



<b>Minutes</b>	Friends of Windmill Gardens – Meeting of the Board of Trustees
<b>Date</b>	Tuesday 13th June 2023, 7pm
<b>Location</b>	MS Teams
<b>Present</b>	Board members: Toussainte Reba (TR, Chair), Nick Weedon (NW), Mark Gordon (MG), Edgar Sutcliffe (ES), Ann Lee (AL), Marita Brown (MB), Emma Smith-Bodie (ES-B, Minutes), Yasmeen Patel (YP, new Trustee, observing), John License (JL, new Trustee, observing), Tori Reeve (VR, new Trustee, observing)

<b>Item 1</b>	<b>Welcome and Apologies:</b>
	The Chair welcomed Trustees to the meeting, including three of the four new Trustees: John License, Tori Reeve and Yasmeen Patel. Apologies were sent by Lizzie Taczalski (LT, new Trustee).. Sonam Sikka (SS) was due to attend but had technical issues joining remotely. It was noted that this meeting was the deferred May meeting which we were not quorate for.

<b>Item 2</b>	<b>Last Minutes (previously circulated) and matters arising</b>
	<p>The meeting agreed that the last minutes of the March meeting were a true record and noted the only outstanding or partially outstanding actions from previous minutes and not on the Agenda were:</p> <p>(From the July 2022 meeting)</p> <ul style="list-style-type: none"> <li>- Nick to find out about access to reset key so Fire Drills can take place in the Centre</li> </ul> <p>(From the September 2022 meeting)</p> <ul style="list-style-type: none"> <li>- Nick to create a log of Health and Safety training for staff and volunteers</li> <li>- Sonam to ensure the Cash Handling and Financial Procedures Policies are fit for purpose</li> <li>- Sonam to effect the transfer of the underspend of restricted funds to the general funds and increase the FoWG Reserves by £15,000, making a total of £20,000.</li> </ul> <p>(From the November 2022 meeting)</p> <ul style="list-style-type: none"> <li>- Toussainte to send an email and Nick to liaise with millers to address mill safety</li> <li>- To update the Financial Procedures Policy for the final version to come to the January Board, deadline 6<sup>th</sup> January</li> <li>- To take Jean off as a signatory to the FoWG bank account and add Mark Gordon</li> </ul> <p>(From January meeting)</p> <ul style="list-style-type: none"> <li>- MB &amp; AH to create high-level delivery plan for VMS for next board meeting (14/03/2023)</li> <li>- AH to send a follow up timetable for the process laid out in the proposal.</li> <li>- AH to confirm with Sarah re invoice for VMS Assemble.</li> <li>- An appeal to be organised for £1000 for Jeff Thomas's photography competition.</li> <li>- TR/MB/SS to begin handover note/process &amp; closing off outstanding items</li> <li>- TR to set up a quarterly meeting to review Centre income and Managerial costs with NW &amp; MB</li> <li>- CH Set up a meeting to review Hire Charges with ES, NW &amp; TR</li> </ul> <p>(From March meeting)</p> <ul style="list-style-type: none"> <li>- SS to save and share colour coded YTD Vs Actuals in G Drive</li> <li>- Business Planning session to engage with CH &amp; Sarah over venue hire vs keyholder costs</li> <li>- SS to do Cashflow presentation with Sarah</li> <li>- AL &amp; AH to look at Assemble VMS to track volunteer time</li> <li>- MG &amp; CH to ensure policies are added to the new area of the website</li> <li>- ES-B/AL Ensure policies in Volunteers drive and area of the website are up to date</li> <li>- CH to start premises licence application</li> </ul> <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>- No matters arising that were not covered in subsequent reports</li> </ul>

All agreed	○ Outstanding actions from July, September, November, January and March meetings to be brought forward	SEE LIST
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Item 3	Trustee Reports
.1	<p><b>Chair Report</b> TR addresses that the induction of four new Trustees filled priority gaps the Board had. It was noted that there would be overlap with areas of responsibility; MG expressed he was keen to talk individually with VR &amp; JL. TR will arrange to catch up with new Trustees. LT will be leading on Milling with input from JL, Abel Holsborough (AH) has been de facto Lead Miller and will continue to feed in and enable LT to take this on. It was noted that this is the time if Trustees wanted to assess and change their responsibility areas. TR welcomed any ideas on how we could do this differently. It was noted that AH was injured during Milling in past months and so safety needs to be reviewed.</p> <p>It was noted that this is the deferred May meeting as we were not quorate. It was confirmed that the Chair, Vice Chair, Secretary and two others would make a meeting quorate.</p> <p>TR updated the Board on the progress of the Business Plan. This plan covers 2023-2025. TR thanks NW for his hard work on this. This document is for public use such as funders. There have been many changes made including the removal of an executive summary which may be readded if necessary. New sections including Engagement, Working in Partnership, Branding and Communications. The Budget Review has been completed as part of this. It was noted that this plan does not include any savings, and we ended the financial year unbalanced. Trustees were asked to review the plan, and TR will be organising a sprint session with Trustees and staff in July. ES recommended Donna from the Fundraising subgroup to join.</p> <p>TR set out a proposal for a new Park subgroup. She noted we already have active members involved with the park who would be invited to join. TR would also invite council officers. There would be overlap with Events here so TR would work with VR, and NW noted he might have scope to join too.</p> <p>TR set out plans to write a letter to the council about our objectives. TR will draft and share with the Board. A particular Acre Lane councillor - name possibly David Bridson - would be good to engage with. MG to check the name of this councillor.</p> <p>Last on the Chair's report was the 20th Anniversary. MG noted that the Comms group would be meeting on the 14th June and ideas would come out of this.</p>
.2	<p><b>Financial Reports</b> SS had technical difficulties joining and so no Financial Reports were presented. TR to pick this up with SS.</p>
.3	<p><b>Governance report</b> MB welcomed our 4 new Trustees, 3 of whom were present. MB noted that YP would be progressing a handover with SS for the Treasurer responsibilities. It was noted that there is now a gap with the Risk Register since Philippa Tudor left. We need to identify a Trustee who can lead on this. SS is intending to stay on as a Trustee but would be without an area to lead so this could be handed over to her. It was noted that this was an urgent action. TR said shewould pick this up with SS.</p> <p>The Board were all encouraged to meet and get to know our new Trustees.</p>
.4#	<p><b>Events</b> With the loss of Jean, VR will take over this responsibility. TR would liaise with VR and Jean for a handover.</p>
.5	<p><b>Risk Register</b> No update as no Trustee leads on this.</p>
.6	<p>Maintenance Key updates from NW concerned the cladding on the centre would need replacing as has been damaged. NW has been speaking with Lambeth Council about this but there is no resolution as yet. YP raised the issues that closing the Centre for works such as recladding would have a financial impact; it</p>

	<p>was noted there was also financial risk if issues with the Windmill were not picked up (see below). It will be a big issue to re-clad the Centre which would result in the centre being closed for a period of time. There was a call out for volunteers to put up cupboards for the Centre office once these are ordered. This will be organised for July or August.</p> <p>In terms of the Windmill - the patent sails and the damp are the key issues. Quotes to deal with the damp have been submitted to Lambeth Council. Jean Kerrigan had been in touch with the Council lead on this and drafted a letter; TR to pick this up. TR to also pick up with Squire &amp; Partners about issues with the Centre.</p> <p>Risks remain the lighting, or lack of, in the park. The Fundraising group has tried putting in bids for this. The Drop Ins every first Saturday of the month have attracted 1 or 2 volunteers, NW acknowledge help from ES and volunteer Eric. There is no group that can organise priorities for maintenance, and we need more ways to attract volunteers. The long-awaited VMS should help with this. NW to liaise with AL about putting out a call that is attractive to volunteers - it is not always simply chores that need doing and NW provides information about the Windmill on an ad-hoc basis for those interested.</p> <p>Volunteers helped turn the cap on the Windmill during our National Mills Weekend Open Day. It would be worth advertising the dates that millwright Paul Selwood is attending to attract more volunteers. This would also help with bespoke Centre Bookings.</p> <p>It was noted it should be a priority for Abel to look at volunteers for maintenance.</p> <p>VR suggested contacting our local Conservation Officer who could be a useful advocate - Doug Black.</p> <p><b>.7</b> <b>Fundraising</b> ES noted that in order to apply for 3-year applications the Fundraising subgroup need the 3-year budgets.</p> <p>ES requested the event attendee survey data - ES-B to get this data from Dean with AL. TR thanked the subgroup for their hard work on the bids even if they were not successful. The Business Plan would not be ready for June bids but it will be ready for future bids.</p> <p>ES noted there are 5 members of the Fundraising subgroup, which is a good number for now and always happy to have more. The group wants to focus on diversifying income. ES to bring a presentation to the next board - ES to liaise with ES-B.</p> <p><b>Volunteering</b> There is an ongoing issue recruiting enough volunteer millers and for the cafe. AL working with regular volunteer Eric to increase these. Issues arise with the need to onboard volunteers thoroughly, and in the winter there are issues with milling due to the cold and damp. AL is looking for support with training and retaining volunteers.</p> <p><b>.8</b> The Board talked about a possible Away Day for the volunteers to encourage retention. It was noted there would be overlap here with VR &amp; Events.</p> <p><b>.9</b> <b>Archive &amp; History</b> There is still progress being made towards the museum accreditation, and it was noted that having accreditation will mean access to Arts Council funding. They will be following up on this with Lambeth Council. VR noted that she has experience with the accreditation process - VR &amp; AL will liaise.</p> <p><b>.10</b> <b>Communications</b> The domain was not renewed and our website and email went down for 36 hours. Our digital agency Effra Digital has offered to maintain these records for us. We will discuss the domain at a future date.</p> <p>It was noted that a Health Service Provider mentioned the Windmill.</p> <p>TR thanked everyone for their reports.</p> <p>At this point in the meeting VR introduced herself as she had to leave early. VR left the meeting at 8pm.</p>
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All agreed	<ul style="list-style-type: none"> <li>○ Trustees to review Business Plan</li> <li>○ TR to organise sprint session with trustees, staff and volunteers</li> <li>○ TR to progress the proposal for the Park subgroup</li> <li>○ TR to draft and share with the Board a letter to Lambeth Council</li> </ul>	ALL TR TR TR
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	<ul style="list-style-type: none"> <li>○ TR to pick up Financial Reports, Treasurer handover and Risk Register with SS</li> <li>○ VR &amp; TR to liaise with Jean about the best way to do Events reports</li> <li>○ AL to liaise with AH about a call out for maintenance volunteers</li> <li>○ Windmill damp issue to be picked up by TR</li> <li>○ Get event attendee data from Dean</li> <li>○ ES to create fundraising presentation and liaise with ES-B for next Board meeting</li> <li>○ AL/VR to connect about museum accreditation</li> <li>○ Decision to be made about domain renewal</li> </ul>	SS TR/VR AL/AH TR AL/ES-B ES/ES-B VR/AL ES-B/MG
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<b>Item 4</b>	<b>Other Updates and Reports</b>	
<b>a</b>	<p><b>FoWG Centre Manager report (previously enclosed)</b></p> <p>The Board were happy to accept the Centre Manager (CH) report with a couple of comments and questions:</p> <ul style="list-style-type: none"> <li>- Concerns were raised about the Thames Water billing issues.</li> <li>- Lighting update - ES noted the latest grant application was not successful but we would keep trying before winter arrives again. This issue needs to be raised with Lambeth Council.</li> <li>- There were comments that the Beer &amp; Bread event was very successful, but there were issues with the management of attendance.</li> <li>- CH raised again her issue with the debit card in her report - TR to pick this up with SS</li> </ul>	

All agreed	○ TR to sort debit card issue with SS	TR/SS
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<b>Item 5</b>	<b>Business Plan (TR &amp; NW)</b>	
	Trustees were given more time to review the new Business Plan. A sprint session will be organised for Trustees, staff & volunteers (see Chair's Report in Item 3).	

All agreed	○ Actions covered in Item 3	
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<b>Item 6</b>	<b>Premises Licence</b>	
	The question remains over who will be named in the Premises Licence. CH needs to know this before progressing with the licence application. It is between NW & MG	

All agreed	○ MG or NW to put through the information with CH	
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<b>Item 7</b>	<b>Policies up for review</b>	
	<p><b>Environment Policy</b> Key areas of note are to find out if Lambeth could shift risk, and that the Parks are our Landlord.</p> <p>AL happy to be on the review panel for continued work on this and raised how many plastic cups were used and thrown away. It was noted that the policy covers us as an organisation and encourages us to encourage our suppliers to use more sustainable practices.</p> <p>The Environmental Policy was approved by the Board. Next review in 3 months</p>	

<b>Item 8</b>	<b>AOB</b>	
	No AOB was raised.	
	JL gave an introduction to himself.	
	Thanks given from TR to all for their attendance and attention.	

<b>Item 9</b>	<b>Confidential Matters</b>	
	There were no confidential matters raised.	

Meeting closed: 8.53pm

<b>Next Meeting</b>	Board Meeting on Tuesday 11th July 2023	ALL
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