

FRIENDS OF WINDMILL GARDENS (CIO no. 1176991)

MINUTES OF ANNUAL GENERAL MEETING

Held at

BRIXTON WINDMILL CENTRE, 100 Blenheim Gardens, London SE2 5DA

At 7PM, 16th OCTOBER 2024

MINUTES

1 ATTENDANCE:

Members: Alan Piper, Ann Lee, Annick Alet, Anouck Giraud, Carolyn Weniz, Edgar Sutcliffe, Emma Smith-Bodie, Eric Harvison, Jean Kerrigan, Liz du Parcq, Louis Gonzalez-Lopez, Julian Francis, Mark Gordon, Michael Pettingale, Nick Weedon, Penny Steele, Richard Burgin, Sonam Sikka, Viv Whittingham, William Linskey

Non-members: Catherine Hamilton, Lena Augustinson, Deborah Crocken, Olivia Christophersen, Jayne Llewellyn, Sil McQueen, Lizzie Taczalski

2 WELCOME & APOLOGIES:

Nick Weedon (Acting Chair) thanked all for attending. Apologies were received from Marilyn Rogers, Nicola Sloane, Claudette Minott, Sheila Hearsum and Donna Lister.

3 MINUTES OF 2023 AGM & ANY MATTERS ARISING:

The Acting Chair, Nick Weedon, ran through the minutes of the 2023 AGM. An incorrect name was spotted in the 2023 AGM minutes which was corrected at the meeting. As there were no questions or additional comments on the draft minutes of the 2023 AGM it was put to the meeting that they were a true record, and it was agreed unanimously.

AGREED

4 2023-24 ACCOUNTS:

The 2023-2024 Accounts were presented to the membership. A previous draft version had been circulated to members and amendments were made to the formal resignation dates of Toussainte Reba from the Board, and Sonam Sikka as Treasurer. A note was also added about the Membership income figure. Since the first draft accounts were circulated to the members the auditor had signed off the accounts.

Nick Weedon, Acting Chair, noted some key things in the accounts were that income was up slightly but also expenditure had increased from 2022-2023. This is something that needs more thorough investigation into why and what can change to ensure this is not a trend. Other key points were that the Bank Balance was up due to the NHLF grant funding tranche, and the PayPal figure needed investigating since we longer use it.

It was noted that increasing the Reserves was a priority to match the Board's commitment to increase Reserves to £25k. The purpose of the Reserves is to have 2-3 months expenditure on hand, and this is complicated due to the fact that some salary payments come from grant funding – so in the instance Reserves need to be used for salaries, the grant funding would contribute to those specific roles.

Member William Linskey asked about two aspects of the financial activities: why premises costs have increased 60% and admin costs have doubled. Nick Weedon reiterated that more detailed analysis of this would be undertaken. Looking at the costs breakdown, it was noted that there had been increases in publishing and training. Member and volunteer Eric Harvison let members know that the Health and Safety certification for multiple volunteers expired this year and needed to be renewed which would be covered by the category 'Training' in Admin costs. The alcohol licence itself and associated training would also be included in this which goes some way to explaining the rises in Admin costs.

Ann Lee asked for clarification on what Trading income covers. Trading income is a range of income streams including Open Days, the Windmill shop, and venue hire as examples. It was noted that Guided Walks appeared to have done very well in the past year; member and volunteer Liz du Parcq stated the figure quoted could not be accurate. This will be checked ahead of submission of the accounts.

Jean Kerrigan noted that for funding applications, costs for the venue hire are factored in so the question becomes how can we draw something like this, and other areas covered by grant funding, out in the accounts? Looking at a Cash Flow would be useful for the members to see a detailed analysis of how categories are made up and past year comparisons. Sonam Sikka, Trustee, said that Cash Flow reports are done each month and can be made available to members on request. It was noted that this is something the future Treasurer could present at Annual General Meetings.

Viv Whittingham asked about the Reserves figure and the plan to reach the target of £25k. Will this be achieved by transferring unrestricted income? Nick Weedon noted there was nothing in the plan to transfer unrestricted income. Jean Kerrigan raised the concern that grant funders could see this and view it negatively. Sonam Sikka said the Reserves Policy has a plan in place for building up reserves. It was discussed how a note could be added to the Accounts to make clear the Reserves plan and information about the figure.

A jump in expenditure for the Park was also noted as being covered by grants – for example, the lighting and path resurfacing. This goes back to the question about how we draw out what is covered by grants and what is raised/spent independently from grants.

It was proposed that, with the Board taking the comments and questions from the members into account, that the 2023-24 Accounts be agreed.

Proposed: Jean Kerrigan

Seconded: Viv Whittingham

AGREED

5 CIO ANNUAL REPORT:

The Acting Chair, Nick Weedon, opened with thanking everyone – members, staff and volunteers, for everything they had done over the past year.

Highlights, and challenges, in all areas of the organisation were included in the Annual Report such as:

The Windmill – the building itself has seen many visitors over the past year at Open Days but maintenance issues included water ingress and shutters having to be taken off to prevent them falling. There are difficulties ensuring the maintenance of the Windmill due to spending freezes at Lambeth Council but we remain in constant contact with the council about these issues.

Milling – this year was the 10th anniversary of milling beginning at the Windmill, and thanks was noted to the millers who continue to do such a great job.

The Windmill Shop – the shop continues to grow and thrive and thanks was noted to Chris Patton for all his work in this area.

Pop-up Café – the biggest news was successfully getting an alcohol licence, and thanks was noted to Eric for his continued work running the café on Open Days and during other community activities.

The Park has had the path resurfaced and wayfinding lighting put in. Funding for the SHARE project was highlighted with thanks to City Bridge Trust. Thanks was noted to the regular gardening and park volunteers. A new consultation is planned around accessibility of the park – Joe Hingston explained the idea around the project and there will be a stall at the Winter Market to speak directly to attendees. Members commented that people with accessibility issues should be included in the consultation along with other stakeholders. The consultation will be circulated to members

Education – successes include regular school visits and a very successful milling and baking workshop.

Archive and History – the subgroup is looking at the museum accreditation process which involves an amendment to the Constitution. Ann Lee noted that speaking with Wandle Industrial Museum they noted the process was slow. Jean Kerrigan asked the Board to bring the amendment to the Spring General Meeting to ensure this process gains momentum as this could benefit us in terms of fundraising. Thanks was given to Penny Steele for leading on this museum accreditation process.

Membership – remains consistent but not really growing. Ann Lee asked how we are planning to boost membership numbers, which is something the Board needs to look at. Jean Kerrigan noted how important it is to get email addresses when members sign up because this is the main way of communicating with members.

Volunteering – we are using Assemble VMS more and more. Member Louis Gonzalez-Lopez noted that volunteers might think opportunities are all to do with the Windmill when in fact there is so much more.

Special Events – it was noted that Beer & Bread has outgrown the park and while it was sorely missed this year the Events group has been developed a new event for the May Bank Holiday in 2025. Jean Kerrigan congratulated the Event group and Catherine Hamilton in particular for such a successful year of diverse events; Nick Weedon seconded these thanks.

Marketing and Communications – this area of the organisation continues to grow and develop, with thanks noted to John Licence, Trustee for Marketing and Communications and the whole Comms subgroup, as well as Chris Patton for all his work on the Instagram and branding for the organisation.

Venue Hire – it was noted that while the building is in use most days of the week through a combination of community activities, events and venue hire, increasing corporate venue hire continues to be a priority. Nick Weedon also noted that there have been an increase of reports of anti-social behaviour in the park and surrounding area, and we will be working with local groups to find ways to address this to ensure it does not affect the park, and in turn, venue hire opportunities.

Fundraising – the fundraising subgroup continue to work hard on funding applications and seen lots of success. Thanks were noted to Donna Lister, Jean Kerrigan and Viv Whittingham for their work in this area.

Governance – it was noted that with some changes in the Board members in recent months we are still looking for a Treasurer. It was decided after some unsuccessful recruitment attempts to pause this and utilise our bookkeeper Sarah Hooper for an additional day to cover some of this work. It is a priority for the Board to recruit a new Treasurer.

Nick Weedon took this opportunity to share the organisation chart with the members and show how much the organisation is involved in and did a shout out for volunteers to represent the organisation in particular areas such as local forums. Member Viv Whittingham asked if the organisation chart could be put on the website and for Trustees special interests to be added to it. This was taken as an action.

Thanks were given to Emma Smith-Bodie for her work on the Board as Secretary.

Ann Lee commented that that often 'members' and 'volunteers' are used synonymously when they are distinct, and Nick Weedon agreed that the distinction should be clear. Nick took this opportunity to encourage volunteers to become members and even to think about becoming a Trustee – and for members to volunteer too.

6 ELECTION OF TRUSTEES

The Secretary explained the procedure. Under the terms of the charity's constitution at each AGM one-third of the Trustees must stand down but can stand for re-election. At this AGM, of the 7 Trustees currently in post, Emma Smith-Bodie, Edgar Sutcliffe and Ann Lee are standing down. Ann and Edgar would be seeking re-election but Emma would not. All other current trustees are happy to remain in position, with Nick Weedon taking on the role of Chair formally at the November Board meeting.

Two new Trustees were proposed to join the Board, and one coopted Trustee was proposed to be formally voted.

Olivia Christophersen introduced herself:

Olivia has been recruited to take over the position of Secretary.

Deborah Crorken, also on the Blenheim Gardens RMO, introduced herself:

Deborah Crorken as Trustee. Proposed: Jean Kerrigan; Seconded: Ann Lee

Olivia Christophersen as Trustee. Proposed: Emma Smith-Bodie; Seconded: Viv Whittingham

Yasemin Sezgin as Trustee. Proposed: Emma Smith-Bodie; Seconded: Edgar Sutcliffe

Ann Lee as Trustee. Proposed: Carolyn Weniz; Seconded: Penny Steele

Edgar Sutcliffe as Trustee. Proposed: Viv Whittingham; Seconded: Jean Kerrigan

AGREED

7 Thursday 55+ Community Club

Lena Augustinson, the Community Club Facilitator, introduced herself and gave a presentation on how the club has gone from strength to strength. Lena explained the purposes of the club and how it operates, and the kinds of activities the club does together such as trips, meals, talks and signposting people to services and resources they may need. She thanked existing volunteers Jean, Deborah and Jayne and said that the club's aims for the future were to recruit new members by reaching isolated people, new volunteers and secure new funding.

Robert Adie, volunteer and member of the club commented that the club is hard work but it works well.

Ann Lee, Trustee, asked if there were members of the club who could be encouraged to volunteer and was reassured that there are members who have started volunteering.

Ann also asked about whether the club could provide IT support to attendees, and club volunteer Deborah Crorken specifically mentioned that during half terms and school holidays, CEFL club attendees have come to the centre during the Thursday club to help members with technology and IT queries.

Jean Kerrigan, club volunteer, mentioned that when the club was started it had funding specifically tied to the postcode SW2 5 for two years, and since this 5 local GP practices signpost people to the club.

Thanks were given to Lena and all the volunteers for their hard work growing the club.

8 **UPDATE ON ASSEMBLE**

Emma Smith-Bodie, outgoing Secretary and Trustee for IT, gave members a brief update on Assemble and invited people to sign up after the meeting. She played through two videos showing the system on desktop and mobile, which will be created properly and circulated later along with a How to guide that is being created with Abel Holsborough, who leads on the NHLF project.

Members and volunteers present contributed their feedback on the system, such as jargon like 'Events' being confusing and should be seen more as 'opportunities', asking for specific naming formats for invitations, and encouraging others to fill in their profile. It was also added that signing up to an opportunity doesn't present you with the ability to download that date to your personal calendar.

Jean Kerrigan noted that the system was really useful for fundraising applications as it can show the number of volunteer hours. Centre Manager Catherine Hamilton added that declining opportunities helps too to know who definitely cannot attend events or volunteering opportunities. Trustee Sonam Sikka raised that there is an opportunity for the Board to look more comprehensively at our volunteers and look at which cohorts of volunteers have signed up to Assemble (e.g. Millers, Café volunteers), to ensure we have the right categories and lay down the process for tracking how Assemble is being used.

9 **RESOLUTIONS**

No resolutions had been received.

10 **AOB**

There were no other matters of business raised.

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12 **Date of next AGM Wednesday October 15th, 2025, at the Brixton Windmill Centre**

The Chair thanked everyone for attending. The meeting closed at 8.46pm and members were invited to stay for refreshments and to socialise.