

Minutes	Friends of Windmill Gardens – Meeting of the Board of Trustees
Date	Tuesday 12 May 2026, 7pm
Location	Hybrid
Present	Nick Weedon (NW, Chair), Olivia Christophersen (Minutes), Edgar DMello (EDM), Flora Faith-Kelly (FFK), Ann Lee (AL), John Licence (JL), Sonam Sikka (from 7.30)

Item 1	Welcome, Apologies, Conflicts of Interest, Safeguarding:
	The Chair welcomed Trustees to the meeting. Apologies were received from Lizzie Taczalski (LT) 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. Many actions had been completed or were covered in subsequent updates, including in relation to the H&S policies. It was agreed that: • arranging a meeting with the BGRMO chair was a priority and should be taken forward as soon as possible • AL and JL will discuss the promotion of short tours at the June Open Day • NW will contact the maintenance volunteer about the problems with the shutters and to discuss liaising with the contractors • FFK is attending the fundraising committee which will improve links between that group and the Board

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 FFK to arrange a meeting with Danny from BGRMO	NW/FFK
July 2025	EDM to continue to liaise with Wimbledon about using their video on windmills at our Open Days	EDM
July 2025	NW to review the maintenance job description	NW
Nov 25/ May 26	NW to contact the maintenance volunteer to discuss liaising with Squires on fixing the cladding/shutters	NW
Nov 25	EDM to liaise with CH on the need to have two signatories for engagements with third parties	EDM
Jan 26	EDM to discuss pre-charging for venue hire with the centre manager	EDM
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

Item 3	Centre manager report
	The positive updates on events and increased school sign ups were noted. Key issues were discussed: • <i>Photography for school promotion</i>: JL will follow up again with the centre manager on this. It was agreed this could be resolved by approaching one of the 13 schools signed up. • <i>Shutters/cladding</i>: it is not clear whether the contractor or Lambeth Council should place the order for new planks. It was agreed NW should share his contacts with the contractor with the maintenance volunteer and ask if he can lead on this. • <i>Fire alarms</i>: recent incidents of the alarm going off are probably related to the new fans in the mill. Tom at Lambeth Council is looking into new sensors which won't pick up dust. The fans have been turned off in the meantime. • <i>Volunteer party budget</i>: It was agreed the party should include substantial food, not just a snack and ideally something different from the Christmas event for variety. Similarly, a different activity (not a quiz) was supported, such as themed bingo. It was agreed not to invite partners due to the additional costs and importance of managing spend appropriately but this could be reviewed depending on the number that sign up, noting that partners could be a source of new volunteers. EDM will contact the centre manager to confirm the budget.

All agreed	Actions	Lead
May 26	FFK to send the link to a website with activity ideas to the Volunteer co-ordinator	FFK

Item 4	Finance
	EDM requested a separate 1 hour meeting to discuss the Reserves Policy, which is an important document, and the forward 3-year Budget. A lot of work has been done on the latter, which needs to reflect the challenging financial context. It was noted that a 3-year budget is needed by the fundraising committee as soon as possible. Ideally the whole board would attend for governance purposes. It was agreed to hold this on Wed 20th at 7pm. AL asked if many expense claims were being made by volunteers and whether it was straightforward to do this. EDM confirmed the system hadn't changed.

All agreed	Actions	Lead
May 26	EDM to circulate a draft budget in advance of the separate finance meeting on 20 May	EDM
May 26	OC to ask the volunteer co-ordinator to issue a reminder to volunteers on how to submit a claim.	OC

Item 5	Other Board report updates
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	Discussion focussed on the report from the Volunteer trustee covering the following points: <i>H&S documents:</i> There was a reminder of the purpose and importance of these from a practical point of view as well as avoiding potentially serious incidents. The H&S statement has been finalised by AL and NW. AL will send it to OC to load up into the Current policy folder. The statement references associated documents, notably the safety codes, which will be uploaded onto Assemble. They will also be laminated and included in training. She is awaiting approval for the gardening and cafe safety codes. These may be loaded up anyway if responses are not received. NW said he is happy to chase if there is no response. There are some loose ends in terms of elements we need to put into practice. NW noted we should omit any reference in the H&S documents to a defibrillator until we have one. <i>Tours as part of party hires:</i> AL expressed concerns about this, noting they would need the same level of H&S compliance. It was queried whether such tours were being offered and agreed that they shouldn't be. NW agreed to check. <i>Assemble:</i> There have been issues with some roles (eg tour guides, milling) on Assemble, with volunteers receiving a message saying the roles are closed when they aren't. It was agreed the volunteer co-ordinator can look into this and, more generally it would be useful to explore training on Assemble for the centre manager and volunteer co-ordinator. On a positive note, AL noted that Assemble is changing so you sign up to the organisation rather than signing up to a role, which should be an improvement. <i>Open days:</i> 3 successful ones had been held with slots booked in advance, a record for this time of year. We need to keep up with finding, training and retaining new guides. The importance of providing access for people with disabilities and managing expectations on reasonable adjustments was discussed. It was agreed that it was difficult to think of reasonable adjustments to allow wheelchair users to access the windmill beyond the ground floor but interpretation from the ground floor is offered together with a video tour. EDM raised an issue relating to money being spent for the shop. The £500 limit had been breached twice and additional costs then reclaimed via petty cash. It was agreed this is unacceptable and we need tighter controls over the amount being bought, possibly a business case for spending and purchase order system to ensure any spend is pre-approved. Previously there was an overall budget for the year, which was respected. This will be discussed at the forthcoming finance meeting. SS asked if we know how much profit we make on each item. EDM confirmed the margin for each product is known.
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All agreed	Actions	Lead
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	NW to speak to the relevant volunteer to see whether tours are being offered as part of party hires	NW
May 26	OC to speak to the centre manager about fixing the role sign-up issue on Assemble and about general training on Assemble for her and the Volunteer Co-ordinator	OC
May 26	JL to draft wording on restrictions for wheelchair users, share with NW and AL and then add to the website.	JL

Item 6	Actions from Spring GM
	The Board discussed various issues raised at the Spring General Meeting.

	Business Plan update The Heritage event will comprise the story telling and related activities being organised for September. OC questioned whether 250 is a realistic target for membership given the current levels. It was suggested we should aim for 100 in year 1 and then review. AL reminded the board about the suggestion to have an away day to look at how we will implement the business plan. It was agreed we should do this before the AGM, preferably on a Sunday. 23rd August is a possibility, if the facilitator used previously is free. Trustees AL wanted more time to consider the heritage/accreditation role, noting that the Archive and History group didn't originally include museum accreditation. In relation to the latter, we should either set up a Task and Finish or decide we don't want to pursue accreditation. JL confirmed he would be standing down from the Comms/Marketing role at the AGM so that role also needs to be filled as a priority. AL mentioned that there was an active Comms group around the bicentenary with volunteers taking on different roles such as press officer and journalist. It would be good to get back to that and to relieve dependency on staff and trustees. It was suggested this could be added as a role on Assemble. SS said she has been busy at work but is still keen to be involved with Events. OC said she is happy to be more involved with parks later in the year but does not capacity over the next few months. The Spring GM identified Parks as a priority role. NW has ideas on this including mentioning links with wider green spaces and networks. We could look at folding the fundraising role into other roles eg the Parks could include supporting relevant bids. It was agreed we would advertise the Comms and Parks roles together on Reach. JL will cover the Comms role with OC. NW will look at the Parks role with OC. FFK will also help. Membership FFK had a meeting with Brixton Bid, who are happy to send out Comms to see if anyone would like to work with us. She has a meeting lined up with Brixton radio. She is attending the fundraising committee to identify interactions. FFK has sent examples of what we have achieved for the website but it hasn't been loaded up yet.
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All agreed	Action	Lead
May 26	NW/OC to amend the Business case to reflect revised membership target	NW/OC
May 26	OC to circulate the final business plan to members	OC
May 26	AL to dig out the name of the facilitator previously used for a potential away day on the business plan	AL
May 26	All to check potential dates for an away day and agree at the finance meeting.	All
May 26	AL to contact Penny about convening a meeting of the Archive and history group	AL
May 26	JL to prepare a spec for the Comms Trustee role, NW/OC to prepare the Parks role and advertise both on Reach and via any other free platforms	JL/NW/OC

Item 10	Policies to review - H&S policies; H&S Policy Statement; EDI; Safeguarding
	Suggested changes to the safeguarding policy by the Safeguarding officer were discussed. In particular, who should have training and whether we should have a list of people with DBS clearance.

	It was agreed that the revised finance policies would be reviewed and hopefully signed off at the July meeting. EDM will lead this and contact NW if there are any issues.
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All agreed	Action	Lead
May 26	OC to ask the Centre Manager about recording DBS information and safeguarding training	OC
May 26	EDM to review the finance policies in advance of the July Board	EDM

Item 14	AOB
	The latest version of the Risk register is now in the Governance folder. The Board needs to pick this up at the next meeting. No Board members are able to attend the BNI Visitor Day on 21 May but we should respond and express an interest in future events/collaboration. The Board's appreciation for all Donna's for work on the fundraising committee was recorded.

All agreed	Action	Lead
May 26	NW to check that issues raised at a recent seminar he attended are covered in the Risk Register	NW
May	FKK to respond to the BNI Visitor Day invitation	FKK

Meeting closed: 20.59 PM

Next Meeting	Board Meeting on Tuesday 14 July 2026	ALL
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