



Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 8 th March 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), Mark Gordon (MG), Nick Weedon (NW).

Item 1	Welcome and Apologies:
	The Chair welcomed the Board Members. Apologies were received from Sonam Sikka (SS),

Item 2	Last Minutes (previously circulated) and matters arising	
	<p>The meeting agreed that the last minutes of the February Planning meeting were a true record and noted that of all actions the only ones outstanding or partially outstanding and not on the Agenda are:</p> <ul style="list-style-type: none"> - Sonam to report on membership by direct debit - Abel to send mill monitoring data to the L.B. Lambeth contact - Nick and Sonam to work with Ann to identify IT volunteers and organise a meeting about IT tasks <p>Matters Arising</p> <ul style="list-style-type: none"> -PR recruitment. While there is still a vacancy for a volunteer to do PR work, Mark said he would be compiling an up-to-date list of PR contacts and asked that Board members give him any information about this. Jean said she had an old list she could forward to him. - The problem with the donate button for Jeff's fund had been addressed. So far £380 had been raised. -Proposed new charging costs had been circulated and agreed outside the meeting. They are subject to a 6-month review 	
All agreed	<ul style="list-style-type: none"> o February 2022 minutes of the FoWG Board were a true and accurate record o Sonam to report on membership renewals via direct debit o Abel to send mill monitoring data to the L.B. Lambeth contact o Nick and Sonam to organise a meeting with volunteers to discuss progress on IT tasks o Members to give Mark any PR contact details so he can compile a list 	SS AH NW/SS All/JK/MG

Item 3	Planning for the next 12 months April 2022-March 2023 (document previously circulated)	
	Marita and the Chair talked about the priorities for the next twelve months based on the updated plan. It was noted that there will be quarterly reviews against the targets, the first reports coming to the July Board. A 3-year plan is to be developed. The Chair asked the Board to note the revised meeting schedule, now showing duration, and standing agenda items, and the reporting template. Both documents are lodged on G-drive.	
All agreed	<ul style="list-style-type: none"> o To accept the revised document on priorities for the next 12 months (April 2022-March 2023) o Reports against the plan to be submitted by sub-groups quarterly by group leads o A new 3 year Business Plan to be developed 	Leads TR

Item 4	Task and Finish Budget Group	
	Nick reported that this group had not completed its work in time for the present meeting, citing formatting problems and absence of milling figures. It was noted that it was unfortunate that because of this delay the new budget would not be agreed before the beginning of the financial year. Abel said he was sending in the figures without delay.	

All agreed	<ul style="list-style-type: none"> ○ Abel to send Milling figures to Nick ASAP ○ Sonam and Nick to finalise budget sheets and circulate in two weeks ○ Budget to come to May Board 	AH NW/SS NW/SS
Item 5	April Community Engagement (General Members) Meeting 20th April	
	The Chair reported on her meeting with Lucy Bridal and said the Agenda would include the introduction of herself as the new Chair, the announcement of the new Community Engagement Officer post, the departure of Lucy, the 12-month Plan, a spotlight on a volunteer and the collaboration with the Share project. It would also pay tribute to Jeff Thomas's contribution to FoWG. It was noted that members and volunteers would be invited and that notice had to be sent out in good time by the beginning of April.	
All agreed	<ul style="list-style-type: none"> ○ Toussainte work with Lucy on updating the membership list ○ Toussainte work on finalising the Agenda outside the meeting, to be sent out in good time ○ That the meeting be face-to-face only 	TR, LB TR All
Item 6	Financial Reports (previously circulated)	
	It was noted that Mags had sent out comprehensive reports and had answered outstanding financial questions in a covering report. Board members were advised that any questions be sent via Sonam. Appreciation was shown to Yasmeem Patel, a volunteer working on improving our financial systems	
All agreed	<ul style="list-style-type: none"> ○ Sonam to take any questions from the Board about the reports, And to thank Yasmeen Patel on behalf of the Board for current financial work, improving FoWG systems. 	All/SS
Item 7	HR Matters	
	<p><u>Staff Recruitment</u></p> <p>Noted Lucy had notified the Board that she would be leaving and her last day would be 1st April. Marita noted that the job descriptions for the Centre Manager and Community Outreach Officer had been previously circulated for comment and the posts would be advertised this week. In response to a question by Ann it was noted that LBL had overall responsibility for the windmill and that FoWG reported any issues to LBL. During discussion Marita noted that while she leads on HR matters, this did not include operational issues, and the Board needed to support staff. Mark said he would be talking to Lucy about covering Comms-related tasks in her absence. Marita and Toussainte were reported to be working with Lucy to ensure there were comprehensive handover notes, and that arrangements would be put in place to cover tasks while there was no-one in post. Toussainte and Marita will organise the interviews. Jean said it was important to have diversity on the interview panel.</p> <p><u>Trustee Recruitment</u></p> <p>Marita reported the result of the Trustee skills audit and said that IT skills were particularly needed on the Board. It was noted Viv was stepping down as Secretary to the Board. Marita said that if an existing Board member would be willing to become Secretary, they should speak to Viv/Toussainte/Marita. Toussainte said that if external recruitment was necessary the post could be filled by somebody who also had IT skills.</p>	
All agreed	<ul style="list-style-type: none"> ○ To recruit both Community Outreach and Centre Manager posts at the same time ○ Any comments by Board members on the Centre Manager job description to be sent to Lucy by cop Wednesday so the adverts can be sent out on Thursday ○ Marita and Toussainte would be working with Lucy to ensure there were comprehensive handover notes, ○ Arrangements would be put in place to cover Lucy's tasks while there was no-one in post. ○ Marita and Toussainte to organise interviews, including questions ○ Any Member interested in becoming Secretary to the Board to contact TR or MB/ speak to Viv. 	TR/LB/ MB All MB/TR/ LB TR TR/MB All

	o If necessary, Mark and Marita work on an external advertisement for new Secretary	MG/MB
--	---	-------

Item 8	Policies and Procedures (previously circulated)	
	<p><u>Privacy</u> Noted that Lucy had reported that:</p> <ul style="list-style-type: none"> - Google Drive backs up frequently to save any documents being worked on within the drive and keeps previous versions for going back and checking amends. Additionally FoWG could set up a secondary account that the entire drive is backed up too occasionally or purchase an external hard drive to download the data to and hold safely offline although it will not be the most recent versions of things but it would be a base point to start from if all cloud data was lost/compromised. - We need a central password storage software system so that access to restricted or sensitive information such as financial data is controlled but access to it is not held by one person who may become unavailable. Jeff had been looking into it but there are various different free platforms out there that can be easily looked up on line. Philippa recommended a system - With regards to data protection, that is due a review and can be sent out via mailchimp in the coming months to remind our subscribers of our terms as well as prompting our volunteers to be more aware of them. <p>There was a question as to whether data protection and privacy is covered in the volunteer induction</p> <p><u>Health and Safety</u> It was noted that Nick, Lucy, Viv, Ann and Philippa had contributed to the policy statement. Some procedural elements had not been incorporated in order to keep the policy clear and concise, and they needed to be addressed by people managing delivery.</p> <p><u>Safeguarding children, young people and vulnerable adults</u> – It was noted that professional advice had been taken to update the current policy statement.</p>	
All agreed	<ul style="list-style-type: none"> o To accept the Privacy Policy with the address updated to the Windmill Centre o The new IT group to address the work on back-up, central password storage software, and data protection review o Data Protection and Privacy to be included in volunteer induction o To accept the Health and Safety Policy Statement. To be updated annually. o To create a log of Health and Safety training for staff and volunteers o To ensure Fire Drills take place o For volunteer induction to include a new fire safety video and familiarisation with updated Health and Safety matters o To link policies to volunteer pages on the website o To accept updated Safeguarding Policy for Young People and Vulnerable Adults o To acquaint volunteers with updated Safeguarding Policy o Viv to update policies as agreed and the current policies folder in G-drive 	<p>NW/SS AL</p> <p>NW/SS ?</p> <p>AL NW/SS</p> <p>AL VW</p>

Item 9	Any Other Business	
	<ul style="list-style-type: none"> - <u>Maintenance Group</u> Noted Nick's report (previously circulated) - <u>Complaint</u> Noted Nick's report (previously circulated) - <u>Events Programme</u>- Noted - <u>Occasion to thank Lucy</u>- Noted she has invited some members and volunteers to a tea party on April 1st - <u>Emails</u> – The Chair reminded members to use the brxtonwindmill.org email for FoWG business 	
All agreed	<ul style="list-style-type: none"> o All to distribute 2022 events programme o To use @brixtonwindmill emails for email business and not personal emails. 	<p>All All</p>

Next Meeting	Board Meeting on Tuesday 10 th May 7pm by zoom	
---------------------	---	--

