



Friends of Windmill Gardens

Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 28 th June 2022, 7pm
Location	Online Video Conferencing
Present	Board members: Philippa Tudor (PT), Jean Kerrigan (JK), Viv Whittingham (Minutes, VW), Ann Lee (AL), Nick Weedon (NW, Chair of the meeting). Toussainte Reba (Chair, TR) late. In attendance: Catherine Hamilton (CH) for item 2 only, Abel Holsborough (AH) for part

Item 1	Welcome and Apologies:
	The Chair welcomed the Board Members. Apologies were received from Marita Brown (MB), Mark Gordon (MG), Chris Patton (CP) and Sonam Sikka (SS).

Item 2	Meet new staff:
	It was noted that Abel Holsborough, new Heritage/Community Engagement Officer, had said he could not join the meeting until later. His management has been handed over from VW to CH. Catherine Hamilton, new Centre Manager, was welcomed to FoWG and all introduced themselves though she had already met nearly all people there. She talked about her background in the voluntary and community sector, in the museums sector, her family and interests. She left the meeting.
All agreed	<ul style="list-style-type: none"> o To adjust the Agenda to accommodate Abel when he could come online

Item 3	Last Minutes (previously circulated) and matters arising	
	<p>The meeting agreed that the last minutes of the May meeting were a true record and noted that of all actions the only ones outstanding or partially outstanding and not on the Agenda were:</p> <ul style="list-style-type: none"> - Sonam to report on membership by direct debit - Nick and Sonam to work with 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>Matters Arising Ann to circulate link to document on G-workspace recording all sub-group members</p>	
All agreed	<ul style="list-style-type: none"> o May 2022 minutes of the FoWG Board were a true and accurate record o Sonam to report on membership renewals via direct debit o Nick and Sonam to work with 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 Nick and Sonam to create a log of Health and Safety training for staff and volunteers o Nick to find out about access to reset key so Fire Drills can take place in the Centre o Ann to circulate link to document on G-workspace recording all sub-group members 	<p>SS</p> <p>NW/SS</p> <p>NW/SS</p> <p>NW</p> <p>AL</p>

Item 4	Report on the Three- year Budget (previously circulated)	
	Nick introduced the updated Budget and received several comments including the need to have a realistic maintenance budget, have adequate reserves, record debtors and unused grants. Viv asked that Donna Lister's comments be taken on board. Noted that more work needed to be done on education project. Other comments were around the inclusion of beer and bread festival stall income, gift aid and insurance and maintenance expenses to do with the proposed delivery e-bike.	

	Noted Catherine had only received one response to her paper on charges and that a protocol on response times was necessary It was noted that budget headings would be incorporated into the Quickbooks system.	
All agreed	<ul style="list-style-type: none"> o Nick to update budget in light of comments above o Check that booking charges are per person and not per slot o Sonam to clarify the number for gift aid o Sonam to advise on insurance costs for the delivery bike o All to read CH's recommendations on charges and respond within the week o A protocol on response times to come to the next meeting 	NW CH SS SS ALL ??

Item 5	Risk Register	
	PT noted that she had only had one response i.e. Viv's about trustee indemnity insurance. Priority risks had improved though there were still concerns about finance, milling and dependency on certain trustees for knowledge of running FoWG or particular specialist skills. Small changes were noted as well as a discussion about disability issues, responsibility for IT and data protection, and the necessity to retain the Covid risk. It was noted that Jean did not have pay-roll access and that Toussainte should be added as a signatory at a later date. There was also discussion about the need to look at our insurance to check cover about damage to the building. There has been damage to the exterior that appears to be the fault of unsuitable materials being used. It was noted that Lambeth had been told about this and that a surveyor would come and inspect it.	
All agreed	<ul style="list-style-type: none"> o Ann to send Philippa amendment relating to disability awareness/audit o Philippa and Marita to examine the FoWG position about sick pay for employees and insurance to cover this o Catherine to look at our buildings insurance to see if it covers damage to the fabric o Nick to liaise with Lambeth Council about the damaged exterior fabric 	AL PT/MB CH NW

Item 6	Chair's report	
	<p>The Chair reported on the new postholders, the new financial procedures that would be presented to the July Board meeting, that she will be meeting with the Parks Team to discuss funding, access and future plans. It was noted that two evening meetings would be held over the summer to consult Board members and others active in FoWG on plans for the next three years, to become part of the plan to present at the October AGM.</p> <p><u>Milling</u> Abel entered the meeting at this point and talked about the difficulties of receiving early morning grain deliveries and the unpredictable rising costs of it in the present market.</p> <p><u>Jeff Thomas's memorial</u> Abel suggested there be a photo competition in memory of Jeff with a prize of a day's darkroom course, to be announced at the Harvest Festival. In addition, it was noted that a callout for £1.5-2k could be made to install a memorial bench in the park.</p> <p>Abel left the meeting</p>	
All agreed	<ul style="list-style-type: none"> o Toussainte, Viv and Marita set up two online and in-person planning meetings over the summer for the Board and people active in FoWG o Toussainte, Nick and Abel to work out solutions to milling issues e.g. get a keyholder to take early delivery of grain o A task and finish group of the millers plus Jean, Toussainte and Mark Gordon take the photography competition at the Harvest Festival and memorial bench projects forward. 	TR/VW/ MB TR/NW JK/TR/M G

Item 7	Financial Reports and Policies	
	Mags was thanked for her reports which were noted. No reviewed financial policies had been received for the meeting. It was noted that Yasmeem Patel and Mags would be presenting new financial arrangements to the July Board meeting and this would impact on the policies.	
All agreed	<ul style="list-style-type: none"> o To look at July papers on Finance which would be sent out in good time to allow for a full discussion. 	ALL

Item 8	Complaints Policy	
	Ann said she had comments to make which she had not submitted yet. It was noted that there was an outstanding complaint and the Chair said she would deal with it but there had been circumstances beyond her control	
All agreed	<ul style="list-style-type: none"> ○ Ann to send her comments to Nick ○ The Complaints Policy review be deferred until the next meeting ○ Toussainte to deal with the outstanding complaint asap 	AL NW TR

Item 9	HR Matters	
	<p><u>Staff Recruitment</u> Noted that both new postholders had been inducted.</p> <p><u>Contracts.</u> There was a discussion about whether to extend Abel's contract beyond the end of June. Noted that, as there had been no up-to-date written reports or evidence of planning by the Milling Co-ordinator in spite of requests over a period of time to demonstrate that the project was sustainable, there wasn't an argument to extend the contract at this time.</p> <p><u>Trustee Recruitment</u> Marita had reported adverts were widely circulated including with Reach Volunteering, FoWG newsletter and website. Viv reported that one response had been received so far. It was noted that Ann would like to be on the interviewing panel. It was agreed to extend recruitment until 22nd July. Viv will tell Reach Volunteering.</p>	
All agreed	<ul style="list-style-type: none"> ○ Viv to ask Marita to set up panel members and remind her that Ann would like to be on it ○ Viv, Marita, Catherine and Allen to ensure Trustee recruitment advertisements on Reach and elsewhere show closing date has been extended until 22nd July ○ Viv to check staff handbook and progress decision with Toussainte over Abel's contract 	VWMB VW/MB /CH VW/TR

Item 10	Any Other Business	
	<ul style="list-style-type: none"> - <u>Jeff Thomas Memorial</u> taken in Item 6 (above) - <u>Trustee Indemnity Insurance</u> Noted that there was no time to discuss this at the present meeting, so it should be deferred and added to the Risk Register 	
All agreed	<ul style="list-style-type: none"> ○ To defer the Trustee Indemnity Insurance issue until the next meeting. All to read the relating paper circulated for the present meeting. 	ALL/VW

Next Meeting	Board Meeting on Tuesday 12 th July 7pm by in person. Zoom to be available to those who cannot make it in person, on request.	ALL
---------------------	--	-----