



<b>Minutes</b>	Friends of Windmill Gardens – Meeting of the Board of Trustees
<b>Date</b>	Tuesday 14th May 2024, 7pm
<b>Location</b>	Hybrid
<b>Present</b>	Board members: Toussainte Reba (TR, Chair), Nick Weedon (NW, Vice-Chair), Emma Smith-Bodie (ES-B, Minutes), Sonam Sikka (SS), Lizzie Taczalski (LT), Edgar Sutcliffe (ES), John Licence (JL), Ann Lee (AL), Yasemin Sezgin (YS), Claudette Minott (CM)

<b>Item 1</b>	<b>Welcome and Apologies:</b>
	The Chair welcomed Trustees to the meeting, and introduced Yasemin Sezgin who is joining us as our new Trustee Lead for HR & Governance.

<b>Item 2</b>	<b>Last Minutes (previously circulated) and matters arising</b>
	<p>The meeting agreed that the last minutes of the March 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"> <li>- NW to create a log of Health and Safety training for staff and volunteers in Assemble</li> </ul> <p>(From the November 2022 meeting)</p> <ul style="list-style-type: none"> <li>- TR to send an email and NW to liaise with millers to address mill safety.</li> </ul> <p>(From June 23 (May-deferred) meeting)</p> <ul style="list-style-type: none"> <li>- TR to share with the Board a letter to Lambeth Council about the Windmill issues</li> <li>- AL to liaise with AH about a call out for maintenance volunteers</li> </ul> <p>(From September 23 meeting)</p> <ul style="list-style-type: none"> <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>- TR to loop in LT &amp; NW with emails to Lambeth council re issues with the mill</li> </ul> <p>(From November 23 meeting)</p> <ul style="list-style-type: none"> <li>- Treasurer to complete and circulate draft Financial Policy to the Board</li> <li>- AL to share Educational volunteers with CH</li> <li>- ES-B to complete research on integrations and add more information to the CRM proposal</li> <li>- ES-B &amp; Treasurer to look at budgeting for CRM</li> <li>- ES-B to send proposal to fundraising subgroup</li> </ul> <p>(From January 24 meeting)</p> <ul style="list-style-type: none"> <li>- Treasurer to create have draft Finance Policy to be agreed at March meeting</li> <li>- NW &amp; Treasurer to clean 3-year budget and circulate to Fundraising group</li> <li>- AH to share mid-grant report to HLF with Board</li> <li>- ES-B &amp; AL to consider a summer/post-harvest fest get together for volunteers</li> <li>- CH to ensure Xmas party date is earlier in December and circulated earlier to Trustees</li> </ul> <p>(From March meeting)</p> <ul style="list-style-type: none"> <li>- ES-B to integrate policies into Actions Tracker</li> <li>- AL &amp; LT to meet about miller engagement</li> </ul>

	<ul style="list-style-type: none"> <li>- ES-B to ensure lanvisits is added to listings tracker with CH</li> <li>- LT &amp; NW to meet about Milling budget</li> </ul>
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All agreed	o Outstanding actions from September and November 2022, January, March, June, July, September, November 2023, January and March 2024 meetings to be brought forward	SEE LIST
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Item 3	Trustee Reports
.1	<p><b>Chairs Report</b></p> <p>TR gave a verbal report to the Board covering two specific areas for discussion:</p> <ul style="list-style-type: none"> <li>- Recruitment for Treasurer: Unfortunately, following a successful handover, Yasin Hamdard (YS) has had to resign as Treasurer for the Board due to personal circumstances. The Board discussed the solution of coopting Sarah Hooper (SH) to the Board as Treasurer and paying for an extra day of her time to cover the role and responsibilities. There is precedent for this, and to ensure good governance we would use Nick Cattermole, our Accounts auditor, for additional support. SH has already been approached and is open to this. JL commented that this was a great solution. NW commented that this should be an interim solution and the Board agreed. This solution allows us to have some distance and breathing space from the no confidence vote at the EGM in January. NW noted that we would need to check the financial implications of this and review the budget to ensure there is the ability to do this. Then we will put the offer in writing. The Board will report back in July on the decision.</li> <li>- Chair recruitment: We received two applications for the Chair position. ES-B to facilitate interviews and coordinate with the panel and candidates. LT commented that it's not many applicants. In the event that neither candidate is suitable, we need a Plan B; ES-B, NW &amp; TR will meet to formulate a Plan B. AL asked if there were previous candidates from three years ago when TR was selected, who could be contacted. ES-B to look into this. There was a comment that we could still advertise with the Guardian, at a cost of £500 for one month. This would push along the expected timeline.</li> </ul>
.2	<p><b>Finance Report</b></p> <ul style="list-style-type: none"> <li>- NW commented that work is ongoing on the Forward Budget</li> <li>- SS gave an update on Gift Aid: while the process of consolidating our data was lengthy, she and SH have submitted to HMRC for Gift Aid to the total of £10,108.84. The process is not automatic but now having completed it, it will be easier to complete in the future. The recommendation is to submit the Gift Aid request on an Annual Accounts basis. It was agreed we would wait to receive the money before sharing with the wider membership. TR thanked SS and SH for their work.</li> <li>- ES-B noted that, like with the reminders for the Centre Manager reports for the Board, it could benefit both SH and the Board to have reminders in the Accounts calendar for financial reports.</li> </ul>
.3	<p><b>Events</b></p> <p>No report this month as CM is still settling into the role. Event updates are covered in the Centre Manager report.</p>
.4	<p><b>Fundraising</b></p> <p>ES submitted his report with updates including:</p> <ul style="list-style-type: none"> <li>- A successful bid for £3.5k gift from the Family Field Trust for the Community Club</li> <li>- It was noted that the Reaching Communities bid application will come to the Board in the next 2 months for the Board to contribute to.</li> <li>- Request for attendee date for bids/grant applications: ES-B commented that CH has access to this, and would circulate to ES as well for sharing with the Fundraising subgroup</li> <li>- A question in the report was raised about Gift Aid; ES to update the Fundraising subgroup based on the Gift Aid update in the Finance section above.</li> </ul>

.5	<p>Thanks were noted from the Board for the recent successful fundraising from Family Field Trust for the Community Club.</p> <p><b>Volunteers</b></p> <p>AL shared report updates including:</p> <ul style="list-style-type: none"> <li>- Recruitment of new Open Day Guides</li> <li>- Ongoing issues with training for first aid and cafe hygiene, and volunteers for building management such as opening &amp; closing the Windmill and for Private Tours.</li> <li>- A question was raised as to whether there is money budgeted for cafe training. To be reviewed as part of overall budgetary meetings.</li> <li>- JL commented that fruit flies are noticeable in the kitchen, especially during the summer months. There are some practical solutions such as eucalyptus oil that could be introduced but there should be a wider review of the cleaner/cleaning products and general maintenance that can combat this issue. It was suggested that Tom at the Lambeth Parks department could be brought in to look at.</li> <li>- TR noted her thanks to AL &amp; AH for their update on Assemble at the Spring GM. It was requested that a reminder be sent around to all Trustees to sign up to Assemble.</li> </ul>
.6	<p><b>Archive &amp; History</b></p> <p>AL shared report updates including:</p> <ul style="list-style-type: none"> <li>- Accreditation for Museum status and the issue of a name change will be proposed in a resolution to members at the October AGM. The timeline could take up to three years.</li> <li>- The group are in touch with the Lambeth Archives.</li> </ul>
.7	<p><b>Marketing, Communications and Partnerships</b></p> <p>JL submitted his report to the Board with updates including:</p> <ul style="list-style-type: none"> <li>- Website traffic up 29%</li> <li>- Monthly calendar planning continues to go well</li> <li>- A new photographer has been sourced for events, with photography to be used on social media and in communications.</li> </ul>
.8	<p><b>Milling</b></p> <p>LT shared report updates including:</p> <ul style="list-style-type: none"> <li>- LT and AH reviewed training for the Millers</li> <li>- TR will reshare an email due to go to the Millers about health &amp; safety following a previous incident</li> </ul>
.9	<p><b>Maintenance</b></p> <p>NW shared report updates including:</p> <ul style="list-style-type: none"> <li>- Successful installation of cupboards in the Centre office.</li> <li>- The Millwright will be repairing the sails, though there is no date set yet.</li> <li>- There is a new volunteer keen to do odd jobs such as gutter clearance.</li> <li>- NW set out the next list of priorities in his report.</li> <li>- The Council needs to make a decision on stripping or repainting the current coating of the Windmill, as the quote for stripping became more expensive</li> </ul>
.10	<p><b>HR &amp; Governance</b></p> <p>No report this month as YS is still settling into the role and there are no new updates in this area.</p>

All agreed	<ul style="list-style-type: none"> <li>o NW to look at cost implications for SH extra day</li> <li>o ES-B to get panel availability for Chair interviews</li> <li>o ES-B to coordinate with Chair candidates</li> <li>o ES-B to look if there are previous Chair applicants from 2021 who could be approached</li> <li>o ES-B to share Attendee Data with ES to circulate to Fundraising subgroup</li> <li>o ES to share Gift Aid update with Fundraising subgroup</li> <li>o Create a plan for general maintenance and cleaning of the Centre and kitchen in particular</li> <li>o AL to send out link to Assemble to all Trustees</li> <li>o TR to share email with LT about Miller's training and health &amp; safety</li> </ul>	NW ES-B ES-B ES-B ES-B ES NW/CH AL TR
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<b>Item 4</b>	<b>Other Updates and Reports</b>	
a	<p><b>FoWG Centre Manager report</b></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"> <li>- A question was raised about the Tai Chi funding; something for the Fundraising subgroup to take a look at.</li> </ul> <p>The Chair noted the Board's thanks to CH for her report.</p>	

All agreed	o ES-B to follow up with CH & ES & Fundraising subgroup about Tai Chi	ES-B
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<b>Item 5</b>	<b>Financial status - overspend</b>	
	<p>There was no update on this specific agenda item following the departure of YH as Treasurer. This was noted as something to pick up with SH. TR noted there would likely be movement following the changes to our events programme such as Beer &amp; Bread not happening in 2024. An overall budgetary meeting will be scheduled.</p>	

All agreed	o ES-B to organise a meeting with TR NW & SH to look at budget projections and variance.	ES-B/TR/N W/SH
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<b>Item 6</b>	<b>Policies up for renewal</b>	
	<p>There are a number of policies needing updating; some already discussed previously. ES-B ran through the list of suggested Leads. The Board commented that there should be a definition of Lead on the schedule document to make clear the Policy Lead's responsibilities and process. There was an additional comment that some policies will have two Leads, so it must be clear how this will work.</p> <p>YS suggested that the document should be comments only to ensure continuity.</p> <p>Thanks were noted to ES-B for the work done tidying up this document.</p>	

All agreed	<ul style="list-style-type: none"> <li>o YS &amp; ES-B to finalise policy Leads, responsibilities and process</li> <li>o YS to look at making Policy schedule document 'Comment Only'</li> </ul>	YS/ES-B YS
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<b>Item 7</b>	<b>AOB</b>	
	Alcohol/Premises Licence	

	<p>NW gave an update that as the named person for the licence it is not clear whether he has to do the training or if our volunteer Eric, who has agreed to do the training can do it. If, as the named person, NW needs to do training, then he will look to get himself and Eric booked on to it, or at least himself to get the certificate and train Eric. It was raised as a priority ahead of the Dot Collective event in June.</p> <p>Volunteers Week AL raised that it is Volunteers Week in June, and encouraged the Board to share their thanks to all volunteers, including each other.</p>	
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All agreed	<ul style="list-style-type: none"> <li>o NW &amp; EH to look at and attend licensing training ahead of event 15 June</li> <li>o JL to ensure Volunteers Week is on the social calendar</li> </ul>	NW/EH JL
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<b>Item 8</b>	<b>Confidential Matters</b>	
	There were no Confidential matters	

The Chair expressed thanks to CM and YS for their attendance at their first Board meeting, to ES-B for organising and minuting the meeting, and to all Board members for their continued work and stamina.

Meeting closed: 8.37pm

<b>Next Meeting</b>	Board Meeting on Tuesday 9 July 2024	ALL
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