



Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 9 September 2025, 7pm
Location	Hybrid
Present	Nick Weedon (NW, Chair), Olivia Christophersen (OC, Minutes), Ann Lee (AL), John Licence (JL) , Lizzie Taczalski (LT), Edgar DMello (EDM), Yaniv Fransev (YF), Sonam Sikka (SS)

Item 1	Welcome, Apologies, Conflicts of Interest, Safeguarding:
	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
	<p>Updates on actions were circulated in advance of the meeting. Significant updates were covered under item 3, notably progress on financial management and developments relating to the proposed volunteer co-ordinator role.</p> <p>The outstanding or partially outstanding actions from previous minutes and not on the Agenda were:</p> <p>From September 2023</p> <ul style="list-style-type: none"> - AL to get details of Park and Elders Club volunteers who are active from Jean, Annick and Lena [now Debbie] for input into Assemble <p>From November 2024</p> <ul style="list-style-type: none"> - NW to talk to Lena [Jean] about keyholders from the Thursday club - 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 - 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 <p>From May 2025</p> <ul style="list-style-type: none"> - JL to investigate photos for school events for the website - 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 <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 - 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. - EDM to speak to Wimbledon about using their video on windmills at our Open Days

	<ul style="list-style-type: none"> - 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 - AL to produce a plan to implement the H&S policy - AL to agree H&S codes for various areas with the relevant leads. - 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 - NW to review the maintenance job description
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All agreed	o Outstanding actions from September 2023, November 2024 and March, May and July 2025 meetings to be brought forward	SEE LIST
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Item 3	Board and Centre Manager Reports	
	<p>Board reports had been received on Finance, Milling, Volunteering and from the Chair. In addition, there was a report from the Centre Manager.</p> <p>Finance The Chair thanked EDM for all his work improving our financial systems. The business charge card application is progressing but there have been delays due to the level of information requested by the Co-op, some of which EDM has pushed back on. It was noted that as part of this we had to remove DC from the trustees registered with the Charity Commission but can add her back when she returns. There is an ongoing discussion about the extent to which historic unspent grants can be transferred to unrestricted cash. This situation has largely arisen because the full recovery costs have not historically been charged against the grant. For example, the relevant proportion of the centre manager's salary has not always been assigned to grant spending. This can be corrected in this year's accounts but we cannot reasonably reopen books for previous years. It was collectively agreed this was a pragmatic way forward, given the previous years' accounts are fixed on the CC system but it is important to be transparent with the accounts. EDM is looking into these issues to put us in a stronger position next year.</p> <p>The salaried volunteer post has been put on hold as a similar post formed part of a grant application currently in progress. However, it was acknowledged that, even if we are successful, there is a very long lead in time, and having some additional paid support is a priority to continue delivering our services and relieve pressures on trustees and the centre manager.</p> <p>Maintenance Squires are actively involved in fixing the cladding - providing the planks and putting them up. We have agreed to help with installation. There have been no new breakages since the additional batons were installed. There has been no further discussion with Lambeth on windmill maintenance. The fire alarms are being split. There was a question about whether BWC should be linked up to a monitoring station, which is quite expensive.</p>	

All agreed	<ul style="list-style-type: none"> o EDM to ensure the historic accounting issues are noted in the report for the AGM and in the accounts and to explain the situation to the Fundraising group in advance of the AGM. o OC to feed back to CH on the part-time role, to work with her on a revised job description and to circulate this to the Board and fundraising committee before readvertising. o NW to talk to CH about any insurance implications relating to linking the fire alarms to a monitoring system and then decide which option to proceed. 	EDM OC NW
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Item 4	Strategic Review Update	
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	YF has put the goals and actions in a single document in a consistent format, which needs to be prioritised before it is presented at the AGM. NW will present this at the AGM if YF is away.	
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All agreed	<ul style="list-style-type: none"> o NW/LT to resubmit their documents in a format YF can open eg pdf o YF to add NW/LT's contribution to the plan overview and circulate a draft to the board in a format that can be presented at the AGM. 	LT/NW YF
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Item 5	Agenda for AGM	
	<p>It was agreed to cover the following items at the AGM:</p> <ul style="list-style-type: none"> ● Chair's report ● Finance update ● Initial thoughts from the Board on the next 3 year business plan ● Summary of events and activities over the year including the Community club and positive feedback from the HLF evaluation ● Forward look to future events <p>The update on events could include elements of NW's talk on historic windmills, NW's photos from events, figures from tours from AL, and quotes from evaluation report.</p>	

All agreed	<ul style="list-style-type: none"> o NW to try to get an update on the Access project for the AGM o OC to speak to the centre manager about presenting an update on events at the AGM o OC to look at who is standing for re-election 	NW OC OC
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Item 6	Staffing and co-ordination with the Fundraising committee	
	Covered above	

Item 7	Risk Register	
	YF has been working on this, adding some risks and mitigations.	

All agreed	o YF to share an update on the risk register with the Board for comments before the next meeting.	YF
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Item 8	Policies to review: H&S, EDI, CCTV	
	<p>H&S - It was noted that the section on the cafe needs to be strengthened. AL confirmed this work is in progress and a code for guides has been completed and shared with guides.</p> <p>EDI - The board discussed whether the wording on harassment should be amended to explicitly mention sexual harassment following the changes to legislation.</p> <p>CCTV - there was some lack of clarity on how long footage should be kept. The current policy specifies that the CCTV will be wiped after 28 days whereas Lambeth licensing requires 31 days. It was noted the policy refers to staff but should also cover volunteers. It was agreed the CCTV policy could be reviewed biannually.</p>	

All agreed	<ul style="list-style-type: none"> o NW to send AL the summary of legal changes relating to EDI o AL to explore how other organisations have approached recent legal changes and suggest a new form of wording for the EDI policy. 	NW AL
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	<ul style="list-style-type: none"> o NW to liaise with CH on the CCTV retention time and to review what footage has been retained. o OC to change the review period of the CCTV policy to biannual 	NW
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Item 10	Action on access for Blenheim Gardens	
	This is a standing item. There were no updates at the meeting	

Item 8	AOB	
	<p>Volunteer badges - it was agreed that badges should be purchased for volunteers and this should be paid from the volunteer budget.</p> <p>It was reported that there was a successful stall at the Local History Fair with good feedback on our designs.</p> <p>We have been invited to have a stall at Herne Hill market in November. It was agreed we should apply as this is a good opportunity to sell things for christmas and promote our Winter events. It was noted that we should have P&L for merchandise</p> <p>There is a plan to take our flour to Wimbledon windmill for events.</p>	

All agreed	<ul style="list-style-type: none"> o AL to get the necessary artwork for the volunteer badges from CP and order more o JL to advertise a vice-chair trustee role o NW to remind people of the date of the Herne Hill market in November and apply to have a stall o JL - to look at promoting co-ordination between London windmills including Upminster. 	AL JL NW JL
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Meeting closed: 8.55 PM

Next Meeting	Board Meeting on Tuesday 11 November 2025	ALL
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