**Minutes**
Friends of Windmill Gardens – Meeting of the Board of Trustees

**Date**
Tuesday 12th September 2023, 7pm

**Location**
Windmill Education Centre, Blenheim Gardens

**Present**
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)

**Item 1  Welcome and Apologies:**
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.

**Item 2  Last Minutes (previously circulated) and matters arising**
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:

(From the July 2022 meeting)
- Nick to find out about access to reset key so Fire Drills can take place in the Centre

(From the September 2022 meeting)
- Nick to create a log of Health and Safety training for staff and volunteers
- Sonam to ensure the Cash Handling and Financial Procedures Policies are fit for purpose
- 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.

(From the November 2022 meeting)
- Toussainte to send an email and Nick to liaise with millers to address mill safety
- To update the Financial Procedures Policy for the final version to come to the January Board, deadline 6th January

(From January meeting)
- AH to confirm with Sarah re invoice for VMS Assemble.
- An appeal to be organised for £1000 for Jeff Thomas’s photography competition.
- TR to set up a quarterly meeting to review Centre income and Managerial costs with NW & MB
- CH Set up a meeting to review Hire Charges with ES, NW & TR

(From March meeting)
- SS to save and share colour coded YTD Vs Actuals in G Drive
- Business Planning session to engage with CH & Sarah over venue hire vs keyholder costs
- SS to do Cashflow presentation with Sarah

(From June (May-deferred) meeting)
- TR to organise sprint session with trustees, staff and volunteers
- TR to progress the proposal for the Park subgroup
- TR to draft and share with the Board a letter to Lambeth Council
- VR & TR to liaise with Jean about the best way to do Events reports
- AL to liaise with AH about a call out for maintenance volunteers
- Windmill damp issue to be picked up by TR
- ES-B to get event attendee data from Dean
- AL/VR to connect about museum accreditation

(From July meeting)
- NW & YP to meet about targets and budget inside Business Plan
- ES to take ideas back to Fundraising subgroup and will return to next Board meeting with plans
- LT, VR, JL & YP to send headshot & bio to MG for website
- ES-B to bring Board contact details into one place & circulate
- TR & ESB AGM agenda to be created

Matters Arising
- There have been no comments on the policies - this has been carried forward and addressed in a later agenda point.
- NW commented there has been no progress on the fire drill action.
- Progress on licence is ongoing.

All agreed
- Outstanding actions from July 22, September 22, November 22, January, March, June and July meetings to be brought forward

Item 3

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<th>Trustee Reports</th>
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<td><strong>.1 Chairs Report</strong></td>
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<td><strong>.2 Finance Report</strong></td>
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<td><strong>.3 Volunteering</strong></td>
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AL noted she would be contacting volunteers next for the Open Days and Special Events for October onwards.

**Archive & History**
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.

**Communications**
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.

**Fundraising**
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.

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 “particularly SEND” as a bid priority; ES clarified this was more about including SEND in bid priorities than a direct focus.

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.

**Maintenance**
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.

The Chair thanked everybody for their reports.

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| All agreed | TR to share Business Plan and write cover note about change | TR  |
| SS to hand over to YP | SS |
| Sign up to the Charity Commission website | ALL |
| SS to look for Gift Aid processes and details | SS |
| TR to arrange meeting with JK to ensure full handover of Lambeth contacts | TR/SS |
| TY from the Board for £1000 donation | TR/ES |
| AL or LT to contact SPAB or other windmills for training packs | AL/LT |
| AL to get Park and Elders Club volunteer details from Jean Kerrigan for input into Assemble | AL |
| AL to invite VR to next Archive meeting | AL |
| NW & JL to talk re YouTube | NW/JL |
| ES-B to liaise with ES about fundraising point at AGM | ESB/ES |
| SS to send Reserves Policy to ES | SS |
| ES-B to send Allen thank you for newsletter to CH | ES-B |
| Emails to Lambeth council re issues with the mill | TR & LT |

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**Item 4** | Other Updates and Reports
# FoWG Centre Manager report

The Board were happy to accept the Centre Manager (CH) report with a couple of comments and questions:

- 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.

## Annual Talk

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**
- ES-B to look at how we can record and share the talk later.

## Item 5 Business Plan

This was covered in Agenda point 2.1 Chairs Report

**All agreed**
- see previous actions

## Item 6 AGM update

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**
- ES-B & TR to meet re AGM agenda

## Item 7 Proposal on life Membership Rates increase

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**
- MG to clarify 10% discount situation
- ES-B to add paper to AGM events & ensure its circulation

## Item 8 Policies up for review
Three policies remain up for review: IT policy, Health & 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 & owner, and to enable better monitoring of the implementation of the policies.

ES-B

It was also discussed that the Risk Register needs a new owner, since the departure of Philippa Tudor.

| All agreed | o ES-B to circulate policies, and check for others that need reviewing | ES-B |
| o ES-B to redo tracker to make clearer | ES-B |
| o All Trustees to review and comment on up-for-review policies by 1st November | ALL |

**Item 9** AOB

AL put out a call for volunteers for the upcoming Harvest Festival. AL to share information by email.

Reminder of events coming up:
- Bat Walk 14 September
- Strategy Meeting 25 September 6-8pm
- Annual Talk 27 September

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

There was a short discussion on the need for a new gazebo; SS and TR to communicate if CH unable to purchase.

| All agreed | o AL to send information about Harvest Festival | AL |
| o SS to organise buying gazebo | SS |

**Item 10** Confidential Matters

There were no Confidential matters

Meeting closed: 8:34 pm

**Next Meeting**

Board Meeting on Tuesday 14th November
AGM: Wednesday 18th October

ALL