



Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 9 th November 2021, 7pm
Chair	Nick Weedon, Vice-Chair
Location	Online Video Conferencing (All agreed meeting could be recorded)
Present	Board members: Jean Kerrigan (Chair), Viv Whittingham (Secretary), Marita Brown (Minutes), Mark Gordon, Ann Lee, Liz du Parcq, Philippa Tudor, Chris Patton, Abel Holsborough In attendance: Toussainte Reba, Chair Designate

Item 1	Welcome. Apologies: Sonam Sikka
	Nick welcomed Toussainte Reba who was there to observe the meeting with a view to being confirmed as Chair at the forthcoming AGM following an interview on 21 st October. Toussainte said she looked forward to meeting and working with everyone.

Item 2	Business Planning and Sub-Group Priorities	
	<p><u>Business Planning</u> Nick confirmed that the Business Planning Task & Finish Group had not yet met due to Sonam being abroad. They were due to meet on 12/11/21 and in the meantime Nick would write out to certain Trustees asking for additional information that was required by the group.</p> <p><u>Sub-Group Priorities</u> Marita went through the priorities submitted by each sub-group lead for the next 6-12 months. The aim of this exercise is to help define FoWG's workplan and objectives for the next 12 months. It should also help the Board to ascertain whether all priorities could be delivered if we were to have no staff after 31/3/22.</p> <p>Abel had submitted the Milling priorities that day, so Marita agreed to add these.</p> <p>The next step is to pull all the priorities together in the form of an Assurance Framework so that the Board can monitor delivery of the priorities on a quarterly basis.</p>	
Agreed	ACTIONS: To add Milling Priorities to the slide deck (completed - see V2 attached). To develop a Board Assurance Framework that can be shared at the next meeting.	Marita & Viv

Item 3	Policies – Risk assessments; Privacy policy	
	<p><u>Risk Assessments</u> Viv confirmed that these need to be done prior to each Open Day. Ann asked for details of FoWG's insurance policy. Jean confirmed that we are covered for £5M liability which is standard. She also reminded the Board that Lambeth Council can come and inspect our milling at any time. The meeting noted that Health and Safety Policies had not come to Board for some time.</p> <p><u>Privacy Policy</u> Viv stated that this was circulated for Board to note the use of MailChimp and to update the registered address, It will normally need updating in 2022, as our Policies need to be reviewed every 2 years.</p>	
Agreed	ACTION: Next Board to put health and safety policy and procedures on the next agenda	Viv

Item 4	Financial Matters and Reports	
	These were not available for the meeting due to Sonam working abroad. The annual accounts will be ready to present at the AGM on 17 th November. Mags had been concentrating on these but would be circulating monthly figures by the end of the month	

	Noted that the Centre may be used for a Polling Station and this may bring income.	
Agreed	ACTION: Mags/Sonam to circulate budget statements once available.	Sonam/ Mags

Item 5	People/Human Resources:	
	<p><u>Employee contracts</u> Lucy's contract has been extended to 31/3/22. In the meantime she will be working with Marita to draw up staffing options for the Board to consider in January. These are likely to cover the following scenarios, depending on whether grant funding is obtained and what is enable us to afford:</p> <ul style="list-style-type: none"> ➤ No staff – manage centre wholly via volunteers ➤ Paid admin staff member supported by volunteers ➤ Paid general/operational manager role ➤ Chief Operating Officer role. <p>Mag's contract has ended, however she has agreed to work the equivalent of one day a week until the new year on a freelance basis for finance admin and the training of volunteer admin assistants. The continuation of the bookkeeper role will be reviewed in light of potential additional volunteer support.</p> <p><u>Trustee succession</u> It was confirmed that the two people retiring from their roles as Trustees at the AGM were Liz and Jeff, and that Jean was standing down as Chair. Following confirmation of these changes at the AGM, a skills & interest mapping exercise will be conducted with all remaining Trustees, so that the skills gaps can be identified before recruiting any further Trustees.</p>	
Agreed	ACTION: To develop a survey that can be used to scope out skills and interests of continuing Trustees	Marita, Viv, new Chair

Item 6	Risk Register	
	<p>Philippa talked through the latest version of the Risk Register which incorporates a small number of revisions, including identifying the lead Trustees for each risk, and changing the heading of the mitigations column to reflect the some mitigations are work in progress rather than in place.</p> <p>Some further actions that we need to put in place immediately include:</p> <ul style="list-style-type: none"> ➤ Publicising our identified and trained safeguarding leads (risk 9) ➤ Creation of a conflict of interests log ➤ to have dates against the sections relating to insurance review (risks 11 and 22) ➤ to arrange food and hygiene training and publicised awareness, including in relation to the potential for hidden allergens in donated cakes etc (risk 15) ➤ to document the backup procedure for data (risk 21) so all trustees are aware <p>Philippa also offered to produce a windmill-themed height chart to deter those under 120cm from participating in tours (risk 9).</p> <p>For our next review Philippa suggested we have a deep dive into health and safety, including our logging procedures when risk assessments are done (eg before open days) and how H&S risks are mitigated/rectified. This ties in with a gap in the sub-group priorities in terms of ownership of H&S as identified by Marita.</p>	
Agreed	ACTION: To focus on H&S for the next risk register review.	Philippa

Item 7	AGM Wednesday 17th November	
	<p>All were happy with the agenda. Viv confirmed that people could either attend on-site or via Zoom.</p> <p>Viv suggested, and the meeting agreed that, as no Board meeting was scheduled until January, it would be good practice to fit in a short 1-hour meeting in December, so the posts of Executive Officers (Chair, Vice Chair, Treasurer and Secretary) could be agreed. It was suggested that this be an in-person meeting at the Centre.</p>	
Agreed	ACTION: All to note additional meeting on 14 th December; Viv to confirm details	Viv

Item 7	Reports	
	<p><u>2022 Events Calendar</u> Jean drew the Board's attention to the plan for 2022 drawn up by Lucy, which includes an extra Open Day in the Spring and two Open Weekends in September. She highlighted that some events are dependent on funding and/or permission from Lambeth Council. Adherence to this plan will mean that we are effectively managing the capacity of the BWC and using the space effectively.</p> <p><u>Events</u> Jean reported that the Christmas event would include workshops and some new stallholders</p> <p><u>Social Impact Framework</u> Kate from Superhighways will attend the Christmas Fair.</p> <p>As part of our social impact framework, it had previously been agreed to pilot digital data collection linked to the open weekend Windmill tours in early October. Superhighways then set up two online Google forms and took 5 tablets of varying sizes with the idea of giving volunteers a chance to pilot collecting feedback from visitors digitally. The results are summarised in the report "Testing out digital data collection with FOWG".</p> <p>The report highlighted that the digital data collection did not go quite to plan BUT it did provide some key insight as to how the tours currently operate and some suggestions for embedding digital data collection in this process. Key recommendations from this exercise included exploring whether we could use the booking system to capture data (so as to have more accurate records of who attends and ensure that pre-booked and walk-in data is all in one place), and look to replace the hard copy Visitors welcome book with collection of visitor experience feedback via a Google Form on a phone or tablet.</p> <p>Mark asked whether we could capture visitor feedback via our website. Abel asked whether we could use QR codes to link to a feedback form. Ann suggested using the volunteers to gather feedback.</p> <p>Nick confirmed that this is an important piece of work and that we should have some key milestones for progressing this next year.</p> <p><u>Milling Report</u> Abel apologised for not sending it and said he would send it shortly. He reported good progress had been made.</p> <p><u>Fund-raising</u> Jean reported that Toussainte had agreed to join the fund-raising sub-group</p> <p><u>Parks</u> Jean reported that the park will be on the bee-line national network</p>	
Agreed	ACTION: Lucy to work with Comms & Partnerships and Volunteers sub-groups to progress the digital data collection.	Lucy, Mark, Ann

Item 8	Last minutes, matters arising, and AOB	
	Ann confirmed that the volunteers' Rule Book also applies to Trustees. Jean shared that a Pre-Christmas event for FoWG Friends and Volunteers will take place on Monday 20 th December. Viv outlined a proposed plan for meetings during 2022 which would include: 6 Board meetings, 1 AGM, 1 Engagement event (instead of Spring AGM) and 2 Board planning sessions.	
Agreed	➤ ACTION: Viv to set dates for 2022 meetings and circulate to the Board	Viv

Next Meeting	Tuesday 14 th December 7pm at the Centre	
Chair & Minute-taker	TBC	