



Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 13 January 2026, 7pm
Location	Hybrid
Present	Nick Weedon (NW, Chair), Lizzie Taczalski (LT), Olivia Christophersen (Minutes), Edgar DMello (EDM), Yaniv Fransev (YF), Sonam Sikka (SS from 7.55), Flora Faith-Kelly (FF)

Item 1	Welcome, Apologies, Conflicts of Interest, Safeguarding:
	<p>The Chair welcomed Trustees to the meeting and introduced Flora Faith-Kelly as a new trustee.</p> <p>Apologies had been received from Ann Lee.</p> <p>It was confirmed that there were no conflicts of interest to declare and no safeguarding issues had been reported.</p>

Item 2	Last Minutes (previously circulated) and matters arising
	<p>Updates on actions were circulated in advance of the meeting in a new Action Log.</p> <p>It was agreed that some of the outstanding actions were complete or had been superseded. This includes some which will be covered by the next Business Plan or taken over by the volunteer co-ordinator.</p> <p>Key updates included:</p> <ul style="list-style-type: none"> • It was agreed that minimum ages for different activities would be decided on a case by case basis with the exception of milling, for which the minimum age is 14. • AL and NW are liaising on the induction for new volunteers, which will start on 8 Feb. • A new maintenance volunteer has made a significant contribution already, including putting up shelves in the store room. • It has been agreed to increase venue hire prices from 2026 <p>Outstanding or partially outstanding actions from previous minutes and not on the Agenda are listed below.</p> <p>NW ran through the key points from the Centre Manager’s report, which included many positive developments including new school bookings and continued popularity of the Thursday Club, which now has a waiting list.</p> <p>It was noted that Meta advertising had generated 5 sign ups for the ticketed baking classes and agreed that it was worth continuing these classes.</p>

Actions carried forward or revised:

Date agreed	Action	Lead
Nov 2024	AL to proceed with the Investing in Volunteers Health Check	AL
March 2025	NW and DC to arrange a meeting with Danny from BGRMO. UPDATE: NW will work with FF on this	NW/FF
May 2025	YF to analyse the overlap between volunteers and members. UPDATE YF to have a second look and discuss with FF	YF/FF
May 2025	AL to introduce a system for volunteers to record actively that they have completed and understood the relevant training and policies for their activities.	AL
July 2025	JL to test signing up as a volunteer on a mobile phone	JL

July 2025	EDM to speak to Wimbledon about using their video on windmills at our Open Days. UPDATE: This is pending reorganisation at Wimbledon. We are likely to receive a copy in Spring	EDM
July 2025	AL to agree H&S codes for various areas with the relevant leads. UPDATE: draft codes circulated before the January Board meeting	AL
July 2025	NW to review the maintenance job description	NW
Nov 25	NW to talk to 2 volunteers about possible keyholder duties. UPDATE: OC to check whether this is sufficient with centre manager	NW/OC
Nov 25	AL to liaise with JL on promoting short tours	AL/JL
Nov 25	AL to send NW final wording for EDI policy to include sentence on sexual harassment.	AL
Nov 25	AL to re-add minor roles (ie IT support, website support, event planning) to Assemble and to liaise with Catherine about specific roles	AL
Nov 25	EDM also to speak to CH about volunteer support for schools visits (ie Louis)	EDM
Nov 25	NW to contact local resident about access to Blenheim Gardens	NW
Nov 25	JL to speak to CH about photography for schools visits for promotions UPDATE: JL will liaise with CH and the photographer on this	JL
Nov 25	NW to go back to Squires about putting cladding order in safely	NW
Nov 25	AL to consider proposal to increase the price of short tours from £5 to £6	AL
Nov 25	EDM to liaise with CH on the need to have two signatories for engagements with third parties	EDM

New actions in January

Date agreed	Action	Lead
Jan 26	OC to check the outcome of the potential new keyholder with the centre manager	OC
Jan 26	EDM to discuss expanding the Thursday club with the centre manager, assessing the associated costs and benefits compared to other uses of the centre	EDM
Jan 26	NW to arrange a meeting with Squires and the new maintenance volunteer	NW
Jan 26	OC to arrange a camera/mic to facilitate meetings in the centre	OC

Item 3	Reminder of Charity Objectives
	NW read out the charity objectives to ensure these remain the focus of the Board over the coming year, leading to a wider discussion about charity governance. EDM suggested we need a central governance document, as good practice and to accompany the annual return to the Charity Commission.

Item 4	Finance
	EDM provided a finance update. Key updates: <ul style="list-style-type: none"> • We have received the first interest payment from the new interest bearing accounts. • EDM has reviewed our debtors, some of which are very overdue, and agreed to write these off. Better processes are being put in place to ensure invoices are paid. • He is investigating historic grants to ensure expenses are reallocated appropriately. Details were provided and discussed. • He has started preparation for the budget to complement the business plan commencing 1st April 2026. He proposes having a separate meeting to discuss the budget for the next three years.

	<ul style="list-style-type: none"> • He has prepared a YTD P&L split between restricted and unrestricted activity, highlighting any significant variance to the budget. • He has started to review the finance policies and plans to share drafts before the next Board. <p>There was a discussion about trading income (including things like workshops and walks as well as the shop), which has been falling. It is difficult to compare shop income without an inventory but sales from the shop were up this year.</p> <p>It was agreed it would be helpful to see the P&L based on comparable time periods rather than comparing 9 months with a full year. EDM agreed to do this in future but did not anticipate significant income over the rest of this financial year.</p> <p>Now finances are split by restricted and unrestricted we have a better idea of the run rate.</p> <p>EDM confirmed that, now we have funds in savings accounts, he checks the current account regularly and ensures it has around £5,000, transferring money from the interest account if necessary.</p> <p>EDM is currently running reports on Quickbooks and Xero to ensure they match.</p>
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All agreed	o EDM to discuss pre-charging for venue hire with the centre manager	EDM
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Item 5	Strategic Review/Business Plan	
	<p>YF had incorporated the updates from the previous meeting and a revised draft of the Business Plan had been circulated before the meeting. Some additional refinements were discussed at the meeting including</p> <ul style="list-style-type: none"> - Ensuring the timescales for actions are in a consistent format. It was agreed to use dates for all of them - Changing the final column heading from “Who will help” to “Key Stakeholders” - Changing the time period for engaging BG to “Year 1 and ongoing. “ <p>CH is going to talk to AL about getting a volunteer to gather feedback particularly from Open Days. As well as an extra pair of hands, they could also think about evaluating the experience, using feedback collected.</p> <p>FF suggested linking up feedback measures with grant targets and offered to look through the grants to do this.</p> <p>There was a suggestion to add a column on who is responsible overall for each item. It was agreed that this would be considered separately and was not necessary in this high level document.</p> <p>Once these comments were incorporated, it was agreed it is now fit to circulate to members</p>	

All agreed	o FK to look through grants to identify feedback measures aligned with grant targets	FFK
All agreed	o YF to ensure comments from the meeting are incorporated into the Business Plan draft	YF
All agreed	o OC to ensure the draft Business Plan is circulated to AGM attendees, members and the fundraising committee	OC

Item 6	Fundraising grants pipeline	
	<p>Not all Board members had accessed the fundraising grants pipeline circulated before the meeting. Next FY EDM plans to bring the fundraising and grant summary together at a high level so everyone can see the big picture in terms of finance.</p> <p>FF asked if we receive feedback from the Lottery grant</p>	

All agreed	o OC to check the permissions on the fundraising folders and reshare links to the key fundraising documents	OC
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	o OC to check with the centre manager whether we received feedback from the Lottery application and to request it if not	OC
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Item 7	Staffing and Trustee recruitment	
	It was agreed the part-time volunteer role should be advertised using the job description signed off last year, initially for one year. EDM confirmed we have sufficient funds.	

All agreed	o OC to tell the centre manager the additional post can be re-advertised	OC
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Item 8	Risk register	
	YF has revised the risk register. He gave a brief overview, describing the inherent vs residual risks following mitigations. The register includes an incident page so any incidents can be logged and assessed against the risks, allowing the register to be adapted iteratively. It was agreed the more succinct format was an improvement and easier to manage. NW and OC had made small changes to the impact and likelihood scores in advance of the meeting. It was agreed that, for some risks, the individual items may need to be scored separately to facilitate the calculation of meaningful residual risks.	

All agreed	o All to check they agree with the risks they have been assigned to lead	All
All agreed	o YF to discuss the risks with owners, including agreeing whether residual risk looks right	YF

Item 9	Policies to review: H&S Statement	
	Three documents had been circulated before the meeting - the H&S policy, the associated safety codes and the H&S procedures. AL plans to incorporate final comments and then make the documents available in the Document Hub before the first volunteer induction on 8 Feb	

All agreed	o All to check the 3 H&S documents and send any comments to AL by Monday 26 January	All
All agreed	o AL to ensure the H&S documents are on the Document Hub before the first volunteer induction	AL

Item 10	Park issues: access for Blenheim Gardens and Work on safety for women/girls	
	NW gave an overview of a project relating to safety for women and girls in local parks and said he is keen for board members to be involved. FF and LT offered to support this. NW has told Kevin he will put together a group in Jan. This work links to the safety elements of the access project	

All agreed	o NW to send an invitation to volunteers to be involved in the project on safety for women and girls and to contact the co-ordinator, Kevin, confirming our involvement.	NW
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Item 11	Spring GM Agenda and format	
	It was agreed the Spring GM would comprise a short, 1 hour meeting covering updates on: <ul style="list-style-type: none"> ● The new Business Plan ● Park safety ● Maintenance ● Financial (high level overview) This would allow more time for socialising after the formal meeting	

	NW mentioned Councillor Bridson and the Lambeth Mayor had attended the hedge planting in the park the previous weekend.
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All agreed	o OC to talk to CH about having more food for the GM	OC
	o OC to check whether we need to invite motions before the meeting	OC

Item 12	AOB
	<p>Heritage event It is too late to advertise this in the events for the first half of the year. It was agreed that, anyway, it would make sense to incorporate it into the September Open Day as part of the heritage festival. Some time will be needed to plan a heritage display.</p> <p>Open Day timings There was a discussion about a suggestion to change the timing of the Open Days to 2-6pm. There was some support, including from the Chair. It was recognised there were advantages - eg there tended to be a slow start at 1pm with visitors picking up later - but also disadvantages. Volunteers would need to stay until 7pm to clear up, opening early may secure more bookings, a recognition that many visitors come from outside Brixton. It was agreed this needed further consideration and AL, who leads these, would need to be consulted. It was suggested that in the Business plan, as well as trialling extra Open Days we could consider extended opening hours and assess the impact on attendance. It was agreed we would need to boost volunteering before opening more. In particular, we don't always have sufficient volunteers to open the cafe EDM commented that Wimbledon windmill requires volunteers/Board members to commit for 4 shifts to ensure slots are covered. They are required to find a replacement if they can't make their slot.</p> <p>In relation to Open Day charging, it was noted that tours were being advertised at £5 for this year but we should consider increasing this. EDM noted that the venue hire and walk charges have increased. Agreed to consider this for the second half of the year - increasing from £5 to £6 for August onwards.</p> <p>Marketing JL provided an update from the Marketing group on thoughts for improving attendance at Open Days eg via Radio London, heritage sites, The Londonist. JL has a meeting set up with Upminster windmill to consider enhanced collaboration. He welcomed additional ideas.</p> <p>Summer volunteer event. It was agreed it was a good idea to have an event for volunteers in the Summer. A visit to Wimbledon windmill was suggested and supported. An event following an open day would make sense as some volunteers will already be present. NW suggested an outing to Ferndale mini golf, which includes a windmill.</p>

All agreed	o All to share ideas for promoting Open Days with JL	All
	o JL to check if we are set up as a recurring event on Ian Visits	JL
	o JL to talk to CH about dates for a Summer volunteer event	JL

Meeting closed: 9.05 PM

Next Meeting	Board Meeting on Tuesday 10 March 2026	ALL
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