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| <b>Minutes</b>  | Friends of Windmill Gardens – Meeting of the Board of Trustees                                                                                                                                                              |
| <b>Date</b>     | Tuesday 14 January 2025, 7pm                                                                                                                                                                                                |
| <b>Location</b> | Hybrid                                                                                                                                                                                                                      |
| <b>Present</b>  | Board members:<br>Nick Weedon (NW, Chair), Olivia Christophersen (OC, Minutes), John Licence (JL), Sonam Sikka (SS), Ann Lee (AL), Claudette Minott (CM), Lizzie Taczalski (LT), Edgar Sutcliffe (ES), Deborah Crorken (DC) |

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| <b>Item 1</b> | <b>Welcome and Apologies:</b>               |
|               | The Chair welcomed Trustees to the meeting. |

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| <b>Item 2</b> | <b>Last Minutes (previously circulated) and matters arising</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|               | <p>Updates on actions were circulated in advance of the meeting together with Board reports on Fundraising and Volunteers. Many actions are complete, superseded or are pending the appointment of a treasurer.</p> <p>Updates on completed actions:</p> <ul style="list-style-type: none"><li>- An updated plan for general maintenance and cleaning of the Centre has been created</li><li>- Domain work has been completed in collaboration with Effra Digital</li><li>- Abel has agreed to arrange a group visit to Upminster Windmill through Assemble</li><li>- New trustee, Deborah Crorken, attends the Blenheim Gardens RMO and has agreed to promote links between them and FoWG</li><li>- A call out for a volunteer(s) to take on a regular maintenance role has been issued via social media</li><li>- It was confirmed that the Sports Day will not be taking place in 2025</li><li>- The advertisement for a Treasurer was drafted and launched. Interviews took place on 13 Jan</li><li>- Instead of a separate Business Strategy meeting in February, the January Board meeting was used to discuss priorities for 2025.</li><li>- OC is reviewing the complaints policy to ensure it remains fit for purpose</li><li>- The list of policies has been updated, highlighting those that are due for reviewing. Outstanding: A timetable for reviewing policies needs to be established</li><li>- The Thursday club organiser is in contact with the resident proposing improvements to access but is due to leave this role shortly. In addition, the Christmas market, where there was due to be a stall to consult residents on these proposals, was cancelled due to bad weather. Outstanding: need to identify alternative routes to seek local views on the access improvement proposals.</li></ul> <p>The 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>- AL to look at creating a log of Health and Safety training for staff and volunteers in Assemble</li></ul> <p>(From September 2023 meeting)</p> <ul style="list-style-type: none"><li>- AL to get details of Park and Elders Club volunteers who are active from Jean, Annick and Lena for input into Assemble</li></ul> <p>(From March 2024 meeting)</p> <ul style="list-style-type: none"><li>- LT &amp; NW to meet about the Milling budget</li></ul> <p>(From May 2024 meeting)</p> <ul style="list-style-type: none"><li>- Finance Group to look at budget projections and variance at first meeting</li></ul> <p>(From July 2024 meeting)</p> <ul style="list-style-type: none"><li>- NW to work with SH on budgets</li><li>- NW to arrange a meeting for Financial and Business planning with JL &amp; AL</li></ul> |

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|  | <ul style="list-style-type: none"> <li>- YS - now OC - &amp; NW to work on formal induction process for Trustees including induction session and checklist</li> </ul> <p>From September 2024 meeting</p> <ul style="list-style-type: none"> <li>- Outstanding Board members to sign off policies in the Policy Schedule - All</li> </ul> <p>From November 2024</p> <ul style="list-style-type: none"> <li>- AL to add maintenance as a separate item on Assemble</li> <li>- NW to investigate finance questions raised at the AGM, including the amount allocated to walks and mill tours.</li> <li>- NW to talk to Lena about keyholders from the Thursday club</li> <li>- NW to contact David at the council about funding/maintenance and include reference to Adrian Garden, a former Chair of the Windmill</li> <li>- NW to investigate a loaded bank card</li> <li>- AL to add ES's summary of the Safeguarding policy to the Document Hub on Assemble</li> <li>- AL to proceed with the Investing in Volunteers Health Check</li> </ul> |
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| All agreed | o Outstanding actions from September 2022, June, September 2023, March, May, July, September and November 2024 meetings to be brought forward with a few amendments | SEE LIST |
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| Item 3 | Forward Look for 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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|        | <p>The Board reviewed progress against the Strategic Objectives.</p> <p>NW acknowledged significant achievements and positive developments in many areas including:</p> <ul style="list-style-type: none"> <li>● progress implementing Assemble</li> <li>● successful comms including use of Meta funding and local influencers</li> <li>● full programme of events and well attended weekly 55+ club</li> <li>● milling &amp; baking days</li> <li>● gardening group</li> <li>● improvements to the path</li> </ul> <p>The Board then discussed areas to focus on in 2025, with reference to the strategic objectives. The following suggestions were made:</p> <ul style="list-style-type: none"> <li>● Progress the project to improve access to Windmill Gardens.</li> <li>● Establish a garden subgroup. This would need a lead Trustee, ideally from the current garden volunteers.</li> <li>● Embed the environmental policy. This would need a Trustee lead.</li> <li>● Maintain the windmill. It was noted that NW and LT are meeting Kevin from the Council to discuss the management of heritage assets in Lambeth. As well as maintenance, a priority for the mill is to establish a regular milling schedule including weekend sessions. It was noted that 500g bags for flour have run out and need to be replaced with printed bags or stickers</li> <li>● Seek museum accreditation, which could open up additional funding sources. The process for applying is complicated and requires knowledge of museums. A volunteer, Penny, is currently leading this and recently attended a course. SS agreed to help AL set up a separate Task Force on this.</li> <li>● Provide a better service for young people. It was agreed that our services tend to attract children and older adults. Funding is available for activities for young people but funding bids have not so far been successful. The Board agreed it would be useful to consider the youth offer in more detail.</li> <li>● Expand business partnerships in terms of venue hire and sponsorship to generate income. Baking days are very popular but it is important to ensure the offer from the centre is suitably professional and attractive for corporate away events eg well organised with good quality food. SS suggested exploring offering a package eg teaming up with a local caterer/cake maker to create a birthday hire package.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>● Embed Assemble fully and ensure as many volunteers as possible are using it (while recognising there is still some resistance to an electronic system). The Board agreed it would be useful to see the number of volunteers on a regular basis to understand trends.</li> <li>● Increase membership, including looking at the membership offer. A pre-Christmas campaign generated a lot of impressions, and website visits but no additional members. It would be useful to explore this at the next meeting.</li> </ul> <p>It was noted that the Strategic Objectives run to March 2026 so the Board will need to consider a new set in Autumn 2025 and think about the process well in advance to ensure members and volunteers have an opportunity to provide input.</p> <p>It was agreed that opening the windmill to visitors and giving tours should be more prominent in the next strategic objectives.</p> <p>It was agreed that some simple metrics would help the Board track progress over time eg number of volunteers, members, visitors, bags of flour. This should be included in the next plan.</p> |
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| All agreed | o AL to speak to Penny about SS supporting the museum accreditation Task Force then SS to speak to Penny about progressing this  | AL, SS |
|            | o LT to explore costs of printing flour bags vs using stickers                                                                   | LT     |
|            | o OC to ensure the review of strategic objectives is included on the Agenda in the Spring and Autumn Board meetings              | OC     |
|            | o OC to ensure the review considers a greater focus on the mill open days and tours as well as including a simple set of metrics | OC     |
|            | o SS to speak to the centre manager about developing a package for corporate events                                              | SS     |
|            | o OC to include an item on the membership offer in the agenda for the March Board meeting                                        | OC     |
|            | o NW and AL to liaise on volunteer inductions                                                                                    | NW, AL |

| Item 4 | Board                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
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|        | <p>Following the discussion on priorities, the Board reviewed their role and ways of operating to ensure they could maximise their impact within the constraints on individuals' time.</p> <p><u>Trustee updates</u><br/> Yasemin has stood down as a Trustee.<br/> ES announced he will be standing down in March but is keen to stay involved and committed to help find a new fundraising trustee. He encouraged the Board to attempt to find a younger trustee.<br/> The Treasurer role was advertised before Christmas and interviews took place wb 13 January.</p> <p><u>Trustee roles</u><br/> SS noted that she was interested in supporting the centre manager on events as well as supporting museum accreditation.<br/> DC is a member of the BGRMO organisation, which has a youth forum, so it was suggested she could provide extremely useful links with the local community, which could include youth engagement and the project to improve access to the site.</p> <p><u>Training</u><br/> Some money is available for trustee training before the end of April. It was agreed that training for new trustees would be useful. If a trustee training event was run, it would be helpful for this to be a hybrid. The fundraising group is also discussing the use of this training budget.</p> <p><u>Communications</u></p> |  |

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|  | <p>It was agreed it would be useful to have a WhatsApp group to keep Board members up to date on developments that don't require a decision. Previously there were GDPR issues but these should be surmountable.</p> <p>It was agreed it was important to keep Board members posted on relevant developments eg the recruitment of new trustees, submission of accounts. Succinct pre-meeting updates were also helpful.</p> <p>Board reports would be requested in between the Jan and March meetings.</p> |  |
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| All agreed | <ul style="list-style-type: none"> <li>o All - Consider any training that would be useful for trustees.</li> <li>o OC to set up a Trustee WhatsApp group</li> <li>o OC to liaise with NW on next Board reports</li> </ul> | All<br>OC<br>OC |
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| <b>Item 5</b> | <b>Risk Register</b>                                                                                                                   |  |
|               | The risk register is complicated and important. It was agreed it would be useful to have a full discussion on this at the next meeting |  |

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| All agreed | o OC to include an discussion on the Risk Register at the March meeting | OC |
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| <b>Item 6</b> | <b>Policies Update</b>                                                                                                                                                                                                                         |  |
|               | NW has added some policies to the folder to be reviewed. He will circulate the latest ones indicating whether they seem straight forward or require more scrutiny.<br>It was noted that it is important to update the Health and Safety policy |  |

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| All agreed | o NW to circulate the latest policies for review and ensure the timetable for review is up to date | NW |
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| <b>Item 7</b> | <b>Action on access for Blenheim Gardens</b>                                                                                               |  |
|               | This was covered earlier in the meeting. It was agreed this links with work on building stronger links with the Blenheim Gardens community |  |

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| All agreed | o NW to put DC in touch with the lead resident to discuss collaborating with the BGRMO | NW/DC |
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| <b>Item 8</b> | <b>AOB</b>                                                                                                                                                                                                                                                               |  |
|               | There has been a request to upgrade the wifi and extend it to the mill which would facilitate electronic milling logs and checklists. It was agreed that this should be relatively inexpensive. Various members were experiencing issues accessing their Google accounts |  |

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| All agreed | o OC to liaise with the IT lead to resolve Gmail account issues. | OC |
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Meeting closed: 9.00 PM

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| <b>Next Meeting</b> | Board Meeting on Tuesday 11 March 2025 | ALL |
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