

Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 14 July 2026, 7pm
Location	Hybrid
Present	Nick Weedon (NW, Chair), Olivia Christophersen (Minutes), Edgar DMello (EDM), Flora Faith-Kelly (FF), Ann Lee (AL), John Licence (JL), Sonam Sikka (SS), Lizzie Taczalski (LT), Jessie Knight (JK), Mike Appleton (MA), Liz Mackenzie-Barrett (LM)

Item 1	Welcome, Apologies, Conflicts of Interest, Safeguarding:
	The Chair welcomed Trustees to the meeting and introduced 3 new trustees: • Mike Appleton, who will be covering Governance • Jessie Knight, filling the new Park Trustee role • Liz Mackenzie-Barrett, who will be taking over as Comms/Marketing Trustee when JL steps down in the Autumn 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 in the Action Log. The majority of actions had been completed or were covered in subsequent updates. It was noted that a finance meeting had been held after the last Board to discuss the forward budget, which has now been agreed. The action for NW/FF to meet with Danny from BGRMO was re-emphasised as being important to progress. Similarly, it is important to try to make progress on the maintenance work with Squires. NW had sent a briefing to the maintenance volunteer, with a view to discussing liaison with Squires on the building issues. It was suggested the centre manager could follow this up.

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 FF to arrange a meeting with Danny from BGRMO	NW/FF
Jul 2025	EDM to speak to Wimbledon about using their video on windmills at our Open Days	EDM
Jul 2025	NW to review the maintenance job description	NW
Nov 25 May 26	NW to go back to Squires about putting cladding order in safely Revised May26: NW to contact the maintenance volunteer to discuss liaising with Squires on fixing the cladding/shutters	NW
Jan 26	EDM to discuss pre-charging for venue hire with the centre manager	EDM
Mar 26	OC to add the policies which have been updated to the current policies folder	OC
May 26	NW speak to the relevant volunteer to see whether tours are being offered as part of party hires	NW

May 26	NW to mention funding for a defibrillator in the fundraising group, as members may have been involved with the previous grant applications.	NW
May 26	AL to contact Penny about convening a meeting of the Archive and history group	AL
May 26	NW to check that issues raised at a recent seminar he attended are covered in the Risk Register	NW

New actions

July 26	JL to contact the maintenance volunteer	JL
July 26	OC to discuss maintenance issues with CH	OC

Item 3	Board reports
	Centre manager report Many positive activities and developments were noted and the following key issues were discussed: • <i>Venue hire charges</i> - the report noted that we charge less than the neighbouring Green Hut for private hires. It was agreed that, given our facilities, it was reasonable to match their rates, increasing our private rates to £50 and possibly adding a flat cost to cover the key holder. EDM said that, more generally, we need a clearer overview of what we are charging for different things. • <i>Shutters/cladding</i>: NW has tried to make progress but this has been difficult. • <i>Fire alarms</i>: it was noted this is an ongoing technical matter, which needs to be resolved Finance EDM said we need to look strategically at how we operate to ensure we are compliant with the latest rules. This includes dual control, reviewing the spending control limits (individual limits should generally be around £250) and documenting who is authorised to do what in terms of spending to what level. EDM will produce a paper for the Board to review and will then draft the policies. In relation to business charge cards, we should have an agreement with each card holder setting out their limits and conditions of use. The bank has a preference for pre-paid cards. There was a discussion about reconsidering pre-paid cards but these also carry an administrative burden to keep them topped up. Dual control spending will need a pool of mandated authorised people. Currently there are nominally four - treasurer, chair, vice chair and accountant/book-keeper - but we do not have a vice-chair in post at the moment. For larger payments, such as freelancers, we will need to alert the individuals that the new process will be slower and encourage them to put claims in regularly so they are closer to the limit where possible. MA offered to help draft a paper on dual control governance. It was noted that a new FCA rule means we have to confirm all trustees every time there is a banking change. The new trustees need to be added to the Charity Commission Register and onboarded with e-mails. EDM will then inform the Co-op and circulate new forms to trustees to complete so the banking changes can be taken forward. Membership FF has produced a membership refresh strategy. A key focus is improving copy - promoting what we have achieved and removing the inconsistent messages on pricing. The next steps include looking at offers and liaising with local organisations on this but it was noted that the approach of other membership organisations suggests members are more drawn to supporting the cause rather than securing discounts or rewards. OC mentioned she had received an e-mail thanking her for renewing her membership despite her renewal

	not being due. SS commented that as a life member she doesn't receive any Comms about membership. It was agreed the suggested strategy is a good way forward and it is important to energise current members as well as providing a clearer journey for new members. LT asked about the supporter events suggested in the strategy and also wondered how these could be linked to corporate hires. There was a discussion about whether offering discounts is worthwhile. Overall it was agreed this is good "optics". EDM said he is keen to speak to FF about revenue from memberships, which has been falling. It was suggested we could run another membership survey later this year. The key findings from last year emphasised benefits and recognition. It was agreed we should be more proactive at promoting membership and volunteering opportunities at events. This will be picked up at the September meeting to ensure we have a table at larger events such as Harvest Festival. Volunteering Revised H&S documents are now on Assemble and therefore openly accessible to all volunteers for the first time. It was agreed we need to actively manage when different roles are open, liaising with the centre manager and/or volunteer co-ordinator. AL confirmed that if tour guides sign up during the year then training can be provided so these roles can be left open. Where roles are closed, this should be a deliberate decision. There is a separate issue with signing up for activities. NW said he had tried to sign up for gardening and was told it was full although just a small number of people signed up. AL said we need to consider whether Assemble is suitable for an organisation of our size. Others felt at this stage it was more important to make sure we are fully utilising it, which is a key objective for the volunteer co-ordinator It was agreed we should have a membership/volunteer table at the Open Day. There was a discussion about young volunteers, which is something the volunteer co-ordinator has been looking into. It was noted that overseeing them was a significant responsibility for people leading activities although DBS checks are not needed unless working 1-1 with a young person (or vulnerable adult). AL suggested there could be one off volunteer opportunities for young people. This will be picked up as part of the discussion on implementing the new business plan. Milling There have been some very positive developments including arrangements to host the South East Grain Alliance on Monday 3 August, which trustees are welcome to attend and which should be a good opportunity to promote the windmill. We have also been invited to provide flour for goodie bags at a school conference.
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All agreed	Actions	Lead
July 26	OC to discuss venue hire rates with the centre manager and feedback to EDM	OC
July 26	OC to discuss maintenance issues and the fire alarm with the centre manager	OC
July 26	MA to liaise with EDM on drafting a dual control governance paper	MA/EDM
July 26	OC to add the new trustees to the Charity Commission register and ensure they are set up on the system with e-mail addresses.	OC
July 26	OC to send to FF and JL a copy of the renewal e-mail she received. JL to follow up with Effra Digital	OC
July 26	OC to liaise with CH on which roles are open/closed and with Alice on managing the numbers for events.	OC
July 26	OC to discuss having a membership/volunteer table at the Open Day and other key events with the centre manager	OC

Item 4	Funding for bookings
	It was confirmed that funding is available to improve the system for bookings

Item 5	Business Plan next steps
	It was agreed to hold a Board Away Day on 23 August to discuss implementation of the business plan and who will do what. This is likely to be around 4 hours with lunch in the middle. FF offered to facilitate it. EDM may be able to join online for part of this.

All agreed	Actions	Lead
July 26	NW, FF and OC to liaise on arrangements for and format of the Board Away Day	NW, OC, FF

Item 6	Fundraising priorities
	The fundraising committee currently has strong Board links with FF, NW and EDM attending. FF suggested it would be good to look at refreshing our core information so we are ready to go with bids when opportunities arise. EDM said the business plan and budget are good tools to steer the focus of fundraising. The Community Club is a good model for raising and using funds. EDM will think about finance aspects for the Away Day. LT said that preserving the windmill had to be a priority. NW confirmed that a large grant had been identified, with an application deadline of March 2027. This needs collaboration with Lambeth but they are currently not engaging. LT said she is happy to support pushing Lambeth. It was agreed this needs to be escalated above the parks officer. We have a good pipeline for tracking grant opportunities but need bid writers. JL has offered to do this when he steps down as a trustee. FF can support fundraising if JL does the writing.

Item 7	Staffing and trustee recruitment
	It was noted that there was a strong field of applicants for the latest recruitment. In addition to the three new trustees who attended the meeting, NW and OC have been discussing a Heritage trustee role with one applicant and volunteering options for others.

Item 87	Risk register
	It was confirmed that MA will be leading this. It will be picked up at a future meeting

Item 7	Policies to review
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	EDM has drafted a new Reserves policy incorporating new requirements such as contingency for redundancy and linking amounts to expenses. EDM proposed dropping designated reserves and just having general reserves. AL commented that a review of the environmental policy was overdue. This was acknowledged but other policies, such as reserves, are essential for grant applications and therefore need to be prioritised. Overall, the Board needs to get on top of the policies so they are all up to date. EDM should have a high level draft of the new finance policy by the September Board
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All agreed	Action	Lead
July 26	OC to circulate the Reserves policy after the meeting. All to review and send any comments within a week.	All
July 26	EDM to prepare a draft finance policy by the September Board	EDM

Item 10	Park issues
	There has been some correspondence on the safety project. JK is keen to be involved. MA is happy to link in with the local police. He said HO funding is available for areas that are not well lit, which we could bid for through Lambeth. NW reported that there was a walk about the previous day with the Lambeth lead for trees.

All agreed	Action	Lead
July 26	NW to share the park safety tool with JK and MA.	NW
May 26	MA to share info on Home Office funding for lighting with NW.	MA

Item 11	AGM agenda
	It was agreed that, in addition to regular updates at the AGM such as reports from the Chair, Finance and the centre manager, it would be good to have a focus on developments to the Park at the next AGM. This could include achievements from the City Bridge Trust project, which was a significant grant, as well as acknowledging the work of the Park volunteers.

Item 14	AOB
	EDM also volunteers at Wimbledon windmill and said their Chair is keen for their trustees to have a tour of the windmill. We can then visit them and share experiences, noting that we have quite different functions. They operate as a museum, which we could learn from as part of considering museum accreditation. They would also like to sell our flour and possibly some of our merchandise. They may test the latter with a view to combining wholesale orders with us but adding their logo. It was agreed it would be good to collaborate, starting with a visit.

	The local ward councillor, who is also the deputy leader of the new council, attended the last Open Day. It was a positive visit and she noted that this is the only green space within the ward.
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All agreed	Action	Lead
July 26	EDM to liaise with Wimbledon windmill on an exchange visit	EDM
May	NW to send a follow up e-mail to the Deputy Mayor, following her visit and mentioning key forthcoming events and the state of the windmill. Also to send here-mail to JL to add to the mailing list.	NW

Meeting closed: 20.53 PM

Next Meeting	Board Meeting on Tuesday 9 September 2026	ALL
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