



Friends of Windmill Gardens

Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees (short meeting)
Date	Tuesday 14 th December 2021, 7pm
Chair	Philippa Tudor (Chair of the Meeting)
Location	Online Video Conferencing (All agreed)
Present	Board members: Jean Kerrigan, Nick Weedon, Viv Whittingham (notetaker), Abel Holsborough, Mark Gordon, Ann Lee, Philippa Tudor, Chris Patton, Toussainte Reba

Item 1	Welcome. Apologies.
	Apologies were received from Marita Brown and Sonam Sikka.

Item 2	Election of Executive Officers	
Election of Executive Officers	The following were nominated unopposed and elected unanimously: <ul style="list-style-type: none"> ● Chair: Toussainte Reba. Proposed by Jean Kerrigan. Seconded by Viv Whittingham ● Vice Chair: Nicholas Weedon. Proposed by Viv Whittingham. Seconded by Ann Lee ● Treasurer: Sonam Sikka. Proposed by Ann Lee, Seconded by Jean Kerrigan ● Secretary: Viv Whittingham. Proposed by Nick Weedon. Seconded by Mark Gordon 	
ACTION:	Sonam to update the above details on the Charity Commission website	Sonam

Item 3	Safeguarding leads	
Safeguarding	Philippa reported that posters with safeguarding information had been put up in the Centre and stressed the importance of having strong policy and procedures. The Board needed to confirm annually the appointment of safeguarding leads. The following were nominated unopposed and elected unanimously: <ul style="list-style-type: none"> ● Safeguarding lead for children: Jean Kerrigan. Proposed by Ann Lee. Seconded by Nick Weedon ● Safeguarding lead for vulnerable adults: Viv Whittingham. Proposed by Ann Lee. Seconded by Nick Weedon 	

Item 4	Financial Reports	
Financial Reports	The three financial reports sent out by Mags after the November Board were noted and will inform the task and finish group working on next year's budget. It was observed that midweek tours and sales did not feature in the reports.	
ACTION	Philippa will ask Sonam for up-to-date figures about midweek tours and sales	Philippa /Sonam

Item 5	Any Other Business	
Covid	The meeting noted that the Christmas party is cancelled because of the Covid situation.	
Zoom	The meeting noted that Mark be given access to the Zoom account for Comms business.	
Kickstart	Jean Kerrigan suggested FoWG make an expression of interest to the Government's Kickstart programme, employing an apprentice for 6 months. The Government pays the minimum wage and on-costs but FoWG should raise it to the London Living Wage. The Business Development Manager had done a Job Description. There was no commitment at this stage.	
Accountant	Ann reported that an accountant had volunteered their services to FoWG	
Café	The meeting noted that the café was closed for the time being because of Covid	
Meeting dates 2022	The meeting noted the dates that had been circulated. The Chair reminded members to get papers in on time	
ACTION	Jean to put in an Expression of Interest to Kickstart	Jean

Next Meeting	Tuesday 11 th January, 7pm. Chair and minute taker to be confirmed.	
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