



Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 8 th February 2022, 7pm
Location	Online Video Conferencing
Present	Board members: Toussainte Reba (Chair, TR), Jean Kerrigan (JK), Viv Whittingham (Minutes, VW), Marita Brown (MB), Ann Lee (AL), Philippa Tudor (PT), Chris Patton (CP), Abel Holsborough (AH), Sonam Sikka (SS), Nick Weedon (NW).

Item 1	Welcome and Apologies:
	The Chair welcomed the Board Members. Apologies were received from Mark Gordon

Item 2	Last Minutes and matters arising (previously circulated)	
	<p>The meeting agreed that the last minutes were a true record and noted that of all actions the only ones outstanding or partially outstanding are:</p> <ul style="list-style-type: none"> - Sonam to examine Mag's work on what 'activities expenses' include and why spend is over budget. She will report on that and on membership by direct debit at the March meeting - Marketing and Membership and web specialist volunteers had been recruited to the Comms & Partnerships sub-group, with a vacancy still remaining for Public Relations - Abel to send mill monitoring data to the L.B. Lambeth contact - Mark had drafted a Public Response to Health and Safety issues and circulated it to some Board members <p>Matters Arising</p> <p>IT: The Chair thanked David Beamish for his work on IT matters. It was noted that Sonam and Nick had responded to the Chair's callout for IT leads and a meeting to involve interested volunteers would take place to discuss next steps</p> <p>Risk Register: It was noted that suggestions for improving data protection would come to the March meeting to include the position re IT back up (frequency, who does it etc.), ways to ensure all our data protection statements are up to date, in terms of sharing information and ensuring that all volunteers are aware of the policy.</p> <p>A Health and Safety Policy drafted by Viv would also come to the March meeting, with Ann, Lucy, Nick and Philippa contributing to the accountabilities/procedures sections, including consideration to changes on Covid guidance</p>	
All agreed	<ul style="list-style-type: none"> o January 2022 minutes of the FoWG Board were a true and accurate record o March Board to consider finance queries on membership renewals via direct debit and overspent 'activities' expenditure o Mark to progress public response statement and PR recruitment o Philippa to thank David Beamish for his IT work, on behalf of the Board o Nick and Sonam to work with Ann to identify IT volunteers and organise a meeting to discuss next steps on IT tasks o Data Protection be discussed at the March meeting to include IT back up (frequency, who does it etc.), ways to ensure all our data protection statements are up to date, in terms of sharing information and ensuring that all volunteers are aware of the policy o Health and Safety policy and procedures to come to the March meeting o Abel to send mill monitoring data to the L.B. Lambeth contact 	<p>SS</p> <p>MG</p> <p>PT</p> <p>NW,SS</p> <p>SS,NW</p> <p>VW,AL, LB,PT,NW</p> <p>AH</p>

Item 3	Planning for the next 12 months April 2022-March 2023 (document previously circulated)	
	Marita and the Chair led a discussion on the priorities for the next twelve months based on the circulated plans. It was noted Marita was revising the draft document. Further input would be sought from Mark and Lucy. It was noted that Jean had a lot of lead responsibilities but it was hoped that the deployment of existing and new volunteers would ease this, especially when the new community engagement officer was able to help with recruitment and organisation of volunteers.	
All agreed	o Revised document on priorities for the next 12 months (April 2022-March 2023) to be circulated for agreement at the March Board	MB

Item 4	Next Steps	
	The meeting noted that the Chair's reporting template (previously circulated) would be used for the planned objectives. The Chair (TR) suggested that she, Marita (MB) and Viv (VW) would work on the development of a 3-year plan.	
All agreed	o Completed reporting templates to come to the Board quarterly	Priority Leads

Item 5	Any Other Business	
	<p><u>Community Engagement (General) Meeting 20th April</u> Noted that Board would bring the year's plans to the meeting and that Lucy had some ideas about content for the meeting.</p> <p><u>Task and Finish Budget Group</u> It was noted that decisions about the budget had to be taken quickly so that hire and visit charges could be announced to the public in good time before April.</p> <p><u>Tribute to Jeff Thomas</u> - Jean spoke about Jeff's life and about the funeral that she attended in Bridgend, Glamorgan. The family had kindly asked that charitable donations be made to FoWG. There would be a memorial occasion in London later in the year. Soman and Abel added tributes, Abel suggesting that a photographic competition in memory of his life would reflect one of his interests.</p>	

All agreed	<ul style="list-style-type: none"> o Toussainte and Lucy to work on an agenda for April's Community Engagement Meeting o Sonam to circulate draft budget for agreement by the Board by midday Friday and the decision to be ratified at the March Board o An appeal for donations in memory of Jeff would be put into the new newsletter along with a write-up about his life. 	TR, LB SS JK
------------	---	--------------------

Next Meeting	Board Meeting on Tuesday 8 th March 7pm by zoom	
---------------------	--	--