



Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 10 March 2026, 7pm
Location	Hybrid
Present	Nick Weedon (NW, Chair), Ann Lee (AL), Lizzie Taczalski (LT), Olivia Christophersen (Minutes), Edgar DMello (EDM), Yaniv Fransev (YF), Sonam Sikka, Flora Faith-Kelly (FF)

Item 1	Welcome, Apologies, Conflicts of Interest, Safeguarding:
	<p>The Chair welcomed Trustees to the meeting.</p> <p>It was confirmed that there were no conflicts of interest to declare and no safeguarding issues had been reported. Two trustees had contacted the safeguarding officer (with general queries) and not received a response.</p>

Date agreed	Action	Lead
All agreed	YF to contact the safeguarding officer via LinkedIn	YF

Item 2	Last Minutes (previously circulated) and matters arising
	<p>Updates on actions were circulated in advance of the meeting in the Action Log.</p> <p>Many actions had been completed. These are mostly covered under other items below.</p> <p>It was agreed that there are currently sufficient key holders to cover hires so this was removed from the action log but this is an ongoing challenge so we should remain on the look out for additional support</p> <p>There was a discussion about increasing the cost of tours, covering the pros and cons of different options. It was agreed to increase the cost from £5 to £7.</p> <p>Outstanding or partially outstanding actions from previous minutes are listed below.</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	NW/FF
May 2025	YF to analyse the overlap between volunteers and members	YF/FF
July 2025	EDM to speak to Wimbledon about using their video on windmills at our Open Days	EDM
July 2025	AL to agree H&S codes for various areas with the relevant leads.	AL
July 2025	NW to review the maintenance job description	NW
Nov 25	AL to liaise with JL on promoting short tours	AL/JL
Nov 25	NW to go back to Squires about putting cladding order in safely	NW

Nov 25	EDM to liaise with CH on the need to have two signatories for engagements with third parties	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
Jan 26	EDM to discuss pre-charging for venue hire with the centre manager	EDM
Jan 26	FK to look through grants to identify feedback measures aligned with grant targets	FFK
Jan 26	OKC to ensure the draft Business Plan is circulated to AGM attendees, members and the fundraising committee	OC
Jan 26	YF to discuss the risks with owners, including agreeing whether residual risk looks right	YF
Jan 26	AL to ensure the H&S documents are on the Document Hub before the first volunteer induction	AL
Jan 26	All to share ideas for promoting Open Days with JL	All

New actions in March

All agreed	Action	Lead
Mar 26	OC to check with Catherine when she can implement the tour price increase to £7	OC

Item 3	Centre manager report
	NW ran through the key points from the Centre Manager's report. Many positive updates were noted. It was agreed that more progress on fixing the shutters was needed. It was noted that, since the report was submitted, we found out that the latest Awards for All bid was successful.

Item 4	Finance
	<p>EDM provided a finance update. Key updates:</p> <ul style="list-style-type: none"> ● He is investigating how Zettle is set up to help manage the merchandise. ● He has looked at the Reserves policy. ● He has started looking at the financial controls policy and questioned whether the latest version was the one signed off in 2022. ● He plans to redo the cash handling policy, which needs to change now we have business cards. ● He is looking at the financial information to provide to members, split by restricted and unrestricted. Expenses have now been correctly allocated and he has separated out venue hire. The cash position for the beginning of the next FY is healthy. ● He has looked at the budget for next year, has discussed this with YF and has shared it with JL. He suggested having a meeting specifically on the budget in April. NW is also interested in seeing the work on the budget so far. ● He is meeting Jean tomorrow to go through the Community Club figures. <p>It was agreed that the information presented was the right level of detail for the Spring GM. The financial data presented was discussed. EDM noted that last year was unusual as there were a few large one-off grants and corresponding expenses as well as a lot of remediation work. Unrestricted figures should provide a reasonable trend for comparisons. It was noted it would be useful to have a fundraising trustee who can report on awards and expenses and have senior oversight of how grants are being spent.</p>

All agreed	Actions	Lead
Mar 26	NW to see whether there is a more recent draft of the financial controls policy (since 2022)	NW
Mar 26	EDM to share the provisional budget with NW	EDM

Item 5	Other Board report updates
	<p>JL had spoken to Brixton Bid, who want to do some promotion of iconic landmarks in Brixton, including the windmill. They are going to interview NW and JK and are likely to send people to do some filming in April at the Open Days. It was agreed volunteers should be notified in advance.</p> <p>JL had engaged with other London windmills about cross-marketing but they are not in a position to take forward at the moment.</p> <p>AL summarised the key points from her Volunteer report:</p> <ul style="list-style-type: none"> • Three volunteer inductions have been held and one more is scheduled. This should result in 10 new volunteers. • We are still short of guides for Open Days. Some haven't been able to sign up as guides on Assemble, which wrongly says we are currently closed for new volunteers. • A new volunteer co-ordinator has been appointed and is due to start on 11 March. • The H&S documents will be published in shared drive and in the Document Hub on Assemble so all volunteers can see them. • She hopes to be able to make progress with Investing in Volunteers, with help from the new co-ordinator, including getting the questionnaires on Assemble. This should help understand how to improve retention, which is more of an issue than recruitment. She noted this programme includes useful tips on creating options to encourage volunteers who need flexibility.

Item 6	Business Plan update
	<p>The business plan has not yet been circulated to members, largely due to the technical logistics of identifying and contacting current members with our systems while complying with GDPR.</p> <p>There was a discussion about alternative membership and event booking systems.</p> <p>JL reported on a proposal to apply for funding from a charity that helps charities improve their digital space. The bid would be to manage membership and bookings. JL is also looking into alternative booking engines for events and tours. These would be more flexible and, if we use Eventbrite, this would also act as a marketing tool. The downside is that they would charge a commission. It was agreed we would need to tell people upfront if there is an additional fee. If the bid is unsuccessful, JL will come back with a proposal to suggest improving our systems. EDM suggested this is promotional work which is within scope for some other grants.</p> <p>There was a discussion about next steps for the Business plan. This will include converting the priorities into a costed business plan. NW, YF and EDM will look at this together.</p> <p>AL suggested it might be helpful to have a facilitated away day to focus on the business plan. A similar session had worked well before, partly thanks to the very good facilitator.</p> <p>It was agreed it was important to socialise the plan with members before adding details.</p> <p>EDM noted that not all the business plan is financially driven and it is important not to overcomplicate it.</p>

All agreed	Action	Lead
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Mar 26	OC to circulate the business plan to members together with the notification of the Spring GM	OC
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Item 7	Fundraising - priorities and EHD grant	
	<p>It was agreed that the Board needs to maintain closer links with the Fundraising committee and provide them with a clearer steer on priorities. This will partly come from the Business plan.</p> <p>In addition it was agreed to readvertise for a fundraising trustee. We can amend the spec used in 2025 and stress that they would be joining a strong, productive Board and an organisation that is already successful at bringing in grants. It was suggested we could seek help from Integrate, who are big on fundraising. FF can put us in touch with the team.</p> <p>Preserving/maintaining the windmill was agreed to be a key priority. It was noted that fans were now in place to reduce damp but more fundamental remedial work was required.</p> <p>The European Heritage Day funding opportunity was discussed and it was agreed to defer this to 2027 given the limited resource to prepare the event and to complete the large application before the deadline in April.</p>	

All agreed	Action	Lead
Mar 26	OC to update the relevant e-mail chain about the decision to defer EHD grant application to 2027.	OC
Mar 26	JL & OC to review the current role description for a fundraising trustee and advertise as soon as possible	OC/JL

Item 8	Staffing and Trustee recruitment	
	The appointment of a new volunteer coordinator and the decision to recruit a fundraising trustee was covered in previous items.	

Item 9	Risk register	
	YF has held productive discussions with 4 risk owners in relation to the new risk register. He is awaiting responses from SS and the safeguarding lead.	

All agreed	Action	Lead
Mar 26	YF to set up meetings with NW and AL to discuss their risks on the register	YF
Mar 26	YF to share latest draft with OC to load up	YF

Item 10	Policies to review - H&S policies; H&S Policy Statement; EDI; Safeguarding	
	<p>It was agreed the EDI policy and the H&S policies can be signed off.</p> <p>It was reported that the lead had made some changes to the Safeguarding policy in red. The Board were encouraged to read this and sign it off or make comments.</p> <p>H&S Policy statement – NW confirmed this is different from the H&S policy and we need both.</p> <p>We should publish the detailed policies and processes in the document hub.</p>	

	It was agreed it is important to live up to the policies eg making sure we have first aiders at every event. Ideally the first aider would be someone already volunteering. We may need additional millers to have first aid training but recognise the need to tie in with established training so this is likely to be a gradual process.
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All agreed	Action	Lead
Mar 26	AL to let the centre manager and/or volunteer co-ordinator know when the new policies are ready to put on the document hub	AL
Mar 26	OC to add the policies which have been updated to the current policies folder	OC
Mar 26	NW to check that the H&S Statement is consistent with the H&S policy/processes.	NW
Mar 26	AL to put message out via volunteers to see if any millers, in particular, are interested in first aid training	AL

Item 11	Park issues: access for Blenheim Gardens and Work on safety for women/girls
	<p>NW and JK had a meeting about the park project, which may be able to cover elements of the access project but not all (eg the highway). There was a suggestion to have a competition to design plate metal motifs.</p> <p>FF is waiting for a date from the team working on the Safety project and will continue to nudge them. We need a date before recruiting volunteers.</p>

Item 12	Events inc Heritage Day; increasing Open Day charges; Summer volunteer event
	<p>There was a discussion about the timing of a Heritage Day alongside over events in September such as Open House and Lambeth heritage festival. A proposal for a Heritage Day is in our draft plan for 2026 but this would need a group to start planning now. Various options were discussed including people dressing as millers, displaying miller artefacts. We could do this more generally on open days ie promoting heritage There were concerns that Open House days already generate a lot of visitors (150 at the last one, which is challenging for our volunteers).</p> <p>We need to decide what the talk in September will be about. AL had an idea (to do with food and nutrition) but does not have time to work on it. NW suggested inviting the person from the Wandle museum, who has ready made talks, noting that the Ashbys milled on the Wandle. It was agreed to do that unless other ideas materialise.</p> <p>The increase in charges was covered under item 2.</p> <p>The new volunteer coordinator will lead on the Summer volunteer event.</p>

All agreed	Action	Lead
Mar 26	NW to discuss ideas for a heritage day with AL and consider whether this is feasible.	NW
Mar 26	NW to consider and finalise the subject of the talk in September	NW

Item 13	Spring GM Agenda and format
	The agenda discussed and minuted in January was agreed.

Item 14	AOB
	<p>It was agreed that we should offer free tickets for tours to carers (maximum one per visitor). This needs to be added to the booking page.</p> <p>NW noted the bat walk is not on the website</p>

All agreed	Action	Lead
Mar 26	JL to send note to the centre manager/Effra Digital about adding the bat walk to the website.	JL

Meeting closed: 9.05 PM

Next Meeting	Board Meeting on Tuesday 10 March 2026	ALL
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