



<b>Minutes</b>	Friends of Windmill Gardens – Meeting of the Board of Trustees
<b>Date</b>	Tuesday 9th July 2024, 7pm
<b>Location</b>	Hybrid
<b>Present</b>	Board members: Nick Weedon (NW, Acting Chair, Vice-Chair), Emma Smith-Bodie (ES-B, Minutes), Lizzie Taczalski (LT), Edgar Sutcliffe (ES), John Licence (JL), Ann Lee (AL), Yasemin Sezgin (YS). Non-Board attendees: Sarah Hooper

<b>Item 1</b>	<b>Welcome and Apologies:</b>
	The Chair welcomed Trustees to the meeting, and everyone introduced themselves. Apologies were sent by Sonam Sikka (SS)

<b>Item 2</b>	<b>Last Minutes (previously circulated) and matters arising</b>
	<p>The meeting agreed that the last minutes of the May 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>- NW to liaise with AH and millers to address mill safety - action ongoing</li> </ul> <p>(From June 2023 (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 - ongoing NW</li> </ul> <p>(From September 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> </ul> <p>(From November 2023 meeting)</p> <ul style="list-style-type: none"> <li>- Treasurer to complete and circulate draft Financial Policy to the Board</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 2024 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 - NW follow up</li> </ul> <p>(From March 2024 meeting)</p> <ul style="list-style-type: none"> <li>- ES-B to integrate policies into Actions Tracker</li> <li>- LT &amp; NW to meet about Milling budget</li> </ul> <p>(From May 2024 meeting)</p> <ul style="list-style-type: none"> <li>- NW &amp; CH to create a plan for general maintenance and cleaning of the Centre and kitchen in particular</li> <li>- YS &amp; ES-B to finalise policy Leads, responsibilities and process</li> <li>- YS to look at making Policy schedule document 'Comment Only'</li> <li>- ES-B to organise a meeting with NW &amp; SH to look at budget projections and variance.</li> </ul>

All agreed	o Outstanding actions from September and November 2022, June, September and November 2023, January, March and May 2024 meetings to be brought forward	SEE LIST
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<b>Item 3</b>	<b>Centre Manager's Report</b>
	<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>- The request for Chairs - there is money in the budget but there are concerns that the chairs proposed are bulky and difficult to stack in our already small space. The Board would like to know if there are other alternatives.</li> <li>- The Board recognises the difficulty in attracting corporate bookings - this is often a result of limited availability due to community activities. JL raised the idea that putting marketing spend behind advertising could be a good opportunity to attract more interest and relatively little cost.</li> <li>- Ongoing issues with the Windmill maintenance were noted; with multiple and changing contacts at Lambeth Council it can take time to make progress with ongoing issues such as cladding on the Centre and damp in the Windmill.</li> </ul> <p>The Chair noted the Board's thanks to CH for her report.</p>

All agreed	<ul style="list-style-type: none"> <li>o ES-B to follow up on alternative chairs with CH</li> <li>o NW to compose a letter to the council that takes into account multiple issues including cladding, the Windmill damp and other problems, and the fire shutter for the kitchen.</li> <li>o ES-B to liaise with CH &amp; NW about the appropriate Lambeth contacts.</li> </ul>	ES-B NW  ES-B
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<b>Item 4</b>	<b>Chair's Report</b>
	<p>NW has assumed the role of Acting Chair, and prepared a Chair's Report that covered a range of topics.</p> <p><b>Treasurer &amp; Finance:</b> SH has agreed to attend Board meetings and take on an additional day's work to help cover the absence of a Treasurer. SH will also be arranged bank access. The Board thanks SH for taking on these additional responsibilities and believes this direct reporting for finance will enable the Board to continue doing its work. SH reported that the annual accounts are in progress, with some work still to do on checking grants and salary implications.</p> <p><b>Forward Financial Planning &amp; Business Planning</b>  NW proposed a small group to ensure the Forward Financial Planning and Business Plan are updated: the group was agreed as NW, JL &amp; AL. NW will check the budgets with SH to ensure all information and understanding is up to date ahead of this work.</p> <p><b>Policies</b>  More work has been done to improve the process of reviewing and agreeing policies. AL will ensure signed off policies will be uploaded to the Assemble. It was agreed NW &amp; AL would meet offline to discuss Health &amp; Safety policies.  It was agreed at the meeting that the short version of the Safeguarding policy created by ES was good to be used. Where summarised or short versions of policies need to be created, so long as the short version only summarises what is contained and does not substantially change any of the policy's language or meanings, these short versions do not need to be signed off by the Board.</p> <p><b>Trustee Reports</b>  With the agenda cleared this meeting to enable a full discussion on the Reaching Communities bid, no Trustees reports were issued for this meeting. It was agreed there will</p>

	<p>be Trustees Reports submitted for 25th July; ES-B will set up a folder for these Reports to be submitted to. Reports will be on the September Board meeting agenda if there is time. The Board discussed the purpose of the Reports and how important it is that the Board has sight and recognises the work done by the subgroups and Trustee Leads. Where Board reports contain issues that need the Board's attention they will be surfaced to the Board to be included in either the Chair's report or as a separate agenda item.</p> <p><b>Officer recruitment</b></p> <p>It was noted in the Chair's Report the gaps currently available in the Officers, notably a permanent Chair and Treasurer. Additionally, there is a gap on the Board for a Lead on the Risk Register. This will be added to the September agenda to discuss.</p>	
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All agreed	<ul style="list-style-type: none"> <li>o NW to arrange bank access for SH</li> <li>o NW to work with SH on budgets</li> <li>o NW to arrange a meeting for Financial and Business planning with JL &amp; AL</li> <li>o ES-B to set up Trustees Report folder</li> <li>o Trustees to submit Reports by 25th July</li> <li>o ES-B to put Risk Register as September meeting agenda item</li> </ul>	<p>NW</p> <p>NW</p> <p>NW</p> <p>ES-B</p> <p>ES-B</p> <p>ES-B</p>
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<b>Item 5</b>	<b>Reaching Communities Bid</b>	
	<p>The Board discussed in depth the Reaching Communities bid that has been submitted to first stage consideration by the Fundraising subgroup. The bid is large and covers a lot of areas of cost and activities. ES confirmed that we can change what we are asking for and that this is an opportunity to define what we do and get money for.</p> <p>The discussion was wide-ranging and highlighted several areas of discussion, namely:</p> <ul style="list-style-type: none"> <li>- the balance we need to strike with the Centre in terms of providing community activities and using it to raise income for ongoing activities.</li> <li>- the impact of the Windmill and ensure that we recognise it as a heritage site in the bid, along with continuing to ensure that Lambeth Council enables us to maintain the building.</li> <li>- how we establish areas of deprivation as well as accessibility, disability and disadvantage</li> </ul> <p>The Board thanks the fundraising subgroup for their hard work on this bid and looks forward to hearing more when the bid reaches the next stage.</p>	

All agreed	o No actions minuted	
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<b>Item 6</b>	<b>Proposal for website hosting provider</b>	
	<p>ES-B presented a proposal to change website hosting provider. ES-B talked through the current status and what the change would mean in terms of cost and efficiency. AL raised the issue of how the change tallies up with our Environmental Sustainability, given that the new provider does not have the same level of Green Credentials; YS responded to reassure AL and the Board that she is familiar with the provider company and their progress in environmental matters has been significant. YS also supported the proposal from a practical perspective. Other Board members agreed it was a practical solution.</p>	

	The proposal was approved by the Board. ES-B will now take the next steps to liaise with our digital agency Effra Digital to carry out this work.	
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All agreed	o ES-B to liaise with Effra Digital to carry out the work	ES-B
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<b>Item 7</b>	<b>Trustee Induction</b>	
	<p>The Board discussed the implementation of a formal Trustee induction. NW proposes that a tailored and streamlined version of the volunteer induction would be a good foundation. JL emphasised the need of a checklist to complement this induction session - a checklist that new Trustees can follow to ensure they have access to the drive, have met fellow Trustees and relevant staff or volunteers etc. It was agreed that this encompassing induction process should focus on both the culture and history of the Windmill and the organisation, as well as practical matters.</p> <p>YS &amp; NW will take this forward. AL said she has a volunteer pack that may be of use.</p>	

All agreed	<ul style="list-style-type: none"> <li>o YS &amp; NW to work on formal induction process including induction session and checklist</li> <li>o AL to share Volunteer Induction pack with NW &amp; YS</li> </ul>	YS/NW AL
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<b>Item 8</b>	<b>AOB</b>	
	<p><b>Staff &amp; Volunteer Party</b></p> <p>A provisional date of November 13th for a Staff &amp; Volunteer thank you party, in place of a Christmas Party, was discussed by the Board and accepted. It will be positioned as a thank you party, and the date is designed to encourage more volunteers and Trustees to be able to attend.</p> <p>YS asked what the purpose of the party was; the Board confirmed it was to ensure our volunteers feel thanked and for us all to have an opportunity to socialise outside of scheduled Open Days and other activities.</p> <p>It was agreed that we would try this approach this year and assess the results - whether volunteers are happy with this arrangement - before assuming this approach going forward.</p> <p><b>Windmill subgroup</b></p> <p>It was agreed by the Board that ensuring the maintenance and preservation of the Windmill remains a priority and as such should continue to be discussed by the Board as a whole rather than as a subgroup.</p> <p><b>Group visit to Upminster Windmill</b></p> <p>NW would like to arrange a large group visit to Upminster Windmill - perhaps a reciprocal visit - for Trustees and volunteers. Upminster's open weekends coincide with ours so NW will get in touch to find out if a special group tour can be arranged: what is the minimum size, the cost etc. The Board agreed a Sunday would be an ideal day.</p> <p><b>Open Day &amp; Sports Day</b></p> <p>AL reminded all that our Family Sports Day &amp; Open Weekend was this coming weekend.</p>	

All agreed	<ul style="list-style-type: none"> <li>o NW to look at arranging a group visit to Upminster Windmill</li> <li>o JL to confirm with CH the date for the Volunteer thank you party</li> </ul>	NW JL
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<b>Item 9</b>	<b>Confidential Matters</b>	
	There was one confidential matter discussed; minuted separately owing to confidentiality	

The Chair expressed thanks to everyone for their work.

Meeting closed: 9.12pm

<b>Next Meeting</b>	Board Meeting on Tuesday 10 September 2024	ALL
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