



Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 11 November 2025, 7pm
Location	Hybrid
Present	Nick Weedon (NW, Chair), Ann Lee (AL), Lizzie Taczalski (LT- Minutes), Edgar DMello (EDM), Yaniv Fransev (YF), Sonam Sikka (SS)

Item 1	Welcome, Apologies, Conflicts of Interest, Safeguarding:
	The Chair welcomed Trustees to the meeting. Apologies had been received from John Licence and Olivia Christophersen. 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
	<p>Updates on actions were circulated in advance of the meeting. It was agreed that many of the outstanding actions were complete or had been superseded.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 new trustee who will contribute to membership and community engagement.</p> <p>The outstanding or partially outstanding actions from previous minutes and not on the Agenda were:</p> <p>From November 2024</p> <ul style="list-style-type: none"> - AL to proceed with the Investing in Volunteers Health Check <p>From March 2025</p> <ul style="list-style-type: none"> - 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 <p>From May 2025</p> <ul style="list-style-type: none"> - YF to analyse the overlap between volunteers and members - 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. <p>From July 2025</p> <ul style="list-style-type: none"> - JL to test signing up as a volunteer on a mobile phone - NW and AL to agree a structure and timing for new volunteer inductions [UPDATE Nov 25: AL’s report noted inviting general volunteers to part 1 of the guide/steward induction] - EDM to speak to Wimbledon about using their video on windmills at our Open Days - AL to agree H&S codes for various areas with the relevant leads. - NW to review the maintenance job description. <p>From September 2025</p> <ul style="list-style-type: none"> - YF to share an update on the risk register with the Board for comments before the next meeting. <p>Further updates from the meeting: AL has bought additional volunteer badges AL has done a visitor number report and notes a drop in short tour numbers over the years so needs promoting AL intends to attend an online volunteer conference. A maintenance volunteer has come forward</p>

All agreed	o Outstanding actions from November 2024 and March, May, July and September 2025 meetings to be brought forward	SEE LIST
	o NW to talk to Louis and David Lennon about possible keyholder duties	NW

	<ul style="list-style-type: none"> o NW to ask Penny for an update on the museum accreditation work o AL to liaise with JL on promoting short tours o AL to send NW final wording for EDI policy to include sentence on sexual harassment. o AL to sign up on Assemble as a general volunteer to try and help iron out some of the issues that other volunteers face on the platform (emails going to junk folders etc) o AL to re-add minor roles (ie IT support, website support, event planning) to Assemble and to liaise with Catherine about specific roles o NW to follow up with the potential maintenance volunteer 	<p>NW</p> <p>AL</p> <p>AL</p> <p>AL</p> <p>AL</p> <p>NW</p>
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Item 3	Strategic Review/Business Plan	
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	<p>There was a discussion about the next business plan, a draft of which was circulated before the meeting. Comments on each section included:</p> <ol style="list-style-type: none"> 1. Heritage Preservation. <ul style="list-style-type: none"> - ensure that the online archive of objects is posted on social networks (similar to the 16 objects item already on the website); - ensure items to view are accessible to all visitors; - move the Windmill maintenance strategy to the first point in the list. 2. Education. <ul style="list-style-type: none"> - move the 'Volunteer retention' item to 'Community engagement'; - there is money in the budget for an education facilitator, which could be combined with the volunteer manager as a joint role. 3. Community Engagement. <ul style="list-style-type: none"> - remove line 2 which is a duplicate; - measure volunteer engagement in volunteer hours, not volunteer numbers; - general support to grow events but need to be aware of not clashing with revenue-yielding weekend hire. This led to a discussion about comparing party income with revenue from shop and cafe on open days (approx. £250). EDM noted that trading income is down on previous years. - it would be good to have one month with two open weekends if a suitable month could be found, pending guide recruitment. 4. Environment. <ul style="list-style-type: none"> - include the Windmill as a sustainable power source (wind). This point could also be under heritage and education. In short, we need to add gravitas to the sustainable qualities of the Windmill. - ensure that merchandise is sustainably procured (should be added to line 3). 5. EDI <ul style="list-style-type: none"> - replace the word 'groups' with 'categories' in the first action box, and reword 'offer tailored activities' possibly to 'meeting diverse needs' (the precise wording needs more thought). - change 'local groups' in Blenheim Gardens action point to 'local people'. - Overall the EDI goals need to say more about accessibility to the Centre. <p>Overall, it was agreed that this is much more condensed than previous versions of the strategic review but more needs to be done on how we are measuring goals.</p>	
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All agreed	<ul style="list-style-type: none"> o YF to incorporate actions and circulate the next version o EDM also to speak to CH about volunteer support for schools visits (ie Louis) 	<p>YF</p> <p>EDM</p>
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Item 4	Staffing and Trustee recruitment	
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	NW was pleased to announce a new Trustee appointment to the board called Flora who has a background in the NHS. She has had the full induction but her remit on the Board is still TBC.	
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Item 5	Risk register	
	This is a standing item. YF agreed to circulate the draft risk register in the coming days	

Item 6	Policies to review: H&S Statement	
	Health and Safety policy - AL has circulated codes of conduct to different groups eg Millers There was some discussion on the H&S statement but this has not been signed off	

Item 7	Action on access for Blenheim Gardens	
	This is a standing item. There was no update but NW will contact the resident leading this project	

All agreed	o NW to contact local resident about access to Blenheim Gardens	NW
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Item 8	Volunteer Christmas party	
	This is in hand and good numbers are signed up on Assemble. If possible would be good to produce a flyer to send via the Whats App groups	

Item 8	AOB	
	<p>Matters arising from the Centre Manager's report:</p> <ul style="list-style-type: none"> - it was agreed to uplift the hourly rate for community hires to £40 per hour from March 2026, rising to £45 per hour by the end of the three year business plan. - It was suggested it may be possible to use a known photographer for photos for school visits - The separation of the fire alarm from the Windmill and the Centre is happening - In relation to the Christmas fair, there was some feedback that we need to provide better presents in Santa's grotto and a better way to manage the queue. <p>AL is looking into Assemble for more cafe volunteers</p> <p>It was noted that fundraising applications for park improvement should incorporate better access at night (currently it is sometimes necessary to jump over the fence, which is not acceptable)</p> <p>The Board needs to keep up with policy management and an AI policy is probably now needed.</p> <p>2026 Events programme discussion:</p> <ul style="list-style-type: none"> - April seems a bit early for the Bat walk - Sunday 25th October seems best for the Hallowe'en event as the later date is during half term and people are more likely to be away - Possible June weekend for the Heritage Open weekend, pending cafe volunteers - we need to get a date sorted for a Lambeth listing . - Proposal from NW to reinstate Sports Day in July. Team Lambeth can assist with call outs for volunteers. <p>Matters raised by SS:</p> <ul style="list-style-type: none"> - The proposed pricing for the new Windmill to Windrush walk is fine - Combining the Easter weekend with the first open weekend of year (29th March) should work 	

	<ul style="list-style-type: none"> - There's a proposal to increase price for short tours to £6 from £5. AL wanted to time to consider this <p>The Fundraising group are asking for a strategic review of what to fund - ie what are the Board's priorities and therefore what else could they be looking for for funding applications (ie education officer). Also suggestion that their pipeline grants document is shared at Board meetings.</p> <p>Constitutional matter (raised by EDM) - we need two signatories to sign documents, contracts, and any engagement with another party. In the interim we need to say that we're aware and are looking into implementing a change.</p>	
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All agreed	<ul style="list-style-type: none"> o EDM to follow up with CH on venue hire price increases. o JL to speak to CH about photography for schools visits o JL/OC to check with CH on Lambeth listing for Heritage Open Day in June and deadline for events programme o NW to go back to Squires about putting cladding order in safely o AL to consider proposal to increase the price of short tours from £5 to £6 o EDM to liaise with CH on the need to have two signatories for engagements with third parties o All - agree strategic priorities for the fundraising committee and communicate these to them o OC to ensure the fundraising pipeline grants document is shared at future meeting 	EDM JL JL/OC NW AL EDM All OC
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Meeting closed: 8.55 PM

Next Meeting	Board Meeting on Tuesday 13 January 2026	ALL
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