



Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 16th January 2024, 7pm
Location	Virtual Google Meet
Present	Board members: Toussainte Reba (TR, Chair), Nick Weedon (NW, Vice-Chair), Sonam Sikka (SS, Treasurer), Emma Smith-Bodie (ES-B, Minutes), Lizzie Taczalski (LT, co-opted Trustee), Edgar Sutcliffe, John Licence Apologies: Tori Reeve (VR), Ann Lee (AL)

Item 1	Welcome and Apologies:
	The Chair welcomed Trustees to the meeting. Apologies were sent by Tori Reeve and Ann Lee.

Item 2	Last Minutes (previously circulated) and matters arising
	<p>The meeting agreed that the last minutes of the November 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 September 2022 meeting)</p> <ul style="list-style-type: none"> - Nick to create a log of Health and Safety training for staff and volunteers in Assemble <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 June (May-deferred) meeting)</p> <ul style="list-style-type: none"> - TR to progress the proposal for the Park subgroup - TR to share with the Board a letter to Lambeth Council about the Windmill issues - 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 - 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 to send headshot for website <p>(From September meeting)</p> <ul style="list-style-type: none"> - Sign up to the Charity Commission website - Trustees who have not to ask SS for link - AL or LT to contact SPAB or other windmills for training packs - LT to review existing training document - 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 to loop in LT & NW with emails to Lambeth council re issues with the mill <p>(From November meeting)</p> <ul style="list-style-type: none"> - ES-B to upload final AGM report and business plan to the website - SS to complete and circulate draft Financial Policy to the Board - VR to meet CH to look at hiring in general and improving the offer - TR to finalise Lighting grant plans with Park subgroup et al - ES-B to circulate list of keyholders - AL to share Educational volunteers with CH - ES-B to complete research on integrations and add more information to the CRM proposal - ES-B & SS to look at budgeting for CRM - ES-B to send proposal to fundraising subgroup - ES-B to locate additional H&S policies or identify which ones don't exist

	<p>Matters Arising</p> <ul style="list-style-type: none"> - Testing key for fire drills: as covered by NW & in Centre Manager report, the panel inside the Windmill is broken, and Lambeth Parks have a new contractor. Following the recent visit a quote for a new panel will be issued and once this work is completed a testing key will be issued allowing us to do fire drills. This action from July 2022 now cleared. - H&S log will ideally be integrated with Assemble. LT & NW to liaise about millers safety & training. Action updated. - VR still to connect with Jean Kerrigan; TR to organise. Action remains. - Numerous actions from September & November 22, January, March, June, July and September 23 cleared. Other actions updated.
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All agreed	<ul style="list-style-type: none"> o Outstanding actions from September 22, November 22, January, March, June, July and September meetings to be brought forward 	SEE LIST
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Item 3	Trustee Reports
.1	<p>Chairs Report</p> <p>EGM 25.01.2024: The filing deadline from the Charity Commission is 10 months from year end, so we have to file our accounts by 5th February. TR covered the basis of the proposed petition/resolution of no confidence, having spoken directly with the member who submitted the proposed resolution and covered a proposed response to the members. Our proposed response looks in-depth at mitigation for the future including a set timetable for the accounts. TR included FAQs that could be asked at the EGM; NW raised the issue of policies and it was noted that the Reserves policy has been done (to be discussed in Finance section 4.2) and SS will be able to get the Finance Policy in draft ahead of the EGM. TR will be speaking with the members who submitted the proposed resolution 17.01.2024 to provide an update on our response, and will update the Board on the outcome. TR will connect with ES separately specifically. TR noted that if there was anyone who could step into the Treasurer role in the meantime to approach her directly; it was noted that the advert has gone out and all board members should share it with their networks.</p> <p>The Board also discussed how the matter of urgency may require more than just email communication; it was agreed a Whatsapp group would be set up for the Exec team, and then SS will ask other Trustees for their consent to add them to a wider Trustee whatsapp group.</p>
.2	<p>Finance Report</p> <ul style="list-style-type: none"> - SS talked through the new draft Reserves Policy - a previous update to the Reserves Policy of an increase from £5k to £20k was agreed by the Board in Sept 2022; this new policy updates the policy further to £25k. SS provided the rationale for increasing the Reserves to £25k and answered queries from TR about where the additional money would be found - hire charge increases proposed for April 2024 will be included in finding the additional £5k. There was discussion about the necessity of including Abel Holsborough's salary in the reserve calculations as a precautionary measure (the salary is grant-funded). We need to confirm contract dates and ideas for future plans. Forecasting for Events is also important to understanding the possible impact on reserves. All comments for the Reserves Policy to be sent to SS by COP Friday 19 January; SS to finalise and circulate final policy Sunday 21st. - SS then talked about the end of year Accounts and changes we've seen, such as decrease in membership and increase in Trading. SS to send final accounts to ES-B for circulation ahead of EGM for Thurs 18th Jan. - SS to check for a debit card in NW's name in the safe; and to pick up offline getting JL a card to be used for CH & CP costs. JL/SS to update re card progress. - The 3 year budget has been finalised and NW & SS will clean up Excel spreadsheet for circulation, particularly to the Fundraising subgroup. - Treasurer handover folder is still being populated. New Treasurer applications to be reviewed by SS, TR & ES-B & same panel to interview.

.3	<p>Events No report in folder; VR sent apologies. Discussed by the Board:</p> <ul style="list-style-type: none"> - moving March Open Day to Easter weekend; Board agreed - Events planning should be agreed earlier than end of year to allow for marketing including printing - Beer & Bread - Connection Crew cost now £914, leaving approx £500 profit. The Board discussed again the main logistics they are used for, such as the stage, and how we can make savings/increase revenue on the day. It was discussed that more pushes for donations on the day, and reducing the cost of hiring the stage are two viable options. The point was raised about charging on the gate which is something we should consider asking Lambeth Council when we apply for the licence. Could we also look elsewhere for volunteers who could assist us with these logistics. - VR & CH to do forecasting and review profits & loss for all events.
.4	<p>Volunteers No report as AL absent. NW shared that there will be training in February/March for new volunteers</p>
.5	<p>Archive & History No report as AL absent.</p>
.6	<p>Marketing, Communications and Partnerships JL shared report updates including:</p> <ul style="list-style-type: none"> - Photography competition due to launch in February. TR noted it would be a great opportunity to involve local colleges in Lambeth including Morley College. - Lambeth Heroes Award - JL, JK & TR to be attending on 5th February.
.7	<p>Milling No formalised report. LT shared with the Board the following:</p> <ul style="list-style-type: none"> - Getting in contact with and access to the Millers has been challenging. - There is no rota or anything on Assemble or that has been shared with LT - LT has not heard back from Eric Harvison. - At EGM, TR ensure LT is introduced to Eric, Sheila & Allen. - TR encouraged LT to create a new whatsapp group if she is not added to the pre-existing one.
.8	<p>Maintenance NW shared report updates including</p> <ul style="list-style-type: none"> - Sails are falling into disrepair which is a concern. This is in addition to the existing issues that TR is in contact with Lambeth Council about.

All agreed	<ul style="list-style-type: none"> o TR to share with Board responses to FAQs ahead of EGM o TR to speak with members who proposed resolution on 17.01.2024 o TR to connect with ES regarding issue o SS to create have draft Finance Policy to be agreed at March meeting o SS to create Exec whatsapp group o SS to email all Trustees for consent to be added to a whatsapp group; and set up following responses o CH to forecast for events with VR o SS to send final EOY accounts to ES-B by 18.01.2024 o ALL to send comments to SS for Reserves Policy by COP Friday o SS to circulate finalised Reserves Policy o NW & SS to clean 3-year budget and circulate to Fundraising group o ES-B to talk with CH about AH grant/position & contract dates o Share card progress with CH/CP/AH 	<p>TR TR TR SS SS SS CH/VR SS ALL SS SS/NW ES-B SS/JL</p>
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	<ul style="list-style-type: none"> ○ Share new Treasurer advert with networks ○ Review Treasurer applications when advert closes & do interviews ○ Share agreement about events calendar ○ Look into additional stage hiring solutions and other possible volunteers instead of C-Crew 	ALL ES-B/TR/SS JL VR/JL/CH
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Item 4	Other Updates and Reports	
a	FoWG Centre Manager report The Board were happy to accept the Centre Manager (CH) report with a couple of comments and questions: <ul style="list-style-type: none"> - HLF mid-grant report needs to be shared with the Board - The Board raised the issue again of why Assemble VMS still has not been launched. Abel Holsborough (AH) and AL did not provide a report to the January meeting with an update on Assemble. - There is no oversight on Volunteer lists and it is a GDPR concern that only AL has access to them. There is a dedicated private folder on the Shared Drive where they can be stored until Assemble is up & running. - Venue Hire plan to be proposed at April GM. - Other risks and issues were discussed under other points on the agenda. 	

All agreed	<ul style="list-style-type: none"> ○ AH to share mid-grant report to HLF with Board ○ Assemble VMS plan needs to be shared with the Board ○ Volunteer lists to be added to the Shared Drive 	AH AH/AL AL
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Item 5	Trustee role descriptions	
	ES-B gave update on how this is going: received some feedback and will continue to chase outstanding.	

All agreed	○ ES-B to chase outstanding Trustee Leads about role descriptions	ES-B
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Item 6	Policies to review	
	It was agreed these would be taken offline to be integrated with an actions tracker.	

All agreed	○ Meeting about actions tracker & integrating policies into this	ESB-B/TR
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Item 7	AOB	
	EGM - covered in Chair's Report Jean's Birthday party: charity founder and former Chair Jean Kerrigan turns 80 this year; it has been suggested that we contribute to her birthday party with presents of art supplies, prosecco, flowers & a birthday card. Trustees will sign a birthday card at EGM 25th January;	

	<p>ES-B to organise buying Prosecco, JL to organise buying art supplies; TR to organise buying flowers. ES-B will share bank details for Trustees to contribute to.</p> <p>Volunteer Party - JL & ES-B shared how lovely it was to go to the Xmas Volunteer party and noted it would be great to see more Trustees there. All noted how difficult the December month is, and wondered if the party could be earlier and the date circulated earlier to people. The Board also noted that a late summer/post Harvest Festival thank you get together could also be a nice activity to organise.</p> <p>Chair gave thanks to Trustees who attended and noted thanks to all volunteers for their ongoing support.</p>	
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All agreed	<ul style="list-style-type: none"> ○ To contribute to Jean’s birthday party with gifts ○ To consider a summer/post-harvest fest get together for volunteers ○ To ensure Xmas party date is earlier in December and circulated earlier to Trustees 	ALL ES-B/AL CH
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Item 8	Confidential Matters	
	There were no Confidential matters	

Meeting closed: 9:13 pm

Next Meeting	Board Meeting on Tuesday 12th March 2024	ALL
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