



<b>Minutes</b>	Friends of Windmill Gardens – Meeting of the Board of Trustees
<b>Date</b>	Tuesday 11th July 2023, 7pm
<b>Location</b>	MS Teams
<b>Present</b>	Board members: Nick Weedon (NW, Vice-Chair), Mark Gordon (MG), Edgar Sutcliffe (ES), Ann Lee (AL), Marita Brown (MB), Emma Smith-Bodie (ES-B, Minutes), Yasmeen Patel (YP, new Trustee, observing), Lizzie Taczalski (LT, new Trustee, observing), Tori Reeve (VR, new Trustee, observing)

<b>Item 1</b>	<b>Welcome and Apologies:</b>
	The Vice Chair welcomed Trustees to the meeting, including three of the four new Trustees: Tori Reeve, Lizzie Taczalski and Yasmeen Patel. Apologies were sent by Toussainte Reba (TR), Sonam Sikka (SS), John License (JL) The Board noted they sent their sympathies to TR following the passing of her father.

<b>Item 2</b>	<b>Last Minutes (previously circulated) and matters arising</b>
	<p>The meeting agreed that the last minutes of the June 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> </ul> <p>(From January meeting)</p> <ul style="list-style-type: none"> <li>- AL &amp; NW &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> </ul> <p>(From June (May-deferred) meeting)</p> <ul style="list-style-type: none"> <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> <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> </ul>

	<ul style="list-style-type: none"> <li>- ES-B to get event attendee data from Dean</li> <li>- AL/VR to connect about museum accreditation</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>
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All agreed	<ul style="list-style-type: none"> <li>o Outstanding actions from July, September, November, January, March and June meetings to be brought forward</li> </ul>	SEE LIST
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Item 3	Trustee Reports
.1	<p><b>Financial Reports</b> SS sent apologies for this meeting, and it was noted there were no Financial Reports in the meeting folder. It was noted by the Board that we have not seen any Financial Reports or progress on outstanding financial items for quite a while and this is a cause for concern. It was noted that we do have a Forward Budget that we can use for reporting against.</p> <p>It was agreed that a joint meeting needs to be set up between SS, YP and bookkeeper Sarah to ensure handover begins and these outstanding items are progressed and closed off.</p>
.2	<p><b>Meeting Schedule</b> ES-B has created a meeting schedule for 2024. The Board raised points to consider around:</p> <ul style="list-style-type: none"> <li>- Easter dates</li> <li>- Booking in a longer period for away days, potentially half-yearly</li> <li>- Designating one Board meeting a year as a strategic planning meeting</li> <li>- If we want to look at external venues for away sessions, TR can look into this</li> </ul> <p>It was agreed that ES-B would review the schedule with the above points in mind and circulate an amended schedule.</p>
.3	<p><b>Comms</b> MG introduced a paper looking specifically at Supporters listed on our website. There are a handful of supporters listed in the website footer and then an additional page that lists all of them. MG's paper proposed some supporters that could be removed, and some new supporters who could be added, such as partnerships being forged by Abel as part of his work. AL mentioned that we pay a subscription to SPAB but there is also a lot of in-kind support from them. There was discussion around the term and definition of 'supporter', with a description considered as "money or in-kind support". The Fundraising subgroup can take a look at the funders listed, and the rest of the Board were given an action to review and feedback to MG.</p> <p>An issue related to lack of booking for the Windmill Walking tours was raised - MG will be speaking with CH about this and how they can be better promoted, on sites such as Next Door and IanVisits.</p>
.4	<p><b>Fundraising</b> The Board noted the good news of the City Bridge Trust grant of £30k for a 3 year gardening project. CH was responsible for putting in the bid. MB raised the issue of who was overseeing this project as Trustee Lead, as the process should be that post-bid a Trustee should lead on a project, providing oversight to the Board. It was noted that ES will be the Trustee Lead on this project. MB noted that when we review Trustee Roles, a role looking exclusively after the Parks and projects like this aforementioned one could be a role we create.</p> <p>It was noted that NW will speak to CH and Jean Kerrigan about this project.</p> <p>AL asked about plans to have an Education Officer: ES replied that there is a plan in place for what this role would be and work will begin to find a budget/grant to cover this.</p> <p>Additionally, an activities/events coordinator post is being looked at, and also needs a funding plan.</p> <p>It was noted that great work was coming out of the Fundraising group, but reliance on grants means underfunding on core costs which causes problems.</p>

All agreed	<ul style="list-style-type: none"> <li>o ES-B to arrange financial meeting with SS/YP/Sarah</li> <li>o ES-B to amend and circulate 2024 Meeting schedule</li> <li>o Fundraising subgroup to review funders listed as 'supporters' on the website</li> </ul>	<p>ES-B</p> <p>ES-B</p> <p>ES/fundraising group</p>
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	<ul style="list-style-type: none"> <li>○ All Board Trustees to review ‘supporters’ listed on the website and feedback</li> <li>○ NW to liaise with CH and Jean Kerrigan on City Bridge Trust grant</li> </ul>	ALL NW
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<b>Item 4</b>	<b>Other Updates and Reports</b>	
<b>a</b>	<p><b>FoWG Centre Manager report</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>- It was great to see such positive feedback from the NHS away day group</li> <li>- AL highlighted the ESOL group, mentioning how diverse the group was with people from Ukraine, Afghanistan and Ecuador.</li> <li>- It is good to see a new volunteer has come on board to help with boosting corporate meeting hire. This volunteer, Yan, is also looking at how to revitalise our LinkedIn page.</li> <li>- It was noted that NW and AL met the liaison for Sensory visits (HLF Project) at the latest Open Day</li> <li>- HLF project: A number of discussion points were raised: <ul style="list-style-type: none"> <li>- No evaluator on board is a concern; we are not seeing a lot of progress</li> <li>- AL is not in a hurry to implement the move of volunteer details onto the VMS; concerns over losing details and losing volunteers with the move to new platform; it was noted that this transition needs a plan, including a plan for data cleanse of outdated volunteer information.</li> <li>- NW and AL will be taking on oversight of the HLF project</li> <li>- ES-B is meeting with AH and will put in place a deadline for VMS transition</li> </ul> </li> <li>- Sport England application: ES noted that there were differing views within the Fundraising subgroup about continuing with the application, after receiving the information that the grant will not fund any core costs. The question centres around whether we should be applying for grants without these costs, or how we can add them into other costs within the proposed project. ES noted that he was of the opinion that it would always be good to take the money and do a project however he recognises that these projects erode the availability of the Centre which means less revenue in venue hire. YP also commented that it was not just venue hire cost loss we need to account for, but for costs of staff member or keyholder available; it is never free to have the Centre open. There is a suggestion of moving this particular project to an unpopular slot in the Centre’s availability, such as 5-6pm, but this raises queries about whether we would get good attendance. The Fundraising group will be discussing this solution and the general issues around it.</li> </ul>	

All agreed	<ul style="list-style-type: none"> <li>○ ES to find out when CH needs to confirm to Sport England</li> </ul>	ES
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<b>Item 5</b>	<b>Business Plan (NW)</b>	
	<p>A long discussion was had around the content and structure of the Business Plan. It was noted that the Board was happy with the direction of the document and discussed the context of the plan and its purpose. MB raised that the plan shows great information and should do more to link back to our Strategic Objectives within the plan. The context of the document should be more forward looking and show what we’re delivering going forward. ESB raised that it was important for the document to say what we’re going to do, as this document goes to funders who will be looking at what we spend to deliver our objectives.</p> <p>Some quick wins were agreed:</p> <ul style="list-style-type: none"> <li>- Removing ‘Board priorities’ in Appendix 2</li> <li>- Moving the Organisational Chart to an appendix</li> </ul>	

	<p>- NW to condense demography section</p> <p>Targets inside Appendix 2 - Action Plan need to be reviewed to have figures attached to these: it is important to know the costs attached to these targets including volunteer time. There is confusion over which groups will have all this information as it is not all in one place. More needs to be done to bring the Forward Budget into the plan</p> <p>It will be important to test the document with a number of people outside of the Board, to ensure it is clear and comprehensive.</p> <p>This Business Plan needs to be presented at the AGM in October.</p>	
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All agreed	<ul style="list-style-type: none"> <li>○ NW &amp; JL to take feedback and amend Business Plan document for 12th August</li> <li>○ NW &amp; YP to meet about targets and budget inside Business Plan</li> <li>○ MG to look into whether we are in the 20% most deprived areas in the LSOA before 12th August</li> <li>○ ES-B to review Monitoring section before 12th August</li> </ul>	<p>NW/JL NW/YP MG ES-B</p>
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<b>Item 6</b>	<b>Premises Licence</b>	
	NW is progressing the Premises Licence application	

All agreed	<ul style="list-style-type: none"> <li>○ NW to continue with Premises Licence application with CH and aim for submission by end of July</li> </ul>	NW
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<b>Item 7</b>	<b>Board Away Day Session September 2023</b>	
	<p>MB led discussion on the best time for Trustees to meet on September 25th. The Board discussed what topics we wanted to cover, including the strapline, ways of working &amp; the balance scorecard.</p>	

All agreed	<ul style="list-style-type: none"> <li>○ MB to write up agenda</li> <li>○ ES-B to update calendar invite</li> </ul>	<p>MB ES-B</p>
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<b>Item 8</b>	<b>Fundraising session with ES</b>	
	<p>ES led an interactive session on donations and ways of getting donations from people. The Board looked at what is appropriate for the charity to engage with, and how we phrase donation asks.</p> <p>The Board agreed Lottery/Raffles did not feel appropriate, and large events such as formal dinners did not seem right for us either.</p> <p>The Board talked about encouraging people to give an additional voluntary donation when they buy memberships online. Leaving a gift in a will also felt more appropriate for us. A crowdfunding drive which is associated with a specific goal has worked for us before, i.e. memorial bench.</p> <p>When exploring new ways to increase donations we will always need to think about the marketing costs associated and the specific reasons behind these new methods.</p>	

All agreed	<ul style="list-style-type: none"> <li>○ ES to take ideas back to Fundraising subgroup and will return to next Board meeting with plans</li> </ul>	ES
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<b>Item 9</b>	<b>Policies up for review</b>	
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	<p><b>IT policy</b> - needs to encompass more information on website logins etc</p> <p><b>Health &amp; Safety statement</b> - need to review and include a monitoring section</p> <p><b>CCTV policy</b> - needs to be reviewed in full</p>	
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All agreed	<ul style="list-style-type: none"> <li>○ ES-B to amend IT policy &amp; circulate</li> <li>○ All Trustees to review CCTV policy &amp; Health &amp; safety statement</li> </ul>	ES-B ALL
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<b>Item 8</b>	<b>AOB</b>	
	<p>MG asked incoming Trustees to send a headshot and a bio for the website. The website will be updated when the new Trustees are co-opted to the Board in October at the AGM.</p> <p>It was raised that there is no central place where contact details for the Board are kept. This is important for communication.</p> <p>October AGM: we need to announce the AGM date at least 6 weeks in advance and get the information on the website. An agenda needs to be created.</p>	

All agreed	<ul style="list-style-type: none"> <li>○ LT, VR, JL &amp; YP to send headshot &amp; bio to MG for website</li> <li>○ ES-B to bring Board contact details into one place &amp; circulate</li> <li>○ AGM agenda to be created</li> <li>○ AGM date to be added to the website</li> </ul>	LT/VR/JL/V P/MG ES-B TR/ES-B/MB ES-B
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<b>Item 10</b>	<b>Confidential Matters</b>	
	See Confidential folder.	

Meeting closed: 9.14pm

<b>Next Meeting</b>	Board Meeting on Tuesday 12th September 2023	ALL
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