



<b>Minutes</b>	Friends of Windmill Gardens – Meeting of the Board of Trustees
<b>Date</b>	Tuesday 12th September 2023, 7pm
<b>Location</b>	Windmill Education Centre, Blenheim Gardens
<b>Present</b>	Board members: Toussainte Reba (TR, Chair), Nick Weedon (NW, Vice-Chair), Sonam Sikka (SS, Treasurer), 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) Apologies: Mark Gordon (MG)

<b>Item 1</b>	<b>Welcome and Apologies:</b>
	The Chair welcomed Trustees to the meeting, including the four observing new Trustees. Apologies were sent by Mark Gordon (MG) The Chair also sent regards from former Trustee Philippa Tudor.

<b>Item 2</b>	<b>Last Minutes (previously circulated) and matters arising</b>
	<p>The meeting agreed that the last minutes of the July 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>- 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 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> </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>- 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>- ES-B to get event attendee data from Dean</li> <li>- AL/VR to connect about museum accreditation</li> </ul> <p>(From July meeting)</p> <ul style="list-style-type: none"> <li>- NW &amp; YP to meet about targets and budget inside Business Plan</li> <li>- ES to take ideas back to Fundraising subgroup and will return to next Board meeting with plans</li> </ul>

	<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>- TR &amp; ESB AGM agenda to be created</li> </ul> <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>- There have been no comments on the policies - this has been carried forward and addressed in a later agenda point.</li> <li>- NW commented there has been no progress on the fire drill action.</li> <li>- Progress on licence is ongoing.</li> </ul>
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All agreed	○ Outstanding actions from July 22, September 22, November 22, January, March, June and July meetings to be brought forward	SEE LIST
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Item 3	Trustee Reports
.1	<p><b>Chairs Report</b> TR noted there was no full report for this meeting. TR primarily discussed the progress made on the Business Plan with NW &amp; JL, with more work to be done. There were comments on how the plan needs to focus fundraising on specific projects and progress for the charity. The plan needs to be shared again with a cover note from Toussainte. A 30 minute slot at the Strategy Away meeting on the 25th will be given to discuss the business plan. This Business Plan needs to be agreed at the next Board meeting.</p>
.2	<p><b>Finance Report</b>  Financial Policies, Procedures and Cash Handling policy will be handed over to incoming Treasurer YP. Bank account is with Coop Longer term we need to change but the current debit cards now longer work; this is to be sorted out before the AGM.  This requires all Trustees to sign up with The Charity Commissions; all Trustees have been added and need to sign up using the link the Charity Commission sends across.   Gift Aid is not being collected - this needs to be done with HMRC. SS will look for any information we may already have, and TR can ask previous Biz Manager Lucy if necessary   Water Rates information with Thames Water is still going to Jean Kerrigan, the contact for Lambeth needs to be updated. TR to arrange a Teams meet with Jean to ensure full handover of all the places JK is a contact.   There was also a recent £1000 donation - a TY from the Board needs to be arranged</p>
.3	<p><b>Volunteering</b>  There were 140 people taken on guided tours in July &amp; August - the Open Days are working capacity. We had our first BSL tours in August. This could have been better publicised but was a good first try.   VMS Transfer: AL has created an Action Plan. No one has started to be transferred yet. Abel H is doing a cover letter to ensure clear communication to volunteers such as Millers. LT to meet with key vols Abel &amp; Eric about Milling, as there has not been much response for weekday milling. It was noted that the plan has benefits and risks.   Policy training for Millers was discussed: there is currently no separate training for millers, they learn on the job. There is a general induction on the windmill, and dedicated inductions for millers should be introduced. It was suggested by AL that SPAB or other windmills could have a training pack.   AL noted she does not recruit volunteers for the Park group or community club, these lists sit with Jean and need to be acquired.</p>

	AL noted she would be contacting volunteers next for the Open Days and Special Events for October onwards.
.4	<p><b>Archive &amp; History</b></p> <p>The Archive group has not met since summer, the Autumn meeting will be in October. AL to ensure VR is invited to the next meeting and has details on the Archive group and project</p>
.5	<p><b>Communications</b></p> <p>MG sent a report in his absence. It was noted our YouTube needs to be updated and linked with our Google Listing. JL and NW to liaise about this.</p>
.6	<p><b>Fundraising</b></p> <p>ES reported there had been a number of failed bids. YP asked if these could be tweaked for ES to reuse in future if there has been feedback. The subgroup continues to look for other bids. It was noted we need more detailed numbers on events for applications. ES needs to come back to the Board with ideas on other income streams to explore, for example setting up JustGiving. This could be something to talk about at the AGM.</p> <p>The Forward Budgets are needed for future bids, as well as the updated Reserves Policy. SS to send this to ES. It was noted that the Fundraising report included “particu;arly SEND” as a bid priority; ES clarified this was more about including SEND in bid priorities than a direct focus.</p> <p>AL asked if there are bids/ideas for areas overlooked such as museum archiving that who to send them to. ES said to send it to him to share with the fundraising subgroup.</p>
.7	<p><b>Maintenance</b></p> <p>Monthly sessions continue, 5 regular people. A note was made to thank Allen for maintaining the benches recently - this could be something for the monthly newsletter. Finding volunteers and things to do is about what can do what and making gentle requests. GoodGym can sometimes help. There is an issue with the Shutter Sails, Damp and woodworm in the windmill. There are things we can do to train the millers such as not mopping, but Lambeth Council needs to step up and put aside a budget to maintain the windmill.</p> <p>The Chair thanked everybody for their reports.</p>

All agreed	<ul style="list-style-type: none"> <li>○ TR to share Business Plan and write cover note about change</li> <li>○ SS to hand over to YP</li> <li>○ Sign up to the Charity Commission website</li> <li>○ SS to look for Gift Aid processes and details</li> <li>○ TR to arrange meeting with JK to ensure full handover of Lambeth contacts</li> <li>○ TY from the Board for £1000 donation</li> <li>○ AL or LT to contact SPAB or other windmills for training packs</li> <li>○ AL to get Park and Elders Club volunteer details from Jean Kerrigan for input into Assemble</li> <li>○ AL to invite VR to next Archive meeting</li> <li>○ NW &amp; JL to talk re YouTube</li> <li>○ ES-B to liaise with ES about fundraising point at AGM</li> <li>○ SS to send Reserves Policy to ES</li> <li>○ ES-B to send Allen thank you for newsletter to CH</li> <li>○ Emails to Lambeth council re issues with the mill</li> </ul>	<p>TR</p> <p>SS</p> <p>ALL</p> <p>SS</p> <p>TR/SS</p> <p>TR/ES</p> <p>AL/LT</p> <p>AL</p> <p>AL</p> <p>NW/JL</p> <p>ESB/ES</p> <p>SS</p> <p>ES-B</p> <p>TR &amp; LT</p>
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Item 4	Other Updates and Reports	
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<b>a</b>	<b>FoWG Centre Manager report</b> The Board were happy to accept the Centre Manager (CH) report with a couple of comments and questions: <ul style="list-style-type: none"> <li>- ES-B raised if lighting was a priority for the fundraising subgroup; ES confirmed it was not. This will continue to impact our ability to keep staff safe and hire out the venue over winter.</li> </ul>	
<b>b</b>	<b>Annual Talk</b> NW has been working hard to bring together the annual talk, happening on the 27th September. NW noted that the first and second chairs are unable to attend. TR mentioned she had the old set of keys that she would bring to showcase. NW has been conducting interviews, and will whittle down the talk. The possibility was raised to record the talk to post later.	

All agreed	<input type="checkbox"/> ES-B to look at how we can record and share the talk later.	ES-B
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<b>Item 5</b>	<b>Business Plan</b>	
	This was covered in Agenda point 2.1 Chairs Report	

All agreed	<input type="checkbox"/> see previous actions	
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<b>Item 6</b>	<b>AGM update</b>	
	The AGM has been advertised on the website; the event link is on Eventbrite for people to claim their free ticket. An agenda needs to be created and circulated along with call for papers to members. The AGM is great opportunity to celebrate our 20th Anniversary	

All agreed	<input type="checkbox"/> ES-B & TR to meet re AGM agenda	ES-B/TR
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<b>Item 7</b>	<b>Proposal on life Membership Rates increase</b>	
	A proposal was put to the board about increasing the Life Membership rate. It was raised whether we could do a mailout to existing Life Members asking them to donate the difference - it was agreed there was no harm in asking.  There is a need to clarify the 10% discount  This proposal will be voted on at the AGM.	

All agreed	<input type="checkbox"/> MG to clarify 10% discount situation <input type="checkbox"/> ES-B to add paper to AGM events & ensure its circulation	MG ES-B
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<b>Item 8</b>	<b>Policies up for review</b>	
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	<p>Three policies remain up for review: IT policy, Health &amp; Safety statement ( need to review and include a monitoring section) and the CCTV policy. All Trustees asked to review and provide feedback by 1st November. A clearer tracker needs to be established that shows policy writer &amp; owner, and to enable better monitoring of the implementation of the policies.</p> <p>ES-B</p> <p>It was also discussed that the Risk Register needs a new owner, since the departure of Philippa Tudor.</p>	
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All agreed	<ul style="list-style-type: none"> <li>○ ES-B to circulate policies, and check for others that need reviewing</li> <li>○ ES-B to redo tracker to make clearer</li> <li>○ All Trustees to review and comment on up-for-review policies by 1st November</li> </ul>	<p>ES-B</p> <p>ES-B</p> <p>ALL</p>
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<b>Item 9</b>	<b>AOB</b>	
	<p>AL put out a call for volunteers for the upcoming Harvest Festival. AL to share information by email</p> <p>Reminder of events coming up:</p> <ul style="list-style-type: none"> <li>- Bat Walk 14 September</li> <li>- Strategy Meeting 25 September 6-8pm</li> <li>- Annual Talk 27 September</li> </ul> <p>There was a call out for Trustees available to go to the Upminster Windmill opening on 14th September; NW would forward to Jean Kerrigan or Abel Holsborough</p> <p>There was a short discussion on the need for a new gazebo; SS and TR to communicate if CH unable to purchase.</p>	

All agreed	<ul style="list-style-type: none"> <li>○ AL to send information about Harvest Festival</li> <li>○ SS to organise buying gazebo</li> </ul>	<p>AL</p> <p>SS</p>
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<b>Item 10</b>	<b>Confidential Matters</b>	
	There were no Confidential matters	

Meeting closed: 8:34 pm

<b>Next Meeting</b>	<p>Board Meeting on Tuesday 14th November</p> <p>AGM: Wednesday 18th October</p>	<p>ALL</p> <p>ALL</p>
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