



Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 13 th September 2022, 7pm
Location	Brixton Windmill Centre, Blenheim Gardens, SW2 5DA
Present	Board members In person: Toussainte Reba (TR, Chair), Jean Kerrigan (JK), Viv Whittingham (VW, Minutes), Chris Patton (CP), Nick Weedon (NW), Mark Gordon (MG). Via MS Teams: Philippa Tudor (PT), Sonam Sikka (SS), Ann Lee (AL), Marita Brown (MB). In attendance: Edgar Sutcliffe, Emma Smith-Bodie.

Item 1	Welcome and Apologies:
	The Chair welcomed the prospective Trustees, Edgar and Emma. All introduced themselves. It was noted Edwin had been alerted to the vacancy via Instagram and Emma had been headhunted via Reach Volunteering.

Item 2	Chair's Report (Centre Manager's report previously circulated)
	<p>The Chair reported that</p> <ul style="list-style-type: none"> -while the death of the Queen had been noted on FoWG social media, it had little impact on activities -a new bookkeeper, Sarah Hooper, had been engaged from today to take over Mag's work. -Catherine Hamilton, Centre Manager had recommended that Abel had passed the probationary period. Her own probationary period had come to an end and Toussainte was liaising with her about that. -the Code of Conduct and Values needed reviewing -community engagement was progressing -insurance matters had been dealt with. <p>Planning the AGM The Chair reported that Sonam and Ann would be standing down as Trustees at the AGM and seeking re-election and that Chris was retiring. Toussainte asked that any existing Trustee thinking of retiring let her know by Friday 16th. Sonam reported that the Annual Accounts would be ready for the AGM. Viv noted that the invitation, Annual Report and Accounts had to be posted by October 4th at the latest, if weekends were included, and before that if not. Toussainte will liaise with Viv and Mark re preparing for the AGM. She wants to invite Lambeth Parks Dept after holding a meeting with them to discuss pertinent issues. As they are candidates for two vacant Trustee positions, Viv asked Emma and Edgar to provide very short biogs for posting.</p>

All agreed	<ul style="list-style-type: none"> o Any Trustee wanting to retire, but has not declared yet, let Toussainte know by Sept 16th o Sonam to ensure Annual Accounts are ready for posting on the website by the end of September in time for the AGM. o Toussainte to ensure the Annual Report is ready for posting on the website by the end of September in time for the AGM o Mark and Toussainte to work on publicity for the AGM and to invite LBL Parks Dept o Viv and Toussainte to liaise re formal Agenda and website invitation o Prospective new Trustees, Emma and Edgar, to provide short biogs for AGM information o Toussainte to have a meeting with LBL Parks to discuss outstanding issues 	<p>ALL</p> <p>SS</p> <p>TR</p> <p>TR/MG</p> <p>TR/VW</p> <p>VW</p> <p>TR</p>
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Item 3	Other Trustee's Reports (Deliverables document, Risk Register, Volunteer paper and financial reports previously circulated)
	<p>The reports were noted. Members added the following.</p> <p>Governance/ deliverables Marita reported that:</p> <ul style="list-style-type: none"> - Business Planning for 2023 onwards, had taken place through setting priorities in March and, lately, two community engagement activities – one on-line and one face-to-face - with approximately 15 people

attending each session. A summary of the key outputs of those events would be circulated to all Board members for comment by 28th September after which a report would be prepared for the AGM .

- **Trustee recruitment** success was due to advertising widely and allowing a lead-in of about 4-6 weeks. It was noted that ties with the local community were important.

Events Jean reported there would be a meeting after the upcoming Harvest Festival to seek new ideas and plan next year's events programme. Some funding had been secured and the fundraising group would be advised of shortfalls. Mark asked for a breakdown of income from each open day combining all sources of income (e.g. tour ticket sales, cafe, merchandising, stall holders such as Brixton Brewery) to enable better decisions to be taken about what sorts of events we plan in 2023. Viv mentioned that a fundraising volunteer, Georgia, is doing some analysis of events and will let Mark know what this comprises. Jean said there were useful records on income and expenditure. Chris suggested increasing the number of festivals, in particular reinstating a revamped Halloween festival.

Health & Safety/Risk Register Philippa introduced the register.

#24 To reduce the impact score of the COVID-19 risk from 5 to 4 and review in about 3 months time (PT suggested the November Board meeting, partly because of the meeting schedule and partly ahead of Christmas events)

#11 Toussainte to take forward

10 Noted new IT lead could lead actions on data protection, an annual data audit and consideration of secure back-up.

#12 FOWG Centre security - Centre manager to address by October (PT also noted newly discussed risks in this regard)

15 Noted a number of the café staff have done the appropriate food hygiene training. Ann to check with volunteers that this is the case with new volunteers, and to compile a list of trained volunteers, copying Jean and Catherine, Centre Manager, so that this was accessible for each event.

Noted that the Centre Manager is reviewing security and has already acted on several issues.

Agreed Covid-19 likelihood level to remain the same in view of high infection rates and review later in the year.

Maintenance. Nick referred to the Maintenance log which needs wider access. Currently the Centre has problems with boiler pressure, a suspected water leak and cladding while the windmill has a problem with a lightning conductor. He requested more on-going support. He also said a brief was needed for Centre improvements.

Fundraising / Social Impact Viv reported that

- going forward with the Business Plan, the fundraising group needs details in good time of project costs, income sources and staff and volunteer resources needed. Toussainte suggested the group provide a spreadsheet of what was required

- Dean, a volunteer, had developed two survey forms, one for visitors to the windmill and one for the community. It was suggested these be piloted at the next open weekend with volunteers using their smartphones

- a volunteer, Alice Dias was helping with funding the development of FoWG's education offer

Volunteers Ann spoke to her proposals to revise the Volunteer Policy (previously circulated).

After discussion it was agreed that comments on the proposals be sent to Ann by September 23rd and that Abel and Catherine be asked for their input.

Communications Mark reported on: involving Catherine with Comms activities; the need for work on FoWG's website architecture; prioritising building stronger relations with local businesses and BID; meeting the London Community Foundation (based in Brixton, who will be visiting the Lunch Club that they fund); the £2000 donation from a local business and the need for a PR volunteer to join the Comms team. He suggested that he and the fundraising group explore possibilities for a CRM system.

	<p>Finance: Sonam reported on Mag's handover to the new bookkeeper, Sarah Hooper, who will prioritise i) the annual accounts which, if not signed off in time, will be presented at the AGM in draft form, and ii) circulate an updated financial report to the Board by the end of September. Many of the present budget lines are thought to be too granular. Sarah Hooper will be taking on cash handling from Jean and so the policy needs to be looked at along with financial procedures.</p> <p>After discussion it was agreed that the underspend in restricted funds be transferred to the general fund, £15,000 of which be set aside for reserves. This adds to the present reserve of £5,000 making a total of £20,000. Sonam said the total underspend amounted to approx. £35k and it was agreed that education was a priority for the underspend once it was in general funds.</p> <p>Milling, Jean said a meeting of millers was planned for late September.</p>
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All agreed	<ul style="list-style-type: none"> ○ Marita to circulate the summary of the key outputs of the community engagement events to all Board members for comment by September 28th ○ Viv to let Mark know what events analysis Georgia has done ○ Members to engage with event planning for 2023 ○ Philippa to update risk register in line with feedback in the minutes ○ Ann to check new volunteers working in the café have appropriate training cc JK and CH ○ Consideration be given in future funding bids to strengthening Comms e.g.PR, a CRM system ○ Nick to liaise with Catherine, Centre Manager about the boiler pressure and leak ○ Toussainte to oversee Abel, Catherine and Ann in recruiting volunteers to form a maintenance sub-group ○ Viv to ask Dean to help with piloting the Social Impact Forms and Catherine, Centre Manager, Mark and Nick take this forward ○ All, and Abel and Catherine, to send comments on the proposed Volunteer Policy to Ann by Sept 23rd. ○ Sonam to draft an email to the Donor of £2000 for Toussainte to send ○ Sonam to ensure the annual accounts are sent to Nick Cattermole for independent verification in time for the AGM ○ Sonam to ensure the Cash Handling and Financial Procedures Policies are fit for purpose ○ Sonam to effect <ul style="list-style-type: none"> - the transfer of the underspend of restricted funds to the general funds and - increase FowG Reserves by £15,000, making a total of £20,000 in reserves. And to bring a revised Reserves Policy the next Board 	MB/ALL VW ALL PT AL MG/VW NW TR/AL VW/MG /CH/NW ALL SS SS SS SS
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Item 4	Last Minutes (previously circulated) and matters arising	
	<p>The meeting agreed that the last minutes of the July 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 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 	
All agreed	<ul style="list-style-type: none"> ○ June 2022 minutes of the FoWG Board were a true and accurate record 	

Item 5	Any other business	
	<p>It was reported that LB Lambeth would be consulted about Jeff Thomas's memorial bench, for which £2000 of £3500 has been raised so far. A photo competition is also to be instituted. Ann proposed that the Sustainability/Environmental Policy be looked at again and it was suggested that the task of reducing costs, particularly energy costs, be part of the upcoming discussion with the Council.</p>	

All agreed	○ Jean to take forward the installation of Jeff's bench with Lambeth Council and to talk with millers about taking forward the photo competition	JK
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Next Meeting	Board Meeting on Tuesday 8 th November 7pm	ALL
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