



Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 11 th January 2022, 7pm
Location	Online Video Conferencing
Present	Board members: Toussainte Reba (Chair), Jean Kerrigan, Viv Whittingham (Secretary/Minutes), Marita Brown (action tracker), Mark Gordon, Ann Lee, Philippa Tudor, Chris Patton, Abel Holsborough, Sonam Sikka, Nick Weedon

Item 1	Welcome and Apologies:
	The Chair welcomed the Board Members. It was agreed that she routinely chair these meetings.

Item 2	Last Minutes and matters arising (November and December 2021, previously circulated)	
	<p>It was noted that Marita was updating the action tracker</p> <p><u>9th November 2021</u></p> <p>The Chair noted that all actions had been completed and there were no matters arising</p> <p><u>14th December</u></p> <p>The Chair noted that of all the actions, the only ones outstanding were:</p> <ul style="list-style-type: none"> ● Toussainte to give her details to Sonam to send to the Charity Commission ● Philippa to be informed of figures relating to her financial query <p>It was reported the application for a Kickstart apprentice submitted by Jean was unsuccessful.</p>	
All agreed	<ul style="list-style-type: none"> ○ November & December 2021 minutes of the FoWG Board were true and accurate record ○ Toussainte to give her details to Sonam to send to the Charity Commission ○ Philippa to be informed of figures relating to her financial query 	TR SS

Item 3	Board Assurance Framework	
	<p>It was noted that Viv, Toussainte and Marita would meet to discuss the Board’s planning meeting in February. Marita said that the 50+ priorities identified for FoWG over the next 12 months submitted by the sub-groups needed to be categorised into ‘must’, ‘should do’ and ‘nice to do’ groups to make them more realistic and more readily able to be monitored.</p>	
All agreed	<ul style="list-style-type: none"> ○ February Board to create an assurance framework for the next 12 months 	VW,TR & MB

Item 4	Financial Matters and Reports	
	<p>Sonam referred to the three documents sent to Board members. She spoke to the paper on projected versus actual spend, noting that there was a £10,000 deficit by this measure, that this had been a testing time with estimates on spend in the new building and the effects of Covid. The following discussion covered: questions about the income from midweek tours/sales of merchandise; the benefits of being locked into a utility company when energy costs were set to increase substantially; why ‘activities expenses’ were 8x over budget; and the Task-and-Finish’s work on projecting the figures into the future to make planning more effective.</p> <p>Sonam offered to answer any additional questions by email.</p>	
All agreed	<ul style="list-style-type: none"> ○ Sonam to examine Mag’s work on what ‘activities expenses’ include and why spend is over budget 	SS

Item 5	Business Continuity Plan	
	<p><u>Chair handover.</u> The Chair reported she was having regular meetings with Jean to effect this.</p> <p><u>Staffing –</u> It was noted that the Task-and-Finish group were looking into affordability of paid staff going forward, that the lead miller’s contract ends in February and the Business Development Manager’s contract in March.</p>	

	<p><u>Jeff Thomas</u> - Jean reported that she was in touch with Jeff's sister and was told that Jeff had was reaching the end of his life. The meeting expressed sadness and shared best wishes for him and his family. The Chair thanked Jean for keeping members updated.</p> <p><u>I.T.</u> The meeting noted Jeff's key role as FoWG's IT manager and that he had sent on relevant passwords. Philippa said her husband, David Beamish, a life member and informed IT amateur, could sign a confidentially agreement, help out temporarily to see what could be done, check the passwords and effect Toussainte's full access to all areas of G-workspace. It was suggested Lucy/Ann could progress finding somebody to take on the IT management role longer term. Members were encouraged to say what areas of IT needed urgent attention.</p> <p><u>Trustee succession</u> Marita thanked those Trustees who had responded to the skills & interests mapping survey that she had circulated. She said it will be used to identify any skills gaps and so would sent it out again for all Trustees to complete.</p>	
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All agreed	<ul style="list-style-type: none"> o Jean/Toussainte progress an approach to David Beamish with a view to seeing how he could help out temporarily with IT issues o Lucy/Ann progress finding somebody to take on the IT management role longer term. o Marita to send the skills & interests survey to all Trustees, to be completed by 21st January 	TR/JK BDM/AL MB/ALL
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Item 6	Risk Register (previously circulated)	
	<p>Philippa talked to the latest version of the Risk Register, noting that</p> <ul style="list-style-type: none"> - Data Protection was now a red risk and would come to the next meeting - Safeguarding was a key area with a new poster highlighting FoWG child and adult safeguarding leads, and information for new and existing volunteers. - Health & Safety policy needed refreshing. She suggested that first aid leads at big events wear high viz jackets, that food safety training be kept up to date, that a health and safety report be incorporated into milling reports and the Communications and Partnerships group work on statements that could be used in the event of incidents. <p>During discussions, Ann suggested a number of changes to procedures.</p>	
All Agreed	<p>Mark to lead on drafting a Public Relations response to Health and Safety issues</p> <p>The next meeting to have items on Data Protection, and Health and Safety</p>	MG PT

Item 7	Reports (previously circulated)	
	All noted the reports. In particular, the meeting noted the South East Grain alliance event, upcoming volunteer training, the state of the windmill (woodworm, ongoing monitoring of temperature and damp reporting to Lambeth Council), recruitment of volunteer Comms specialists to do the tasks that Lucy is currently doing though not in her job description, and the use of direct debit for membership renewals.	

All agreed	<p>Mark to lead on internal and external recruitment of volunteer Comms specialists</p> <p>Sonam to look into the use of direct debit for membership renewals</p> <p>Everyone submitting reports to get them in on time as per the meetings schedule and reminders from Viv</p> <p>Millers to ensure they monitor and report data to Lambeth Council</p>	MG SS ALL AH
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Item 8	Any Other Business	
	It was noted that Ann had booked attendance at NCVO's March course on best policy in volunteering and will report back in due course.	

Item 9	Confidential Matters (see separate sheet)	
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Next Meeting	Planning Meeting on Tuesday 11 th February 7pm by zoom	
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