



Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 12 th July 2022, 7pm
Location	Brixton Windmill Centre, Blenheim Gardens, SW2 5DA
Present	Board members: Philippa Tudor (PT), Jean Kerrigan (JK), Viv Whittingham (Minutes, VW), Chris Patton (CP), Nick Weedon (NW, Chair of the meeting). In attendance: Yasmeen Patel, Mags di Ceglie (items 1 and 2 only)

Item 1	Welcome and Apologies:
	The Chair welcomed the Board Members. Apologies were received from Toussainte Reba (TR), Ann Lee (AL), Marita Brown (MB), Mark Gordon (MG), and Sonam Sikka (SS). The Chair wished Ann and Toussainte speedy recoveries from their illnesses.

Item 2	Financial Presentation and Reports
	<p>The meeting thanked Yasmeen and Mags for the work they had been doing since February to overhaul and rationalise FoWG finances on QuickBooks so that the main systems (QuickBooks, Zettle, Paypal) used by FoWG were in step. This would alleviate manual input. New donations will be entered via Zettle. Gift Aid had been parked for now as it appeared that we are not registered presently as a charity with HMRC. Yasmeen spoke about the Financial Systems Project, Finance Report (Board Pack previously circulated) and the Finance Process Manual. It was noted that:</p> <ul style="list-style-type: none"> - no comments had been received in advance of the meeting by the Treasurer - the manual had some blank spaces for protocols e.g. data protection, and minutes. - a Cashflow report was not necessary as Budget vs Actual Spend had that information and a report could be generated whenever required, quarterly or more frequently - Mags and Yasmeen had entered profit and loss since 2019 by class (i.e. 31 different grants at present) so reporting was simpler. Budgets can be entered for the most important grants. - QuickBooks has a petty cash app. <p>Yasmeen suggested that:</p> <ul style="list-style-type: none"> - back up should be saved on google drive and that anyone with access to QuickBooks – to be agreed as appropriate - could access a report. This is confidential data and would be password protected. Philippa noted that this addressed item 10 on the risk register while the suggestions and the improvements would also address #21 (business continuity) and #6 in the risk register. - Budgets for the most significant grants be entered on QuickBooks under the class - FoWG, going forward, employ a bookkeeper for one day a week (spread over several days) to keep the system well managed, especially in view of risks of fraud these days. She said FoWG's complex and different income streams warranted the employment of a trained professional. The Treasurer and Centre Manager would have oversight. She reported that a job spec had been produced - Board members rotate responsibility looking at financial reports strategically to feedback to meetings.

All agreed	o Sonam to ensure FoWG is registered as a charity with HMRC so we can progress claim for Gift Aid by the September Board	SS
	o Sonam to add notes to the Finance Process Manual as necessary and suggest any changes to the Financial Policy in the light of the new manual by the September Board	SS
	o Board to go through underspend on past grants and agree to move to unrestricted/reserves so they can be shut down	Board
	o Board to do the above task regularly each Feb/March	Board
	o September Board to decide on level (at least £15k, but probably £20k) of Reserves	Board
	o Centre Manager to assess the current market rate for employing a bookkeeper and progress the employment for one day a week (spread over several days) to keep the system well managed	CH
	o Board and staff to ensure that Yasmeen's recommendations are taken forward	CH/All

Item 3	Last Minutes (previously circulated) and matters arising	
	<p>The meeting agreed that the last minutes of the June 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 - Ann to circulate link to document on G-workspace recording all sub-group members - Nick to find out about access to reset key so Fire Drills can take place in the Centre - Sonam to advise on insurance costs for the delivery bike <p>Matters Arising</p> <ul style="list-style-type: none"> - Noted Philippa's draft protocol on response times had received support from the Board. - Noted the Charity Commission's paper on insurance, in particular on Trustee Indemnity Insurance, had been circulated and there were no questions. 	
All agreed	<ul style="list-style-type: none"> o June 2022 minutes of the FoWG Board were a true and accurate record o Actions that have been rolled over from month to month be reassessed at the September meeting and reallocated as necessary if not reported as having been completed by August 30th. o To accept the protocol on response times and put it in the Trustee Pack: <i>Trustees (and, where relevant employees) will be sent by email for comment all major policy decisions. On occasion, decisions may need to be taken at short notice, for example when they relate to the acceptance of funding. In general, however, when draft papers or other policies are sent to trustees for comment, it will be assumed that where they have not replied within a week of sending that they are content with the content, and late replies will not be considered.</i> <p><i>Where Trustees have detailed points on a policy it is likely to be helpful if they attempt to discuss these with the main policy lead/s in that area before Board meetings, in order to focus on any key points of difficulty or difference.</i></p> <p><i>Every effort will be made not to send documents for approval in the main holiday periods of August and around Christmas/New Year, and the FOWG normally does not meet in August and December. Where possible, all major decisions are taken at Board meetings</i></p> <p>Philippa, Toussainte and Sonam be delegated to progress to a decision about Trustee Indemnity Insurance outside the meeting</p>	<p>SS/NW/ AL/Board</p> <p>ALL/VW</p> <p>PT/TR/S S</p>

Item 4	Risk Register (previously circulated)	
	<p>Philippa reported that red #5 (Dependency on certain trustees for knowledge of running FoWG or particular specialist skills) and #29 (Operation of modular mill – accident with exposed machinery) were unchanged, but #5 was being addressed. She suggested</p> <ul style="list-style-type: none"> - #10 (Accidental or malicious disclosure of personal information) come to the September Board and also #21 Computer system fails or loses data - #11 (Complaints or concerns from parents of children or young people, including on school visits. Insufficient protections for adults with learning disabilities), #12 (Theft from, & damage to, FOWG centre) and #15 (Illness/alleged illness caused by food sold in pop-up café) would need to be addressed by October. 	
	<ul style="list-style-type: none"> o Chair to identify who will lead actions on data protection and a data audit to be held annually, action on which to come to the September Board with consideration of securely backing up data o Relevant leads to address - by October - issues of 	<p>TR Board</p> <p>ALL</p>

	-Complaints or concerns from parents of children or young people, including on school visits. Insufficient protections for adults with learning disabilities -Theft from, & damage to, FOWG centre and -Illness/alleged illness caused by food sold in pop-up café	
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Item 5	Sub-group reports	
	Leads were thanked for all their reports, all sub-groups having sent something in except for Archive & History. Jean added, re Education, that more volunteers and educators are being recruited, that Lambeth and Southwark schools would be charged £120, other boroughs £150 and independent schools £170 per workshop, all being at a loss, she thought, except for the independent schools. Re milling, it was noted that the cost of grain was unpredictable, that there was inadequate storage to buy in bulk, and that nobody leading milling at present, all being a matter of concern. Jean said it is planned with the Centre Manager to send out a survey to volunteers interested in milling to seek their views and engage them.	
All agreed	<ul style="list-style-type: none"> o Sub-group reports noted o Jean to progress survey of milling volunteers to actively engage them, to revive the milling sub-group and to address current issues going forward, including bike rental. 	CH/JK

Item 6	Chair's report	
	It was noted in the absence of the Chair that, further to the last minutes, <ul style="list-style-type: none"> - workshops – one online, one face-to-face - are planned to gauge views of Board members and others about FoWG's future activities (to present to the AGM in October). They will be facilitated by Marita. Members suggested that communications about these should be sent out as soon as possible to maximise attendance. - a memorial event for Jeff Thomas Is arranged for July 22nd at which his sister will attend. Members are asked to prepare a few words to share and bring food if possible. 	
All agreed	<ul style="list-style-type: none"> o Communications about the online and in-person planning meetings over the summer for the Board and people active in FoWG be sent out asap o All to prepare a few words to say about Jeff at the event on July 22nd 	TR//MB ALL

Item 7	Review of Policies: Volunteer and Volunteer Expenses; Complaints, Financial Controls; Reserves.	
	There was discussion about deferring these reviews and the importance of them not falling out of their review date. No comments had been received on any of the policies after they were circulated but there was a request to defer.	
All agreed	<ul style="list-style-type: none"> o the Complaints Policy o the Volunteer and Volunteer Expenses Policy o the Financial Controls and Reserves Policies o that if interested parties wanted changes to the above policies they should bring amendments to the Board in due course 	ALL

Item 8	HR issues	
	It was reported that Abel's contract would finish at the end of July and that Trustee recruitment is taking place.	

Item 9	Any other business	
	It was reported that a complaint had been outstanding since April. All agreed that this was unacceptable	
All agreed	<ul style="list-style-type: none"> o Nick as Vice Chair to advise the Chair that he will deal with the complaint according to procedures asap 	NW

Next Meeting	Board Meeting on Tuesday 13 th September 7pm	ALL
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