



Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 14th November 2023, 7pm
Location	Windmill Education Centre, Blenheim Gardens
Present	Board members: Toussainte Reba (TR, Chair via Teams), Nick Weedon (NW, Vice-Chair), Sonam Sikka (SS, Treasurer), Ann Lee (AL), Emma Smith-Bodie (ES-B, Minutes), Lizzie Taczalski (LT, co-opted Trustee), Tori Reeve (VR, co-opted Trustee) Apologies: Edgar Sutcliffe, John Licence

Item 1	Welcome and Apologies:
	The Chair welcomed Trustees to the meeting. Apologies were sent by Edgar Sutcliffe and John Licence.

Item 2	Roles and Responsibilities
a - c)	<p>At the AGM in October, JL was proposed and voted onto the Board by members. LT & VR were co-opted onto the Board to be formally proposed at the April General Meeting.</p> <p>We aim to bring in Yasmeen Patel (YP) as Treasurer in January and be formally proposed at the April General Meeting. This transition includes a comprehensive handover folder, and ongoing automations of staff contracts and payments. With this work the role of Treasurer will be clearer and enable YP to take on the role smoothly.</p> <p>NW was re-elected at the AGM and all four existing Executive roles were approved - TR as Chair, NW as Vice-Chair, SS as Treasurer and ES-B as Secretary.</p> <p>The Role descriptions shared by ES-B were for the four Executive Roles - Chair, Vice-Chair, Treasurer and Secretary. We do not currently have role descriptions for all Trustee Lead roles such as Milling or Volunteering. These will be created, and we can use some Subgroup Lead descriptions for these. It was noted that the Chair role description has a point noting that they act as a spokesperson and representative of the organisation to external parties. This point should be included in all role descriptions.</p> <p>There should also be a general role description created with expectations, and it was suggested that certain long-standing volunteers, specifically Jean Kerrigan, should have a special role, such as 'Champion' (or similar title) to reflect their involvement and prior Trustee position.</p>
d)	<p>Code of Conduct</p> <p>Everyone should have signed and agreed to the Code of Conduct; some are not sure they have done this (these Trustees likely joined the Board before it was introduced). A review of forms on file will ensure clarity on this and those missing can be submitted. There was a suggestion to review and discuss the Code of Conduct more regularly to ensure we are adhering to it.</p> <p>Meeting schedule</p> <p>The Board discussed the proposed meeting schedule, and discussed an additional planning meeting in February. ES-B will send out invites and book the Centre for meetings agreed. ES-B will propose a meeting date for a February planning meeting. The Board also discussed the need for a September planning meeting - this is a useful meeting ahead of the AGM. It was proposed that September and November meetings could be shorter regroup meetings given the busy time of year (particularly September)</p>

All agreed	o Role descriptions to be created in collaboration with Trustees to ensure all Lead areas are covered	ES-B/ALL
	o Create 'special role' description and speak with Jean Kerrigan about designating her a special role	SS/ES-B
	o Continue handover work for Treasurer role	SS
	o Review Code of Conduct forms and get Trustees who have not submitted one to do so.	ES-B
	o ES-B to book Centre for meeting dates	ES-B
	o ES-B to send calendar invites for meeting dates	ES-B
	o ES-B to review meeting schedule to add February planning session	ES-B

Item 3	Last Minutes (previously circulated) and matters arising	
	<p>The meeting agreed that the last minutes of the September meeting were a true record, with the exception of some typos, 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"> - Nick to find out about access to reset key so Fire Drills can take place in the Centre <p>(From the September 2022 meeting)</p> <ul style="list-style-type: none"> - Nick to create a log of Health and Safety training for staff and volunteers <p>(From the November 2022 meeting)</p> <ul style="list-style-type: none"> - TR to send an email and NW to liaise with millers to address mill safety <p>(From January meeting)</p> <ul style="list-style-type: none"> - 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 <p>(From March meeting)</p> <ul style="list-style-type: none"> - Business Planning session to engage with CH & Sarah over venue hire vs keyholder costs - SS to do Cashflow presentation with Sarah <p>(From June (May-deferred) meeting)</p> <ul style="list-style-type: none"> - 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 <p>(From July meeting)</p> <ul style="list-style-type: none"> - LT, VR, JL & YP to send headshot & bio to MG for website <p>(From September meeting)</p> <ul style="list-style-type: none"> - Sign up to the Charity Commission website - TR to arrange meeting with JK to ensure full handover of Lambeth contacts - TY from the Board for £1000 donation - AL or LT to contact SPAB or other windmills for training packs - AL to get Park and Elders Club volunteer details from Jean Kerrigan for input into Assemble - AL to invite VR to next Archive meeting - TR & LT emails to Lambeth council re issues with the mill <p>Matters Arising</p> <ul style="list-style-type: none"> - None 	

All agreed	o Outstanding actions from July 22, September 22, November 22, January, March, June, July and September meetings to be brought forward	SEE LIST
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Item 4	Trustee Reports
.1	<p>Chairs Report TR noted that the Annual Report was well received and seen as positive by the members at the October AGM. There were additional comments made by members and this feedback will be incorporated with a final version to be circulated and uploaded to the website.</p> <p>One point of interest for the members at the AGM was that we were waiting to hear about the lighting grant which has since come through - we should do comms on this to tell members the good news</p> <p>Feedback on the Business Plan was that there should be more clarification on income and have this captured within the Annual Report.</p> <p>The Executive Member section of the Business Plan should be updated.</p>
.2	<p>Finance Report</p> <p>SS was waiting for the October accounts, our bookkeeper had been focused on finalising the 2022/23 accounts.</p> <p>The Reserves Policy and Financial Policy document are drafted and to be shared with the Board for them to approve at the January meeting. The Cash Handling Policy is also in draft and will be handed over to the new Treasurer.</p> <p>Payroll has been automated using Quickbooks which makes our process much more efficient.</p> <p>SS reported that we had been rejected for a Pleo card - a cash card that would enable us to get around the issues with our bank cards. This is still being addressed as we should not have been rejected.</p> <p>A recent breakdown with PayPal was raised with the Board - this was addressed by Effra Digital our website agency and we have subsequently moved to using Stripe. Commission/fees on Stripe are the same as on PayPal. As a result of this PayPal breakdown there will be a loss of income to be recorded in September. The PayPal account will be emptied - there is £300 in there - and left dormant.</p> <p>The Treasurer handover folder is nearly complete - SS will circulate the link to relevant Board members. This folder will include access to passwords and logins.</p> <p>The 3 year budget needs finalising.</p>

All agreed	<ul style="list-style-type: none"> ○ ES-B to upload final AGM report and business plan to the website ○ JL to liaise with CH about comms about our lighting grant ○ Updated Business Plan and AGM reports to be circulated and uploaded to the Shared Drive. ○ SS to handover to YP ○ SS to circulate Reserves Policy and Financial Policy to the Board ○ SS to circulate the link to the Treasurer folder to NW/TR/ES-B ○ Review logins and ensure they are up to date ○ Finalise 3-year budget 	ES-B JL TR SS/YP SS SS SS/ES-B SS/NW
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Item 5	Other Updates and Reports	
a	<p>FoWG Centre Manager report</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"> - CH has recommended increasing hire rates - this has been factored into our 3-year budget, and needs to cover keyholder expenses. This plan will be presented at the April General Meeting. This needs to be reviewed before the January meeting for the Board to review and approve at the January meeting. - A list of keyholders should be created if it does not already exist and we should look to find more - a point was raised about how we find these volunteers locally such as BGRMO. NW noted that when Allen is on as a keyholder they coordinate about maintenance. - VR noted that she wants to meet with CH about taking a holistic look at the offer we put out for hiring the venue. VR noted that she could bring an Away Day for the Design Museum to the centre. 	

<p>b</p>	<ul style="list-style-type: none"> - The Lighting Grant bid was successful. TR will be picking this up with the Park subgroup with Christian at CEFL, CH and the Lambeth CEO to ensure this is delivered speedily. Thanks were noted to those who worked on the bid and particularly to Jean Kerrigan for spearheading this issue. - Full Day classes and how we can ensure these aren't cancelled - an action was noted for JL to discuss with CH. - Thanks were noted to CH, Mags and Chloe for bringing in so many schools. A project plan for an education officer was being looked at by ES and the fundraising subgroup. AL noted there are volunteers available who are interested in Education, so this list needs to be shared with CH - The Board raised the issue of why Assemble VMS still has not been launched. Abel Holsborough (AH) and AL to come to the January meeting with an update on Assemble. LT noted her last chat with AH that Assemble can be used now to invite volunteers for the Winter Fair. <p>Events plan for 2024</p> <p>Extension of hours was discussed and it was agreed by the Board that 1 - 5pm hours is still the right way to go, based on resources. Discussions on this to continue outside of the Board meeting with data required to back up any changes.</p> <p>Official dates for the Open House weekend have come through - September is a very busy month. ES-B to circulate the latest calendar. ALL to review and ensure we can fulfil these dates, with a specific focus on September and ensuring it is deliverable.</p>	
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<p>All agreed</p>	<ul style="list-style-type: none"> o Review Hire Rates & recommend increases o VR to meet CH to look at hiring in general and improving the offer o Lighting grant plans to be finalised with Park subgroup et al o List of keyholders to be created/circulated o JL to liaise with CH about promoting educational offer o AL to share Educational volunteers with CH o ES-B to circulate events calendar o Review Events calendar and send comments to Tori o AH to use Assemble to invite volunteers for Winter Fair o AL & AH to supply January meeting with update and full project plan about Assemble project 	<p>SS/CH/N W/JL VR TR CH/ES-B JL/CH AL ES-B ALL AH AL/AH</p>
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<p>Item 6</p>	<p>AGM reflections</p> <p>Members were engaged, particularly with Mark Gordon's interactive section around the tagline for the Windmill. Members asked good questions, ensuring the Board remain accountable.</p> <p>It was raised that it would be good to get even more people to the AGM, and that it took place during half term. More promotion can be done ahead of time to ensure people know the AGM is happening.</p>	
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<p>All agreed</p>	<ul style="list-style-type: none"> o ES-B to look at the proposed date for the AGM to see if we can avoid half term 	<p>ES-B</p>
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<p>Item 7</p>	<p>State of the Windmill</p> <p>AL brought to the Board concerns over the Windmill - this statement is available in the Exec folder. Concerns relate to damp, water ingress, slats falling off the sails. Lambeth council are responsible for the building and more pressure needs to be put on them to ensure its</p>	
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	<p>maintenance. There is a gap in maintenance budget and regime on the part of the council, for example where the wrong pitch was used when the Windmill was last painted, and it is an expensive exercise to survey the brickwork underneath.</p> <p>A number of people have dialogues with members of the Council including CH and TR. NW has sent additional photos of water ingress to TR for conversation with Tom Smith at the Council. This issue needs to be escalated above Tom Smith, to lead members at Lambeth Council, in order to chase outstanding issues such as the report and recommendations that were ordered, the Inspection that has not happened. TR will draft a letter escalating these matters and send to the Board to review.</p>	
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All agreed	<ul style="list-style-type: none"> ○ TR to draft letter & circulate to the Board 	TR
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Item 8	Policies up for review	
	<p>Three policies remain up for review: IT policy, Health & Safety statement, and the CCTV policy.</p> <p>The Health & Safety statement was discussed - the Board agreed this document should be simple and broad, but refer to additional, more detailed health & safety documentation for individual activities such as Milling. These need to be located or created.</p> <p>It was commented that information about Shared Drive permissions should be clearer in the IT policy.</p> <p>It was also noted that the CCTV policy may need to reflect changes that have to be made regarding access following our Premises Licence success - more people need to have permission and access to the CCTV system. NW has suggested himself and two volunteers, Eric Harvison and Allen Turing, as a first point of call.</p>	

All agreed	<ul style="list-style-type: none"> ○ Trustees to review policies and send comments or 'no comments' to ES-B by 30th November ○ ES-B to locate additional H&S policies or identify which ones don't exist 	ALL ES-B
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Item 9	Proposal for CRM	
	<p>ES-B put forward a proposal for the organisation to invest in a CRM. The Board was receptive and acknowledged how a CRM could provide efficiencies in processes and provide data security.</p> <p>Questions were raised about:</p> <ul style="list-style-type: none"> - integrations (Quickbooks, Stripe, Member logins, Wordpress) - Where the budget comes from - Resourcing the data entry and ensuring processes are set up <p>ES-B to complete research and speak with SS about budgeting, and then send proposal to the Fundraising subgroup</p>	

All agreed	<ul style="list-style-type: none"> ○ ES-B to complete research on integrations and add more information to the proposal ○ ES-B & SS to look at budgeting for CRM 	ES-B ES-B/SS
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	o ES-B to send proposal to fundraising subgroup	ES-B
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Item 10	AOB	
	<p>ES-B reminded the Board the Christmas party was taking place on Wednesday 13th December. AL commented she had already had some rsvps from volunteers. It was asked if Chris P was designing the invitation that gets sent round - no one was aware. It was also raised that we could have Chris design a Christmas e-card to send around to members, donors and contacts.</p> <p>An action was taken for John to ensure the Christmas party information makes it into a newsletter</p> <p>AL shared that she had attended some NCVO Trustee sessions online as part of Trustee's Week, one on sustainability and one on diverse Boards. AL will share notes or slides to the Shared Drive for other Trustees to look at.</p> <p>LT shared information from Abel about printing directly onto flour bags. There has been an issue with cost and access to the print files previously for a sample as Chris has been unwilling to share the files. In the first instance, Lizzie and John to speak and share the information with the Comms group, and report back.</p>	

All agreed	<ul style="list-style-type: none"> o ES-B to follow up to see if Chris is designing anything for the Xmas party, or could design a Christmas e-card o JL to share information in the newsletter about the Xmas party o LT & JL to speak about flour bag printing 	ES-B JL LT/JL
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Item 11	Confidential Matters	
	There were no Confidential matters	

Meeting closed: 9:02 pm

Next Meeting	Board Meeting on Tuesday 16th January 2024	ALL
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