



Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 10 th May 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), Chris Patton (CP), Abel Holsborough (AH), Mark Gordon (MG), Sonam Sikka (SS), Nick Weedon (NW).

Item 1	Welcome and Apologies:
	The Chair welcomed the Board Members. Apologies were received from Philippa Tudor (PT),

Item 2	Last Minutes (previously circulated) and matters arising
	<p>The meeting agreed that the last minutes of the March 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, initially to link policies to volunteer pages on the website and to address the work on back-up, central password storage software, and conduct a data protection review - Nick and Sonam to create a log of Health and Safety training for staff and volunteers <p>Thanks were given to all the volunteers who had helped while the Centre Manager post was vacant and in particular to Allan who had been helping with the website. It was noted that Lucy's handover notes were on g-workspace.</p> <p>Matters Arising</p> <ul style="list-style-type: none"> - PR recruitment. Mark reported that three volunteers had been recruited for Comms work, including PR, plus one possible volunteer, a student from the London College of Communications. - Membership: 12 new members have been recruited since the last meeting - Finance: it was noted that Executive Members agreed to pay Yasmeem Patel, Finance Volunteer, for work to rationalise the finance system. -Health & Safety. It was agreed that the Maintenance Group had oversight to ensure Fire Drills take place though Nick reported that FoWG does not have access to the windmill's reset key. It was noted that the fire safety video used for volunteer induction needed updating. - Recruitment. It was noted that the new Heritage/Community Engagement Officer, Abel Holsborough had been recruited by Ann, Viv and Marita and had started work on 9th May with an induction by Viv who would oversee the work until the new manager was in post. The new Centre Manager, Catherine Hamilton was recruited by Abel, TR and Lucy Bridal. She would start work on 6th June. Mark Gordon asked to see Catherine's cv and was advised that it was on g-workspace. It was noted that Abel currently had three roles: volunteer miller; HCEO (salaried role) and milling development (self-employed contract). For the latter role he was expected to report to ensure that the work was producing a return for FoWG.

All agreed	<ul style="list-style-type: none"> o March 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 be asked if he sent mill monitoring data to the L.B. Lambeth contact o Nick and Sonam to work with Ann to identify IT volunteers and organise a meeting about IT tasks, initially to link policies to volunteer pages on the website and to address the work on back-up, central password storage software, and conduct a data protection review o Executive Members correct in paying Yasmeem Patel, Finance Volunteer, for work to rationalise the finance system o Nick and Sonam to create a log of Health and Safety training for staff and volunteers o The Maintenance Group has oversight to ensure Fire Drills take place in the Centre o Viv, Marita and Sonam to liaise to clarify the employment position of Abel re milling development, and to seek a report on the business sustainability of that employment. 	SS VW NW/SS NW/SS NW VW/MB/ SS
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Item 3	Three- year Budget (previously circulated)	
	<p>Nick introduced the Budget and said it was a work that needed updating as and when more accurate figures were available, particularly to fill in some gaps. He said that Mags could provide actuals, that educational development had to be factored in when strategic decisions were made, and that FoWG needed to plan for the financial gaps in 2024-25. In response to questions, he agreed that inflation would be a factor going forward and some of the figures e.g. membership income, were conservative. There were questions about the role of grants going forward and he said that this would be explained in the Business Plan but there was less reliance on grants than hitherto. The Task and Finish Group were thanked for their work. It was noted that a Cashflow chart would be useful alongside the budget.</p>	
All agreed	<ul style="list-style-type: none"> o To accept the Budget for the next 3 years. 	

Item 4	Chair's report	
	<p>The Chair reported:</p> <ul style="list-style-type: none"> -the good attendance at the April Community Engagement (General Members) Meeting on 20th April which was attended by members and non-members from local groups and the Council She thanked Jean for inviting members and asked for the minutes to be put on the website -a visit by an education minister to CefLyncx and discussion about young people which she found useful -the success of recent events, Easter and Beer & Bread, which drew diverse audiences, larger than expected, and for which she thanked the events team and other volunteers including Louis and Allan - the induction she would conduct with the new Centre Manager before she is off on leave for most of June -the suggestion to invite the new staff members by zoom to the June meeting for which she, Viv and Nick would plan the agenda -the 3 year Business Plan that would come to the AGM in October and she would be reaching out to the Council and other partnerships to support the roll-out of priorities. <p>It was noted that Fabio's baking classes had to be cancelled because of lack of take-up and a problem with the ovens.</p>	
All agreed	<ul style="list-style-type: none"> o VW to send Jean the draft minutes so she can check the attendance list and membership before the draft minutes are put on the website o TR Viv and Nick to plan the June agenda o the 3 year Business Plan to come to the AGM in October and FoWG to reach out to the Council and other partnerships to support the role out of priorities 	VW/JK TR/VW/ NW

Item 5	Financial Reports	
	Sonam explained that she had been ill and unable to review the Financial Policy & Procedures and the Reserves Policy in time for the present meeting. It was agreed that they would come to the June meeting. Members requested an up-to-date financial report from Mags.	

All agreed	<ul style="list-style-type: none"> o SS to ask Mags to send out up-to-date financial reports asap before the next Board meeting o SS to send reviewed Financial Policy & Procedures and the Reserves Policy in good time before the next Board meeting 	SS SS
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Item 6	HR Matters	
	<p><u>Staff Recruitment</u> as above in Item 2</p> <p><u>Trustee Recruitment</u> Marita reported there would be three roles available on the Board which would be advertised widely. She asked for comments by the end of the week on relevant documents already circulated and for volunteers to be on the interview panel. She said she would liaise with Viv on the process. Ann said she would like to be on the panel.</p>	

All agreed	<ul style="list-style-type: none"> o Comments on documents circulated by MB on Trustee recruitment to be sent to MB by Sunday May 15th. o Trustees interested in being on the recruitment panel to contact MB o MB to liaise with VW on the Trustee recruitment process 	All/MB All/MB VW/MB
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Item 9	Any Other Business	
	<ul style="list-style-type: none"> - <u>Complaint</u> The Chair and Vice Chair agreed to look again at the Complaints Policy in the light of recent complaints and ask the Volunteer sub-group for comments. - <u>Sub-groups</u> Sonam volunteered to set up a document on G-workspace recording all sub-group members - <u>Resignation of Trustee.</u> Members noted that it had been necessary for Abel Holsborough to resign as he had taken up the HCEO post. They thanked him for the time he had spent as a Trustee for FoWG 	

All agreed	<ul style="list-style-type: none"> o TR and NW to review the Complaints Policy in the light of recent complaints and ask the Volunteer sub-group for comments o SS to set up a document recording all sub-group members o Thanks given to Abel for his time as a FoWG Trustee 	TR/NW SS/All
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Next Meeting	Board Meeting on Tuesday 14 th June 7pm by zoom. Jean and Toussainte send their apologies.	
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