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| <b>Minutes</b>  | Friends of Windmill Gardens – Meeting of the Board of Trustees  |
| <b>Date</b>     | Tuesday 14 <sup>th</sup> September 2021, 7pm  |
| <b>Chair</b>    | Jean Kerrigan (Chair of the Meeting)  |
| <b>Location</b> | Online Video Conferencing (All agreed meeting could be recorded)  |
| <b>Present</b>  | Board members: Jean Kerrigan (Chair), Nick Weedon (Vice Chair), Viv Whittingham (Secretary), Sonam Sikka (Treasurer), Marita Brown, Mark Gordon (Note taker), Abel Holsborough, Ann Lee, Liz du Parcq, Philippa Tudor, Chris Patton (left during the meeting)<br>In attendance: Phil Murray (item 1 only), Lucy Bridal. |

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| <b>Item 1</b> | <b>Welcome. Apologies:</b> Jeff Thomas |
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| <b>Item 2</b>           | <b>Social Impact Framework</b> – previously circulated. For discussion/agreement  |     |
| Social Impact Framework | <p>Lucy introduced this item with a short walk-through of the main points before introducing Phil Murray who constructed the framework following a deep dive into the FoWG documentation (under NDA). With thoroughgoing use of the framework, we should be able to answer the question ‘How well is FoWG doing?’.</p> <p>Questions to Phil included:</p> <ul style="list-style-type: none"> <li>• How does this cut across our current evaluation programmes (Ann)? It will gradually consolidate them over time such that we will need just this (Phil).</li> <li>• Is this fully funded (Mark)? Yes, from the Power to Change grant (Lucy).</li> <li>• This will be invaluable for our fundraising needs but where will our D&amp;I data come from (Viv)?</li> <li>• Is there an underlying software that will run this framework (Mark)? That will be clarified by Super Highways next week (Lucy)</li> </ul> |     |
| Agreed                  | <b>ACTION:</b> All to provide input to Lucy on the framework by 28 <sup>th</sup> September.   | ALL |

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| <b>Item 3</b> | <b>Risk Register</b> – previously circulated with cover note, for discussion  |                         |
| Risk Register | <p>Philippa thanked all those that input to the original draft, both during and in writing after the previous meeting. She reminded trustees that a good risk register should be succinct and that its purpose was to highlight significant risks and the actions needed to rectify them. Each of us needed to take ownership of the actions needed to lower to risks.</p> <p>She reminded trustees that they had agreed at the last meeting to focus on the two key red risks (1, 5).</p> <p>On the risk ‘Insufficient staff to keep the centre open’ (Risk 1), Sonam was asked to collect the input of trustees responsible for revenue generation to derive options for the funding of a permanent employee.</p> <p>Philippa volunteered to collate a list of the key areas where FoWG was particularly dependent on individuals for actions, skills or experience, particularly those of long-standing trustees of which others might be unaware.</p> |                         |
| Agreed        | <p><b>ACTION:</b> Sonam to email trustees on revenue generation and compile an options paper for the next meeting.</p> <p><b>ACTION:</b> All to email Philippa by 19 September with information in relation to risk 5 (dependency on certain trustees for knowledge of running FoWG or particular specialist skills).</p>   | <p>Sonam</p> <p>ALL</p> |

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|  | ACTION: Philippa to revise the risk register by 20 September so that it could be circulated in good time for the next board meeting and trustees could in the meantime work on key actions. Nick and Abel to supply further details in relation to risk 32 (People, windmill) | Philippa,<br>Nick,<br>Abel |
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| <b>Item 4</b>              | <b>Income generation strategy</b>  |      |
| Income generation strategy | Unfortunately the revised income generation strategy paper did not load onto the Google Drive. Lucy made a short verbal summary.<br><br>Jean pointed out that the Harvest Festival had generated multiple leads for room hire and that Pru Ashby's wedding was a good source of donations. |      |
| Agreed                     | ACTION: Lucy to re-circulate the paper via email for comment.  | Lucy |

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| <b>Item 5</b>                 | <b>Financial Matters and Reports</b>   |       |
| Financial Matters and Reports | Sonam introduced the item with a walk through of the 'budget v actual' document which covered up to June 2021.<br><br>Jean asked that the reports were circulated earlier in advance of the meetings, both on the Google Drive and via email (for those that had difficulty accessing the Drive). She also asked that budget and actuals are stated on a month by month basis for comparison purposes. |       |
| Agreed                        | Most actions here are covered by the action on Item 3 on income generation.<br>ACTION: Papers to be circulated earlier in advance of the meeting, month by month statement for future meetings   | Sonam |

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| <b>Item 6</b>           | <b>People/Human Resources:</b>  |  |
| People/ Human Resources | This item focussed on the Trustee Review which was well received by all with comments as follows: <ul style="list-style-type: none"> <li>● It was requested that the review be made an annual occurrence</li> <li>● A maintenance group should be set up with volunteers from an engineering background for both buildings. An owner for that group is required in order to convene that group.</li> <li>● Jean volunteered to own a new Membership group once she has stepped down from the Chair role.</li> <li>● Jeff will stand down as trustee on health grounds but will continue to offer help on IT as a volunteer.</li> </ul> On other HR matters: <ul style="list-style-type: none"> <li>● Mags' updated hours were presented. For September and October she will be reducing her hours to 4 hours a day X 2 days a week i.e. 8 hours a week from the 14 hours previously. She does not want to extend her contract beyond 2nd November. We need to think about how to manage her leaving and cover her role.</li> <li>● Liz is also standing down at the AGM and currently does the cash and banking reconciliation for open days - another role/activity we need to find a replacement for either in a volunteer or a trustee.</li> </ul> |  |

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| Agreed | ACTION: Ann and Nick to oversee setup of a Maintenance sub group<br>ACTION: Take responsibility for membership from within the Communications and Membership group once stepped down from Chair<br>ACTION: Ideas for managing Mags's leaving and for replacing Liz on cash reconciliation to Sonam | Ann,Nick<br><br>Jean<br>ALL |
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| <b>Item 7</b> | <b>AGM 6<sup>th</sup> October</b>  |  |
|               | Given the uncertainties around the recruitment of a new chair, it was agreed to postpone the AGM until 17 <sup>th</sup> November 2021. |  |

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|        | Recruitment will now go into a face-to-face/word of mouth phase, backed up by re-posting of the role given that August is a quiet month for recruitment. |     |
| Agreed | ACTION: All trustees to solicit interest in the chair role amongst their networks and provide their suggestions to Viv.                                  | All |

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| <b>Item 8</b> | <b>Reports from sub-groups</b>   |  |
|               | <p>It was noted that we have been back milling for a number of weeks but that there is an infestation of mice that needs to be dealt with.</p> <p>The centre will need to be closed for the first week of November for the floor to be re-done.</p> <p>A data protection breach occurred which inadvertently disclosed personal email addresses. There was a debate but no agreement around using MailChimp and mailing lists.</p> |  |

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| Agreed | Reports noted |  |
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| <b>Item 9</b> | <b>Last minutes, AOB etc</b>  |  |
|               | <p>The meeting noted that all actions had been carried out.</p> <p>Under AOB, a request by Ann to run Open Days in November 13/14 was agreed.</p> |  |
| Agreed        | Last minutes agreed as a true record  |  |

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| <b>Next Meeting</b>             | Tuesday 12 <sup>th</sup> October, 7pm           |  |
| <b>Chair &amp; Minute-taker</b> | Marita Brown (Chair) Nick Weedon (Minute taker) |  |