-type: none"> <li>that all volunteers at open days and events must be informed as to the identity of the trained first aiders</li> <li>Mark Gordon was working with Lucy on important reputational risk factors.</li> </ul>	
Agreed	Risk Register agreed with amendment of #1 ‘full-time post’ to ‘permanent post’ Philippa is the keeper of the document and will make amendments as necessary. Fundraising is a matter for all trustees Marita to discuss with Nick and Viv the ownership of elements of the Risk Register to identify individual risk owners The register to come back to the Board in subsequent meetings, with a focus on red risks initially. The first update will be at the September Board and include a discussion on reputational risk.	Philippa Philippa All  Marita  All

<b>Item 3</b>	<b>Income Generation Strategy</b> – previously circulated with cover note, for discussion	
Income Generation Strategy	Noted that a decision would be taken at the September Board with a report to the AGM in October. Lucy was thanked for her work on this. In response to questions, the meeting noted <ul style="list-style-type: none"> <li>Lucy is happy to lead on this strategy with the Boards knowledge, support and endorsement</li> <li>Mark would be going through this comprehensive strategy with Lucy</li> <li>Fundraising for core costs from Trusts is problematic now, with Trusts focussed on meeting targeted needs. Some funders, including Power to Change, had less money available. At the same time the pandemic had put back our plans for sustainability which leaves us relying for an extended period on Trusts. If the application for core costs to Reaching Communities fails, we may have to develop targeted projects running simultaneously, which has problems of its own.</li> </ul>	
Agreed	Lucy to take on board comments, particularly the need to insert, on page 6, a column succinctly detailing, against each item, how to effect the strategy. Marita to talk to Lucy about completing this action tracker in the next couple of weeks and circulating for action Archive & History Group to urgently progress museum accreditation to open up more funding opportunities	BDM Marita  Archive & History Group

<b>Item 4</b>	<b>Staff attendance at Board</b>	
Staff attendance at Board	Marita introduced this item stating that the dedicated staff sometimes felt that when attending Board they were asked to do more than they could, that Lucy was spending a lot of time troubleshooting and Mags was working over her hours. She said that in her experience staff did not routinely attend Board meetings. She suggested that staff attend by exception in future and that minutes were taken by a volunteer. Discussion followed and it was noted that Viv did a lot of administrative work for the Board meetings, that minutes took a lot of Mags time and were late because of other work pressures, that minute-taking was part of Mags job description, that minute-taking was a skilled job and that staff attendance was a direct and positive link between Board and staff.	
Agreed	Board trial meetings with staff in attendance by exception until a review at the end of the year. Mark to take minutes at the next meeting	All Mark

<b>Item 5</b>	<b>Financial Matters and Reports</b>	
Financial Matters and Reports	Sonam introduced the item, talking through four reports sent previously, noting that the blank cells in the budget versus actual sheets reflected the fact that there were no categories yet on Quickbooks for e.g. foodbank donations. The meeting noted that utility bills were still estimated and Lucy is getting actual figures, and that visitor numbers and income were reduced because of the pandemic restrictions. Liz suggested a Cashflow document to reflect expected spend and income variations over the year would be very useful and Sonam said she would talk to a bookkeeper about this.	
Agreed	Future reports of budget versus actual sheets would include a summary of key points Reports in future to reflect seasonal fluctuations of spend and income Marita to feedback to Lucy so she can urgently develop ideas to increase visitors and income after July 19 <sup>th</sup> when restrictions are lifted	Sonam Sonam Marita/ BDM

<b>Item 6</b>	<b>People/Human Resources: Bookkeeper, Contracts, Cover for Mags, Trustee matters</b>	
Book-keeper	Sonam introduced this item and apologised for the late paper to accompany the item. She went through the paper, explaining that she had several conversations with staff and pursued recommendations for a professional bookkeeper who could streamline the accounts. She proposed to hire one such person on an hourly contract basis at £25p.h. to be paid from savings of £219.40p.m. from Mags reduction of hours. In response to a question she said she would ask the bookkeeper about FoWG becoming VAT registered.	
Milling Contract	Abel retired for this item to be discussed and for a decision to be reached. The Board noted he will hear in about four weeks whether his application for £750 to cover 30 hours of work is successful. The case for his contract to be extended until September with a schedule of tasks (previously circulated) was noted. It was noted that he had contacted the millwright about the mill not working properly, that the forward budget needed revising because of current extraordinary circumstances and that there was a waiting list of volunteer millers. It was noted that he was very committed, that Lucy had given good support, that he was inspiring other volunteers and that he wants to develop his interest in mill maintenance.	
Cover for Mags	Marita spoke to the paper (previously circulated with job description) recommending the engagement of an administrative assistant/keyholder. It would initially be for the two month period of Mags' absence but with the option to retain the contract on a zero hours basis to cover out of hours hire ongoing. Noted the need to check the lack of a criminal record.	
Trustee matters: the ring	Viv reported that she had been able to speak or get written responses from 10/12 Trustees and that it had been a valuable exercise and recorded many insights. She would circulate a report going forward, sharing it initially with Marita as there were governance implications. The most pressing issue was succession. One Trustee definitely wants to stand down, another happy to stand down and continue as an adviser in a specialist field. The Secretary	

round and succession	wanted to resign from that post as soon as was practicable, at least by the end of the year. The Chair had long expressed a wish to stand down as Chair at the AGM. As nobody presently on the Board wanted to step up to be considered for Chair, it was suggested that external recruitment should be considered. Marita said she had experience of that being done successfully. Following a discussion, Marita, Mark, Philippa and Sonam volunteered to progress external recruitment. NCVO and AIM were mentioned as having useful resources	
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Agreed	To hire the bookkeeper in August as recommended in the paper previously circulated Lucy to ensure that hiring the bookkeeper complies with Power to Change grant FoWG to extend Abel's contract until September as recommended FoWG to engage an administrative assistant/keyholder to cover Mags absence as per the recommendation Viv to send Marita, Mark, Philippa and Sonam existing jd/ps for the Chair and any other relevant information Marita, Mark, Philippa and Sonam to formulate a strategy for the external recruitment of a Chair by the end of July	Sonam BDM BDM BDM  Viv  Marita/ Mark/ Philippa / Sonam
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<b>Item 7</b>	<b>Reports from sub-groups etc.</b>	
	All Reports were noted with the amendment of events as per decision below.	All
Agreed	Building Hire. Mags and Sonam to talk to local florists and others involved in events to offer hire packages for the Centre Events: September Sat 4th stall at the all-day Lambeth Heritage Festival fair at St Marks church Kennington Sat & Sun 11/12th Open at windmill 1-5pm Sat & Sun 25/26th Open at windmill 1-5pm. Heritage Walk on Sunday at 1pm Harvest Festival tbc Wed 29th Annual Windmill Talk on 10 years since the windmill restoration (Jean to lead)	Sonam/ Mags     Jean/ Philippa

<b>Item 8</b>	<b>Last minutes and Matter Arising (previously circulated)</b>	
	The meeting noted that all actions had been carried out	

Agreed	The last minutes were agreed Viv to circulate new Russell Cooke webinar on being a Trustee	Viv
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<b>Item 9</b>	AOB	
	Noted <ul style="list-style-type: none"> <li>▪ Viv and Jean are going to Pru's wedding</li> <li>▪ Awaiting bill from the solicitors when our permission to put tables and chairs outside is updated at the Land Registry</li> </ul>	
Agreed	To communicate congratulations to Pru Ashby on her wedding Congratulations to Abel on his first class degree success.	Jean/Viv

<b>Next Meeting</b>	Tuesday 14 <sup>th</sup> September, 7pm	
<b>Chair</b>	Jean Kerrigan	