Friends of Windmill Gardens

Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 8 July 2025, 7pm
Location	Online
Present	Nick Weedon (NW, Chair), Olivia Christophersen (OC, Minutes), Sonam Sikka (SS), Ann Lee (AL), John Licence (JL) , Lizzie Taczalski (LT), Edgar DMello (EDM)

Item 1	**Welcome, Apologies, Conflicts of Interest, Safeguarding:**
	Apologies were received from Yaniv Fransev (YF) The Chair welcomed Trustees to the meeting. It was confirmed that there were no conflicts of interest to declare and no safeguarding issues had been reported.

Item 2	**Last Minutes (previously circulated) and matters arising**
	Updates on actions were circulated in advance of the meeting and included: - NW has been in contact with Lambeth council contacts about maintenance issues and sharing the cost of separating the two fire alarms. - Significant progress has been made on finance issues including investigating a business bank card and exploring the budget options for funding a new part-time employee to support volunteer engagement. - EDM now attends the fundraising group to strengthen links between financial monitoring and finance. - NW has compiled a list of policies to be updated. It was agreed that policies due to be reviewed will be identified at each meeting and circulated afterwards with a view to being signed off at the following meeting. This gives Board members nearly 2 months to provide comments. NW has also reviewed the policies recommended by the Charity Commission and identified several potential gaps. - LT is using the millers account on Assemble to engage effectively with milling volunteers. - Clearer signposting to the complaints process has been added to the Values poster. - A meeting was held on 24 June to discuss the review of the business plan. A follow up meeting is scheduled for 12 August. - Edgar Sutcliffe has agreed to continue as the safeguarding lead until a permanent replacement is found. The outstanding or partially outstanding actions from previous minutes and not on the Agenda were: 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 - AL to proceed with the Investing in Volunteers Health Check From March 2025 - DC to promote this year's events to Blenheim Gardens - LT to consider involving BG Youth Forum for label sticking session - 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 re. Museum accreditation at the council with SS - OC to set up a new Board report format for next meeting From May 2025 - JL to investigate photos for school events for the website

	- YF to take over AH's account on Assemble. - JL to send a list of members and volunteers to YF - YF to analyse the overlap between volunteers and members - JL to collate some proposals to grow the membership - YF to review the risk register and incident log and liaise with risk owners to refine the current register - AL to review the minimum ages for different activities and consider whether they are appropriate - AL to introduce a system for volunteers to record actively that they have completed and understood the relevant training and policies for their activities. - All to look at the draft youth volunteering policy and add any comments - AL to send NW a note on the offer available from Integrate

All agreed	o Outstanding actions from September 2023, November 2024 and March and May 2025 meetings to be brought forward o OC to speak to CH about printing the updated Values poster and about how best to remind people about complaints procedure o OC to liaise with Centre Manager on transferring AH's Assemble account to YF	SEE LIST OC OC

Item 3	**Board and Centre Manager Reports**	
	Board reports had been received on Finance, Milling, Marketing, Volunteering and from the Chair. In addition, there was a report from the Centre Manager. It was noted that these included many positive updates and a significant amount of work has been undertaken since the previous meeting. The following items were discussed in more detail: - The number of new volunteers was low relative to the engagement with volunteering posts on social media. This may be related to the sign up process. - It was noted that many Board members were spending significant amounts of time on administrative tasks. A new part-time volunteer co-ordinator could take over various tasks, particularly from the Volunteer and Milling Trustees and from the Chair. It was agreed we should proceed with this recruitment. The post would be managed by the Centre Manager and would probably be 2 days a week, 6 hours a day. EDM has investigated the financial implications/options. - EDM has spoken to the Co-operative about their Business charge card, which allows us to set a limit per transaction for named holders. It was agreed that it would be useful to make this available to the Centre Manager, the shop lead, the cafe lead, the Milling Trustee and possibly the Community Club head. - There are some new volunteers, including for the cafe, who need an induction. Jane is overseeing cafe volunteers in the short term. - More people are needed to open and close the windmill on Open Days. This takes around 45 min and includes opening the mill including windows and cap.	

All agreed	o JL to test signing up as a volunteer on a mobile phone o OC to circulate a draft job description for a new part-time volunteer co-ordinator, based on the previous PA role o EDM to proceed with setting up a business charge card o NW and AL to agree a structure and timing for new volunteer inductions o NW/AL to ask Robert if he can help open/close the centre on Open Days and to think of other potential local key holders. o NW to show JL how to open/close up with a view to him sometimes taking this on at Open Days he is attending.	JL OC EDM NW/AL NW/AL NW

Item 4	**LHF evaluation recommendations**	
	The recommendations from the evaluation were discussed. It was agreed:	

	- The Access project is fundamental to improving accessibility. - More generally we need to work with individuals and identify their specific needs rather than targeting specific characteristics. We should foster disability awareness, recognising there are 9 protected characteristics. We may need to make reasonable adjustments but also recognise that in some cases the adjustments required may not be reasonable. - Producing a BSL translation of the promotional film would be good to do, possibly with the person who does the BSL tours but it may not be cost effective relative to other measures for people with hearing difficulties unless funding could be found for this as a stand alone project. - It would be worth exploring exhibitions/displays for the centre. In the short term the information panels could be displayed inside instead of outside during Open Days. Ideas from other windmills included displaying artefacts and using a video on the history of windmills. It was noted that displays needed to be moveable to accommodate some venue hires. - It might be possible to get funding for a VR project or similar. - Some of the volunteer figures in the report are incorrect as they are based on incomplete data from Assemble	

All agreed	o AL/NW to trial displaying the panels indoors instead of outside at the July Open Days o EDM to speak to Wimbledon about using their video on windmills at our Open Days	AL/NW EDM

Item 5	**Staffing**	
	It was agreed that we would proceed with hiring a part-time volunteer co-ordinator, working to CH. (see above)	

Item 6	**Volunteer Party**	
	It was agreed the Volunteer party should be on Tuesday 9th December. Next year we could consider holding a Summer party	

All agreed	o JL and EDM to organise the volunteer Christmas party	JL/EDM

Item 7	**Strategic Review update**	
	It was noted that a separate meeting had been held to start the process of drafting the next business plan	

All agreed	o SS to contact YF for an update on Strategic Review meeting with a view to being assigned to a pair to contribute to this work	SS

Item 7	**Risk register**	
	No update	

Item 8	**Policies to review: H&S**	
	No further comments were received on the H&S policy so this was taken as signed off. It was recognised that many elements in the policy don’t currently happen. The plan is to phase these in over time. Some elements are dependent on other actions eg fire drills require decoupling the fire alarms. The next policies to review are EDI and CCTV	

All agreed	AL to produce a plan to implement the H&S policy AL to agree H&S codes for various areas with the relevant leads. OC to circulate the EDI and CCTV policies for comment All - to review the EDI and CCTV policies before the next meeting. NW to scrutinise the CCTV to make sure we're meeting Met license holder requirements	AL AL OC All NW

Item 10	**Action on access for Blenheim Gardens**	
	This is a standing item. NW reported on correspondence with the local resident leading this, who may contact the mayor to resolve disagreement within the council about whether it is a Highways or housing responsibility.	

All agreed	o NW to contact Bill Linksey to see whether he can help clarify where responsibility for the access area lies	NW

Item 8	**AOB**	
	It was noted that Lambeth Local History Fair is on 6 September. It was agreed it would be useful to do a shout out for maintenance volunteers to help with things like cleaning the mill before Open Days start. Various confidential items were discussed	

All agreed	o NW to tell AL when the booking details of the Lambeth Local History Fair are confirmed. AL to inform volunteers. o NW to review the maintenance job description o AL to contact Blossom about helping deliver flour	NW NW AL

Meeting closed: 9.06 PM

Next Meeting	Board Meeting on Tuesday 9 September 2025	ALL