

# Brockwell Park Community Greenhouses

## Minutes of Board Meeting



<b>Date:</b>	23 October 2025
<b>Location:</b>	Online
<b>Present:</b>	Georges Mikhal, Samantha Faulkner, Jamie Laing, Carla Clarke, Ian Brotherston, Gam Jhutti, Lauren Brownlow, Verena Kotonski, Deborah Ajia, Rebecca Thomson (Observer)
<b>Apologies:</b>	Omar Alghali

### Blue text - Action items

#### 1. Approval of Annual Report and Accounts

The board discussed the 2024/2025 Annual Report and Accounts.

Carla proposed adding photos and improving formatting to help people explore the report more easily. Carla, Sam and Rebecca to discuss how the report could be more user friendly for next year, particularly for the finance section. Deborah is happy to help with creating a better looking report for next year, potentially separate from the report submitted to the Charity Commission.

The board unanimously voted to approve the annual report and accounts, incorporating the above agreed changes, adopting an independent examination, and agreeing that no audit is required, in line with exemptions reserved for charities with gross income > £1 million. The report will be shared with the invitation to the AGM.

#### 2. Approval of V3 of the 2026 - 2030 Strategy

The third and final version of the strategy was discussed, with minor clarifications on the wording in regard to the mission statement.

The board unanimously voted to approve the strategy. The strategy will be shared with the invitation to the AGM.

#### 3. Appointment of Interim Secretary

In light of the immediate resignation of Larry (20 October 2025), our Honorary Secretary, due to his limited capacity to fulfil the role, the board unanimously voted Gam as interim secretary. On behalf of the organisation, the board would like to thank Larry for his 4 years of service.

The board will discuss and launch a recruitment process as soon as possible, with the goal of having a skilled and committed secretary in place by latest February 2026.

In the meantime, Rebecca and Georges will support Gam in undertaking the functions of the role, which include:

1. Managing AGM administration and communications
2. Maintaining official records including minutes of all meetings and decisions
3. Keeping the register of board's members' interests
4. Acting as the primary contact point for formal charity correspondence
5. Supporting the Chair and Executive Committee with governance administration

Georges will prepare the job description for consideration at the next board meeting.

- 4. Next Board Meeting:** Proposed schedule for next board meetings:
- a. Thursday, November 20th 18:30-20:30
  - b. AGM: Sunday, November 30th 15:00-17:00
  - c. Thursday, January 22nd 18:30-20:30