



Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 12th March 2024, 7pm
Location	Virtual Google Meet
Present	Board members: Toussainte Reba (TR, Chair), Nick Weedon (NW, Vice-Chair), Emma Smith-Bodie (ES-B, Minutes), Lizzie Taczalski (LT) Edgar Sutcliffe (ES), John Licence (JL), Ann Lee (AL), Yasin Hamdard (YH, observing) Apologies: Sonam Sikka (SS), Edgar Sutcliffe (ES)

Item 1	Welcome and Apologies:
	The Chair welcomed Trustees to the meeting. Yasin Hamdard, who was successful in the Treasurer recruitment, introduced himself. Apologies were sent by Sonam Sikka and Edgar Sutcliffe.

Item 2	Last Minutes (previously circulated) and matters arising
	<p>The meeting agreed that the last minutes of the January 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 share with the Board a letter to Lambeth Council about the Windmill issues - AL to liaise with AH about a call out for maintenance volunteers <p>(From September meeting)</p> <ul style="list-style-type: none"> - Sign up to the Charity Commission website - Trustees who have not to ask ESB 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 - 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"> - Treasurer to complete and circulate draft Financial Policy to the Board - TR to finalise Lighting grant plans with Park subgroup et al - AL to share Educational volunteers with CH - ES-B to complete research on integrations and add more information to the CRM proposal - ES-B & Treasurer to look at budgeting for CRM - ES-B to send proposal to fundraising subgroup <p>(From January meeting)</p> <ul style="list-style-type: none"> - Treasurer to create have draft Finance Policy to be agreed at March meeting - NW & Treasurer to clean 3-year budget and circulate to Fundraising group - AH to share mid-grant report to HLF with Board - ES-B & AL to consider a summer/post-harvest fest get together for volunteers - CH to ensure Xmas party date is earlier in December and circulated earlier to Trustees

All agreed	o Outstanding actions from September and November 2022, January, March, June, July, September, November 2023 and January 2024 meetings to be brought forward	SEE LIST
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Item 3	Trustee Reports
.1	<p>Chairs Report</p> <ul style="list-style-type: none"> - Recruitment for Treasurer: TR covered the successful Treasurer recruitment, explaining the process and that YH has been successful. SS will be working closely with YH to ensure the handover folder has everything he needs. - Recruitment for Chair: - Park subgroup: The Chair shared a proposal for a revitalised Park subgroup. Members of the Board had various comments and questions: <ul style="list-style-type: none"> - The group has focus on external partners - TR commented this was to ensure their interaction and to take a partnership approach. - AL said she can reach out to previous Park subgroup members who can help. One key park volunteer identified by the Board was Annick, who attends monthly gardening workshops. - Discussion around who will be leading this: TR sees it as something that the new Chair could take on or for her to lead as a Key Volunteer. - Comments by Board to be sent by end of the week - EGM response: A response is being drafted for inclusion in the Chair's report at the Spring General Meeting. - Spring General Meeting agenda: TR shared proposed agenda items with the Board and welcomed suggestions. <ul style="list-style-type: none"> - NW suggested the engagement activity could be looking forward to upcoming events and looking over Assemble and how to use it - JL suggested talking about the weekly planner and how we're looking at comms - ES-B talked about new proposal for constitution amends. Along with this will be needed a "How to" for electronic meetings, and determining a dedicated laptop for use at the Centre. - Action Tracker: TR has shared with the Board in the folder; AL commented on the need for numbers and dates.
.2	<p>Finance Report</p> <ul style="list-style-type: none"> - Reports were circulated by SS in the folder - JL commented that the overspend looks to be larger than anticipated - a discussion should be had about reviewing this and turning it around. This will be given time at May meeting - NW is working on updating the Business Plan and ensuring that clarification is made through the plan and finance reports about grants.
.3	<p>Events</p> <p>No report in folder as Trustee Lead not in place</p>
.4	<p>Fundraising</p> <p>Report was discussed including:</p> <ul style="list-style-type: none"> - Forward Budgets have been supplied to the Fundraising subgroup but needs work to clarify grants filtering and to make it workable for the subgroup. NW to meet with SS & bookkeeper Sara to work out how grants are shown through Quickbooks <p>Thanks were noted from the Board for the recent successful fundraising from Awards for All for the Elders Club.</p>
.5	<p>Volunteers</p> <p>AL shared report updates including:</p> <ul style="list-style-type: none"> - Recruitment for Easter Open Day volunteers proving difficult at present - Recent training sessions for Guides and Event stewards were positive - Assemble is moving forward - Suggestion for Mayday weekend to be used as a Volunteering drop in day.

	<ul style="list-style-type: none"> - JL commented that we're using Google Ads grant for recruiting volunteering - AL & LT to meet about engaging Millers
.6	<p>Archive & History</p> <p>AL shared report updates including:</p> <ul style="list-style-type: none"> - Accreditation for Museum and the issue of a name change is being discussed with the subgroup.
.7	<p>Marketing, Communications and Partnerships</p> <p>JL shared report updates including:</p> <ul style="list-style-type: none"> - Meeting set with Brixton Brewery with Mark Gordon (MG) about Beer & Bread - Connected with a third influencer (Tom Holland) - AL commented that more information on the Open Days in the newsletters would be welcome. - NW commented that adding Open Day on lanvisits listing website would be a good idea.
.8	<p>Milling</p> <p>LT shared report updates including:</p> <ul style="list-style-type: none"> - Millers on Assemble and getting Milling times on Assemble has started - New bench has been ordered - There is an outstanding query about budget - LT & NW to connect
.9	<p>Maintenance</p> <p>NW shared report updates including:</p> <ul style="list-style-type: none"> - CCTV/Licensing taking a bit longer to organise than previously anticipated. We're set up but not quite. - Need to escalate Mill issues - TR to send details of Tom & Kevin at council - New partitioning proposal coming
.10	<p>HR & Governance</p> <p>ES-B provided a report in place of a Trustee Lead on this area. The report covered a lot of the same recruitment information as the Chair's report, with additional information on the recruitment for the Events & Visitor's attraction role.</p> <p>TR noted thank you to SS & CH for handling Paternity Pay enquiry raised.</p>

All agreed	<ul style="list-style-type: none"> o SS to work with YH on handover folder o Board to comment on Park subgroup proposal o ES-B to ensure agenda item included on overspend at May meeting o ES-B to integrate policies into Actions Tracker o NW/SS/Sara to meet about Forward Budget before April meeting o AL & LT to meet about miller engagement o ES-B to ensure lanvisits is added to listings tracker with CH o JL to ask Tom Holland to come to upcoming Open Days/events o LT & NW to meet about Milling budget o TR to share Tom & Kevin at Lambeth contact details with NW 	SS/YH ALL ES-B ES-B NW/SS/Sara AL/LT ES-B/CH JL LT/NW TR
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Item 4	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"> - NW will be organising shelves for the Centre - A question was raised about the request for 30x new chairs: what is the need for them? Can we borrow them from CEFL as and when required? LT said there are 25x chairs at the Weir Link that we can borrow (transport would need to be arranged). - An update was given that the lighting was meant to be put in today but had not been. 	

All agreed	o NW to confirm with CH about need for chairs	NW
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Item 5	Board recruitment - communications plan	
	JL has created a communications plan & timeline for sharing the news about Chair recruitment. The Chair will review this ASAP and confirm timeline. Wording needs to be confirmed for an interim newsletter.	

All agreed	o Chair to review timeline and plan o JL to move forward with plan once confirmed including interim newsletter	TR JL
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Item 6	Policies up for renewal	
	There are a number of policies needing updating; some already discussed previously. NW has provided a H&S document prior to the meeting; this will be used to ensure H&S are updated.	

All agreed	o ES-B & NW to update H&S o ES-B to follow up offline with others on other policies & leads	ES-B/NW ES-B
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Item 7	Spring General Meeting agenda & logistics	
	Agenda covered in conversation of Chair's Report. ES-B to tackle logistics including getting date out to members	

All agreed	o Create event on website o Send out email notice to membership or include in newsletter	ES-B ES-B/CH
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Item 8	AOB	
	There was no other business	

All agreed	o	
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Item 8	Confidential Matters	
	There were no Confidential matters	

Meeting closed: 9:13 pm

Next Meeting	Board Meeting on Tuesday 14th May 2024	ALL
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