

Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 13 May 2025, 7pm
Location	Online
Present	Board members: Nick Weedon (NW, Chair), Olivia Christophersen (OC, Minutes), Sonam Sikka (SS), Ann Lee (AL), John Licence (JL), Lizzie Taczalski (LT), Yaniv Fransev (YF) Item 4: Chris Hayes, Lead Research Consultant, Live Projects Ltd

Item 1	Welcome and Apologies:
	Apologies were received from Claudette Minott (CM), Deborah Crocken (DC) and Edgar D'Mello (EDM) 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 a detailed report from the centre manager. Updates on completed actions included: - A Trustee WhatsApp group has been set up. It was agreed this will be used to share general information but not to make decisions or for correspondence which requires an audit trail - Local resident, Joe Higson gave a presentation about the project to improve access to the gardens at the Spring General Meeting. He is in touch with BGRMO. - The millwright attended the Open Day on 10 May and aligned the windmill cap. - EDM is liaising with Wimbledon Windmill about the process of gaining museum accreditation - New roles (fundraising and maintenance) have been added to Assemble. YF and OC met with the centre manager to explore ongoing support for Assemble. YF has run some reports to help the Board monitor the number of volunteers by role. - A half day Board training day was held on 8 May, run by NCVO, covering Trustee roles and responsibilities. - YF is exploring setting up an incident log alongside the risk register 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 - [this was partially covered by Item 8] From September 2023 - AL to get details of Park and Elders Club volunteers who are active from Jean, Annick and Lena [now Debbie] for input into Assemble From November 2024 - NW to talk to Lena [now Debbie] about keyholders from the Thursday club - NW to contact David [and/or Will and Tom] at the council about funding/maintenance - NW to investigate a loaded bank card [EDM has agreed to look into this] - AL to proceed with the Investing in Volunteers Health Check From January 2025 - NW to circulate the latest policies for review and ensure the timetable for review is up to date [NW will speak to YF about this] From March 2025 - JL and DC to liaise on promoting this year's events to Blenheim Gardens - LT to consider involving BG Youth Forum for label sticking session [ongoing] - NW and DC to arrange a meeting with Danny from BGRMO

	- SS to liaise with Penny and the council on the feasibility of pursuing museum accreditation and report back at the next meeting - NW to share his contacts at the council with SS - AL and LT to liaise on a system for onboarding millers when AH leaves - NW to respond to JK/the council proposing the costs of separating the fire alarms are shared on a 50-50 basis. - NW and OC to discuss clearer signposting for complaints NW to share a list of possible additional policies needed based on CC suggestions - OC to set up a new Board report format for next meeting It was noted there were many positive updates in the Centre manager report. Risks and issues highlighted in it were discussed: - JL agreed to look into photography for school events on the website - It was agreed there is a need for a part-time member of staff to help with volunteer management including Assemble and this should be a focus for fundraising bids. In the meantime some of the underspend should be used for this. - There are currently 4 accounts on Assemble (Info, Milling, AL and the previous volunteer support employee). It was suggested that the latter could be transferred to YF until a replacement employee is identified. LT confirmed she uses the milling account in Assemble regularly. - EDM agreed (in advance of the meeting) to look into setting up a pre-loaded bank card The Chair gave advance notice of the annual talk for the Lambeth Heritage Festival on 6 September in Clapham Library.
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All agreed	- o Outstanding actions from September 2022, September 2023, November 2024 and January and March 2025 meetings to be brought forward - o JL to investigate photos for school events for the website - o LT and YF to liaise on using Assemble. - o YF to take over AH's account on Assemble - o EDM to provide an estimate of how much budget is available for a part-time employee to support volunteer management. - o NW and EDM to liaise on the practicalities and draft a proposal for taking on a part-time member of staff using underspend.	SEE LIST JL LT/YF YF EDM NW/ED M
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Item 3	Spring GM review	
	It was agreed this was a good event with a positive atmosphere. The main action for the Board was to provide a steer to the fundraising group on priorities. EDM is planning to attend this group which should facilitate this flow of information	

All agreed	o EDM to attend the fundraising group when possible	EDM
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Item 4	LHF evaluation and lessons learned for community engagement	
	The Chair introduced Board members to Chris Hayes (CH), who is carrying out the evaluation of the Lottery Heritage Fund project. He provided very positive feedback, noting this is a special, unique and much cherished site hosting a cross-cultural and cross-generational community. Feedback from partners and visitors is overwhelmingly positive. He was blown away by the scale and number of events delivered, which is huge for a small charity. - He noted the organisation has a rich impact, deepening awareness of the history of the site, providing a sense of surprise and discovery for visitors, facilitating shared moments between friends and family and sparking interest and curiosity. - He observed that the volunteer community is at the heart of the site, engendering a clear sense of belonging, connection and pride as well as joy and wellbeing. He noted the serendipitous links between activities such as young people attending the Eat	

	Club and then providing food for the Thursday community club, and volunteers arising from the exercise classes. - Overall, there were a lot of positive findings but this possibly makes it difficult to package projects for funding bids. This is reflected in the structure of the LHF grant, which was challenging to evaluate in a traditional sense. It is difficult to work out what is BAU vs LHF funded and the focus of the project has been different from the original application, which was structured to focus on one demographic target group each year. Recommendations: - carve out space at the end of projects for lessons learned, consulting groups we have worked with and looking at jointly funded projects - produce an audience development strategy to widen our audience - focus on sustaining engagement rather than building more - there is a need for a paid volunteering role alongside centre manager - consider the use of space eg for (provocative) exhibitions - explore ways of engaging with schools. For example, visiting schools rather than hosting visits may be more feasible under current financial constraints - consider the structure of projects for future grants, identifying clearer pathways which would be easier to monitor and achieve. The Chair made the following reflections: - there has been good engagement with disability groups. BSL is an example of cross-over, with a subtitled tour shown on screen on a loop during Open Days. He gave an example from the previous weekend of how this was appreciated by family with a child too small to go to the top of the windmill - the most challenging element has been targeting ethnic minorities - he confirmed the Board are looking at paying someone to support the Centre Manager including using Assemble - he noted that a recent board member is from the Blenheim Gardens estate and we are using that link to increase engagement with the local community on the estate. Next steps - further transcriptions including vox pops from May Fest. - finishing conversations with other stakeholders (people running eat club, Tai Chi etc) - increase survey response - Chris will arrange 1-1 with NW - The final report will be available for Trustees on 8 June and for funders on 8 July - It was agreed a public summary (max 2 pages summarising impact and key lessons learned) would be useful in addition to the more detailed internal report - Reporting of finances, outlining where money has been spent, also needs to be completed	
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All agreed	o CH to arrange a 1-1 with NW	
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Item 5	Membership	
	JL presented key findings from the Membership survey. Some suggestions were discussed including: - Talking to the Youth Mayor - Having a stall in Brixton. We used to have such stalls, which could be tied in with other events/organisations eg Open House weekend, local libraries, Brixton Neighbourhood Forum showcase (Get Brixton).	

	- Leafletting the local area - Sending a message to volunteers on Assemble suggesting they become members, or tagging this option in all correspondence - E-mailing expired members It was agreed that, as a membership organisation, we should look to increase new members but this is difficult - a Christmas membership drive in the Brixton area produced no new sign ups despite 20k views. JL noted he is working with Effra Digital to introduce autorenewal on the system, which will cost £250 to set up. It was agreed this was worthwhile.	
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All agreed	- o JL to send a list of members and volunteers to YF - o YF to analyse the overlap between volunteers and members - o JL to collate some proposals to grow the membership	JL YF JL
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Item 6	Timetable for Strategic Review to establish 2026-29 objectives	
	NW noted that the previous review generated a very large, daunting document and suggested the next business plan should be more concise. He suggested the first step is for all Board members to look at the old one, think about what worked, what didn't and what we should be aiming for in the next plan. The Board should then hold a specific meeting in about 6 weeks to consider the last plan in a structured way, making recommendations that a core group can then take forward to draft the next plan. It was agreed the business plan should be developed in parallel with the budget. YF will work with EDM on this. It was agreed the plan should be relatively short with an executive summary, objectives, some detail on how it would be implemented and numbers that support it.	

All agreed	- o All - consider the current business plan before the meeting on 24 June. - o OC to set up a meeting for the Board on 17/24 June - o YF to plan the structure for the meeting in June	All OC YF
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Item 7	Risk register	
	YF reported that he had had a handover with ES, who was previously leading this. He will identify an owner for each risk and have meeting with these owners. He will then produce a heatmap and review high residual risks on monthly/bi-monthly basis. The incident log is linked to the risk register. YF will prepare a template for this. Initially this will have broad criteria for what is recorded, which will be reviewed and narrowed and linked to the risk register AL suggested adding deadlines for risk actions. YF is reviewing the structure and will ensure there is a column for this.	

All agreed	o YF to review the risk register and incident log and liaise with risk owners to refine the current register	YF
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Item 8	Policies update including H&S	
	AL provided an overview of the updated H&S policy. She pointed out that there had been a volunteer death at Heckington Mill due to an accident but the mill avoided liability by proving that adequate rules were written down and shared with volunteers and this volunteer had not followed them. AL read the H&S policy introduction to ensure all Board members were aware of the key principles. She welcomed comments with a view to finalising the document by the next meeting.	

	It was suggested that volunteers should sign something saying they have read the relevant policy documents. Another option is to use the function in Assemble for volunteers to record when people have completed training. NW is still ordering the other policies. All to look at the youth volunteering policy draft produced by AH and share any thoughts.	
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All agreed	- o All to add comments to the H&S policy document - o AL to review the minimum ages for different activities and consider whether they are appropriate - o AL to introduce a system for volunteers to record actively that they have completed and understood the relevant training and policies for their activities. - o All to look at the draft youth volunteering policy and add any comments	All AL AL All
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Item 9	Trustee roles - fundraising, safeguarding	
	Edgar has agreed to attend fundraising group meetings, which should provide a sufficient link with finance and the Board. It was agreed not to try again to recruit a fundraising trustee at the moment. It was noted that Integrate are training young people to fundraise so that is an option for support with fundraising and possibly other things like membership. It was agreed that identifying a safeguarding lead to replace ES was a priority. NW noted that he is already the licensee so is reluctant to take this on as well. It was worth exploring whether the safeguarding lead needs to be a Trustee. LT noted that some charities have a safeguarding lead on the Board and safeguarding is an item on every board meeting. A background in education is useful for this role.	

All agreed	- o AL to send NW a note on the offer available from Integrate - o NW to ask Jean/Viv if they would stand in as the interim safeguarding lead	All NW
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Item 10	Action on access for Blenheim Gardens	
	This is a standing item but was covered by the presentation at the Spring GM.	

All agreed	o NW to contact Joe Higson to see if he is making progress with the council	NW
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Item 8	AOB	
	There was one confidential item, which is minuted separately. Eric has broken his ankle and is the only person who can lead milling during the week. Therefore only weekend milling can take place and this is only possible when there are no other events. Another bakery has expressed interest in stocking the flour but we cannot currently commit to supplying this. We should have sufficient flour for retail but wholesale will be a problem.	

Meeting closed: 9.06 PM

Next Meeting	Board Meeting on Tuesday 8 July 2025	ALL
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