### Minutes

**Friends of Windmill Gardens – Meeting of the Board of Trustees (short meeting)**

**Date**  
Tuesday 14th 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

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#### Item 1  
**Welcome. Apologies.**

Apologies were received from Marita Brown and Sonam Sikka.

#### Item 2  
**Election of Executive Officers**

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<tr>
<th>Election of Executive Officers</th>
<th>The following were nominated unopposed and elected unanimously:</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Chair: Toussainte Reba. Proposed by Jean Kerrigan. Seconded by Viv Whittingham</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>Vice Chair: Nicholas Weedon. Proposed by Viv Whittingham. Seconded by Ann Lee</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Treasurer: Sonam Sikka. Proposed by Ann Lee, Seconded by Jean Kerrigan</td>
</tr>
<tr>
<td>Secretary</td>
<td>Secretary: Viv Whittingham. Proposed by Nick Weedon. Seconded by Mark Gordon</td>
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**ACTION:** Sonam to update the above details on the Charity Commission website

#### Item 3  
**Safeguarding leads**

- 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:

**ACTION:** Philippa will ask Sonam for up-to-date figures about midweek tours and sales

#### Item 4  
**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

#### 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

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