

Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 11 March 2025, 7pm
Location	Hybrid
Present	Board members: Nick Weedon (NW, Chair), Olivia Christophersen (OC, Minutes), Sonam Sikka (SS), Ann Lee (AL), Claudette Minott (CM), Lizzie Taczalski (LT), Edgar Sutcliffe (ES), Deborah Crocken (DC), Edgar dMello (EDM), Yaniv Fransev (YF)

Item 1	Welcome and Apologies:
	John Licence sent apologies. The Chair welcomed Trustees to the meeting.

Item 2	Last Minutes (previously circulated) and matters arising
	Updates on actions were circulated in advance of the meeting together with Board reports covering Volunteering, Fundraising, Maintenance, Milling, Finance, Fundraising, Marketing & comms and Archive & history. There was also a detailed report from the centre manager. Many actions are complete, superseded or are pending the appointment of a treasurer. Updates on completed actions: - Many of the finance actions have been superseded. The new treasurer has resolved various issues and plans to organise a separate finance meeting to progress other issues. - A trustee induction checklist has been completed in consultation with new trustees and used to onboard the two most recent trustees. - The complaints procedure has been reviewed and approved with a minor amendment - The pros and cons of printing on flour bags compared to using stickers have been investigated and the latter found to be the most viable option. - Some actions on Assemble will be taken forward by the volunteer engagement lead, including adding Maintenance as a separate category. - The Safeguarding policy has been added to the Document Hub on Assemble - Next steps for seeking museum accreditation are being explored. This will include liaising with the council, whose co-operation would be needed to take this forward. - SS is in contact with the centre manager on developing a package for corporate events - Volunteer inductions have been set up and are being delivered. - Some options for trustee training were circulated in advance and discussed at the meeting. The outstanding or partially outstanding actions from previous minutes and not on the Agenda were: From the September 2022 meeting - AL to look at creating a log of Health and Safety training for staff and volunteers in Assemble From September 2023 - AL to get details of Park and Elders Club volunteers who are active from Jean, Annick and Lena for input into Assemble From November 2024 - NW to talk to Lena [or replacement] about keyholders from the Thursday club - NW to contact David at the council about funding/maintenance and include reference to Adrian Garden, a former Chair of the Windmill - NW to investigate a loaded bank card - AL to proceed with the Investing in Volunteers Health Check From January 2025 - OC to set up a Trustee WhatsApp group

	- NW to circulate the latest policies for review and ensure the timetable for review is up to date - NW to put DC in touch with the lead resident to discuss collaborating with the BGRMO on the access project
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All agreed	o Outstanding actions from September 2022, September 2023, November 2024 and January 2025 meetings to be brought forward	SEE LIST
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Item 3	Links with Blenheim Gardens	
	DC has liaised with the chair of BGRMO, who is happy to attend one of our meetings, and with the BG Youth forum, who will let her know how they might want to work with FoWG. In terms of how we might want to work more closely with BG, the Board agreed the following - collaborate on anti-social behaviour, which is likely to increase during the summer. - encourage volunteers, including younger people. The Youth Forum are particularly interested in events involving pizza - it would be great to consider using our flour to make pizzas. Other volunteering opportunities, such as sticking labels on flour bags, could also offer pizza as an incentive. - ensure events are well advertised to BG eg through the RMO and Youth forum as well as posting events leaflets in prominent places. JL should be involved in this. DC also reported that she and AH have arranged a meeting at local sixth form and another at a local secondary school to promote the windmill and encourage volunteers, including as part of DoE for the sixth form. DC is involved in the Neighbourhood Safety Forum and reported that the community police officer for the area is happy to attend meetings.	

All agreed	- o JL and DC to liaise on promoting this year's events to BG - o LT to consider involving BG Youth Forum for label sticking session - o DC to invite the dedicated community police officer to attend the Spring GM and May Fest - o NW and DC to arrange a meeting with Danny from BGRMO	JL, DC LT DC NW, DC
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Item 4	Taking forward priorities from January meeting	
	A table summarising the priorities agreed in January has been created to track progress. Priorities agreed in January which are not covered elsewhere in the agenda were: <u>Establish a garden subgroup</u>: There is no Trustee lead for this but JK has said she could send regular reports to the Board. <u>Embed the environmental policy</u>: AL attended a free training session on environmental policies for charities. She is happy to lead this in the interim but it would be good to have two trustees involved. Strengthening our environmental approach we will be revisited in the next business planning round. It was agreed that environmental impact should be considered in all aspects of our work in the meantime. <u>Maintain and use the windmill</u>: This was largely covered in the maintenance and milling Board reports. There has been correspondence with the council including on cladding. The windmill cap is currently out of alignment but it should be straightforward to fix.	

	<u>Apply for museum accreditation:</u> Penny and SS are in contact and will liaise with the council to determine whether it is feasible to take this forward. It was recognised that this is potentially a long, complex process and needs council engagement to be successful. EDM offered to contact the windmill in Wimbledon, which has museum accreditation, to find out about their experiences of acquiring and maintaining this. <u>Income generation through strengthened business links:</u> SS has discussed with the centre manager and they are considering potential corporate packages <u>Fully embed Assemble:</u> there has been progress in embedding Assemble and using it for events. It is important for users, including trustees, to add their diversity data which will assist with monitoring. It was noted that some people had encountered problems when trying to do this. Embedding Assemble has been flagged as an important objective for the HLF project staff member. An evaluation report on this project is due to be received by the Board on 6 May and will be discussed at the next meeting. <u>Review the membership offer to increase the number of members:</u> A survey has been circulated to members. The membership offer will be discussed at May Board meeting	
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All agreed	- o LT to check the windmill cap is realigned - o SS to liaise with Penny and the council on the feasibility of pursuing museum accreditation and report back at the next meeting - o NW to share his contacts at the council with SS - o EDM to contact Wimbledon Windmill about the process of gaining museum accreditation and share lessons learned with SS - o All to enter diversity details into Assemble	LT SS NW EDM All
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Item 5	Agenda for the Spring GM	
	It was agreed the Chair would provide a report on progress since the AGM and priorities for 2025 and would circulate to Trustees to comment before the meeting. Other updates could include: - progress with Assemble - the access project - maintenance of the windmill and the centre - improvements to financial systems and reporting including an update on reserves - marketing/comms There would also be a forward look for summer events. It would be good to invite the community police officer and discuss anti-social behaviour management if he is able to attend.	

All agreed	- o NW to circulate the his report for the Spring GM in time for other trustees to comment - o NW to contact the lead for the access project to invite him to attend the Spring GM	NW NW
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Item 6	Trustees/staff	
	<u>Fundraising role</u> ES and OC are interviewing one applicant. If this is not successful, we will advertise the role at the Spring GM. It was noted that the fundraising group is very engaged and experienced. <u>Volunteer succession management</u>	

	We need at least one more person with Admin rights/responsibilities on Assemble. It works well if administrators are associated with what they're administering (eg AL administers open days, CH does this for events). LT said she was happy to share this role with Eric for milling. YF offered to look at analysing the information on the system but would need admin rights. Currently only AH has admin rights, which will need to be passed on. We will need a system for onboarding millers when AH leaves. We also need to know how many people AH has signed up/onboarded. <u>Trustee training</u> It was agreed it would be useful to use the training budget to run a half day, facilitated session for the Board, covering governance for small charities. This would ideally be bespoke, allowing us to review the constitution and objects at the same time. There was also interest in the following: • First Aid training - for volunteers. (NB there was a training session recently. Each course has 12 slots. At least one miller is interested and also SS) • SS is interested in food hygiene • Depending on the fundraising trustee recruitment, we could consider using the training budget to develop an existing trainee for this role	
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All agreed	- o OC to liaise with AH/CH on the roles in Assemble including adding Fundraising - o OC to discuss Assemble admin with CH and link in YF, AL & LT, at the same time or via a separate online discussion - o OC to ensure AH's admin rights are passed to YF - o OC to ask AH to run a report on volunteers split by roles from Assemble before he leaves - o AL and LT to liaise on a system for onboarding millers when AH leaves - o OC to contact NCVO about a bespoke training session for trustees and set up a Doodle poll to find a suitable time/date - o OC to liaise with CH on other training options, depending on the NCVO response and available budget	OC OC OC OC AL, LT OC OC
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Item 7	Maintenance costs	
	The council has suggested we cover the cost of separating the fire alarms in the windmill and the centre. It was agreed we should propose a 50-50 split of costs on the basis that this has some direct, practical benefit to FoWG but making clear that this is not setting a precedent for future costs which fall under the council's remit.	

All agreed	o NW to respond to JK/the council proposing the costs of separating the fire alarms are shared on a 50-50 basis.	NW
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Item 8	Policies update	
	The minor change to the Complaints policy was agreed. It was agreed it is important that trustees are familiar with the complaints process and encourage a culture where people feel safe to raise issues. Ideally any issues can then be de-escalated before reaching a formal complaint stage. We should have clearer signposting of who to approach with any issues - eg by adding a phone number to the existing poster on values - and track any incidents. It was agreed the frequency of reviewing policies could be reduced. Most could be reviewed every 3 years, which fits with the standard trustee cycle. Some eg finance, may need to be reviewed more often. The review frequency should be considered as we progress through the current review cycle.	

	H&S policy is a priority for review. This will be discussed at the next meeting. It was noted that the Charity Commission has a list of suggested policies. We may not need all these but should check whether we are missing any that are relevant to us.	
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All agreed	- o OC to ensure the revised Complaints policy is loaded onto Assemble - o AL to circulate the H&S policy before the May Board meeting - o OC to set up an incidents log in discussion with the centre manager - o NW and OC to discuss clearer signposting for complaints - o NW to share a list of possible additional policies needed	OC AL OC NW, OC NW
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Item 9	Risk register	
	o YF is taking this over from ES. it was agreed this would be discussed at the next meeting	

Item 10	Action on access for Blenheim Gardens	
	NW is in touch with the resident who proposed this project, who has consulted Thursday club. Next steps include linking up with the council and maybe seeking community infrastructure funds.	

Item 8	AOB	
	<u>Lambeth local history forum</u> Their leaflet of walks in S London has been published and includes our walks. <u>Board reports</u> It was agreed that the current format doesn't reflect how we now report and a centralised document may be more effective for sharing information. This should include a section summarising key issues/core info and actions. Trustees should read each others' reports to keep up to date with developments, with verbal reporting at meetings on an exception basis. <u>Upminster visit</u> This is scheduled for 18 May. EDM, YF, NW are able to attend and possibly LT, SS and OC. Expenses will be covered. <u>Fundraising trustee</u> As this was ES's last Board meeting, we thanked him for his significant contribution.	

All agreed	OC to set up a new Board report format for next meeting All to let NW know if you want to visit Upminster Windmill on 18 May	OC All
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Meeting closed: 9.00 PM

Next Meeting	Board Meeting on Tuesday 13 May 2025	ALL
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