Brockwell Park Community Greenhouses

Minutes of Board Meeting

Brockwell Park Community Greenhouses
Registered Charity no. 1140590

Date:	18 March 2026
Location:	The Half Moon Pub
Present:	Georges Mikhael, Carla Clarke, Samantha Faulkner, Gam Jhutti, Deborah Ajia, Jamie Laing, Lauren Brownlow, Rosalind Meehan (to be co-opted), Rebecca Thomson (Observer)
Apologies:	-

1. **Co-Opting New Trustee**
Carla proposed, and Jamie seconded, the appointment of Rosalind Meehan as Trustee and Secretary of Brockwell Park Community Greenhouses. The Board voted unanimously in favour.

   It was agreed that:
   a. Georges will meet with Rosalind to review how we strengthen processes to ensure smooth handovers between trustees, and generally explore our current systems and processes to help strengthen our governance
   b. Sam, Rosalind and Rebecca will meet to ensure all relevant information and identities are accurate with Companies House and the Charity Commission.

2. **GM Report**
Rebecca delivered the General Manager's report and the quarterly update. As Q4 2025/2026 is ongoing, full quarterly reports from each programme manager will be presented at the next board meeting in August. Main takeaways in the interim are:
   a. Events and Workshops: Activity has been quiet; January and February are typically treated as planning months, as attendance tends to be low at this time, particularly with the darker afternoons before we move into BST. Instead, we've been hosting community hires (e.g., Froglife, working with a queer community group, Lambeth Mutual Aid free food cafe and Incredible Edible Lambeth's Schools Food Growing Conference). Looking ahead for Q2 there will be two live music events, a wine tasting, two botanical book launches, a Community Celebration Day, and more.
   b. Garden: The garden has been holding monthly inductions (one on a weekday and one on a weekend).
   c. Education: The freelance team performed brilliantly during the gap between Education Programme Managers, demonstrating that the new manager can indeed take a less hands-on approach. Activity has been busier than expected from early March.
   d. Shop & Kitchen: In the kitchen, Rachel has made excellent progress in clarifying cost prices for all products as well as ensuring compliance with Food Safety regulations. The wholesale agreement for organic fresh produce with Black Growth CIC is being finalised and we expect our first delivery in June. We have also introduced a monthly communal lunch where the cooking group (and any other volunteers onsite that day) can enjoy a warm meal. To address the lack of volunteering in the shop, inductions were expedited for general volunteers on the waiting list willing to commit to regular shop keeping sessions. At least two new 'regulars' have joined and have been providing essential cover. Final tweaks are being made to the 'Community Kitchen and Shop Plan' which will be shared at the next board meeting.

e. 2026/27 Action Plans: Staff are in the process of drafting the 2026/27 Action Plans, which form the basis of the departmental quarterly reports. They will be submitted at the extraordinary board meeting in May.
f. Fundraising: Since January, £10,000 has been applied for. We will expect to hear back from them from late March onwards. Since launching the Organisational Strategy and discussing each programme manager's priorities, there is improved clarity about the kinds of projects we should apply for. The approach is to respond to the actual needs of the space such as herb garden renovation and corresponding permaculture course, continue the Free Food Cafes with Lambeth Mutual Aid, therapeutic drumming workshops (a project run at BPCG in the past), additional resources for the Friday afternoon therapeutic horticulture group, free educational sessions including for older children and young adults, and onsite shop renovations. Next quarter the plan is to submit applications for larger grants totalling £65,000.
g. Challenges: We are working on making sure quarterly management account reports are completed on time.
h. Priorities for the next quarter: (1) making sure the basics are in place (volunteer handbook, budget and plans for FY26/27, (2) continue grant writing, and (3) development of shop and kitchen.

The board shared positive feedback on the progress made in the past quarter. As a result of a question raised, Rebecca will consider whether corporate days would be useful for supporting the organisation in achieving its aims.

3. Quarterly Finances

a. Sam presented Q3 FY25/26. In summary, we are in a significantly better cash position than budgeted due to our conservative budget and good spend management. However, we are still expecting a deficit this year as expected, which will further draw on our reserves.
b. It is important to note that large maintenance costs are often ‘lumpy’, and thus need to be taken into consideration when reviewing the accounts.
c. Sam will work with Steph on changing the way we charge for events / hires.
d. The staff team is expected to prepare a FY26/27 budget which breaks even, and work towards a FY27/28 which helps replenish our reserves (i.e., produces a surplus). We have sufficient reserves to consider investing small amounts in critical areas which may be difficult to fundraise for but enable growth (e.g., website).
e. Rebecca and Sam are aiming to have accounts ready no more than 1 month after the end of the quarter to allow for improved planning by the team and reporting to the board.

4. Standing Items

a. **Governance, Policies and Procedures** found in the BPCG Important Documents Matrix. The recently revised Emergency and Safety Plans are pending approval from Gam - to be completed before the end of April.
Next quarter the follow policies will need reviewing:
    - Health and Safety Policy
    - Safeguarding Children Policy
    - Safeguarding Vulnerable Adults Policy
    - Data Protection Policy

b. **Updated Risk Register:** No material increases in risk. Rebecca to continue updating every quarter for review by the board.

i. Rebecca and Lauren to explore employment liability and update the risk register accordingly.
ii. Rebecca is responsible for GDPR, and will update the risk register accordingly.

5. AOB

a. **Brockwell Live Wellbeing Weekend Collaboration:** Brockwell Live approached BPCG to run free events for our community. The board understands and agrees with the staff's recommendation that due to the lack of availability of space, a collaboration cannot happen this year. However, the board encouraged staff to engage with Brockwell Live in the future to consider a bottom-up approach of engaging our community. This, for example, translates to giving the space for our community of volunteers to decide and lead events under a theme (e.g., wellbeing) proposed by Brockwell Live.

   Furthermore, trustees proposed BPCG host a vegetable sculptures event to give our local community the opportunity to participate in what used to be a much loved event at the County Show.

b. **Trustee Drop Ins:** The board has agreed to hold monthly 'trustee drop ins' to allow staff and volunteers to ask questions about the organisation, know who we are, and make it easier to get in touch with us. Ideally, trustees will ensure their time overlaps with a tea break, and it is probably best if the trustee primarily volunteers in the shop. Georges will send around a form for everyone to complete to determine who does what dates (cover at least three times a year each Thursday, Friday, Saturday, and Sunday), and the dates will be published in the newsletter.

c. **Spring Celebration:** Please save the date, which is on Sunday, 3rd May 2026. Lauren, Carla, Jamie, and Deborah plan to attend. Remaining trustees to confirm attendance.

a. **Next Board Meetings**: The board has agreed to transition from bi-monthly to quarterly meetings, which means it (a) needs to plan ahead / expect certain points to discuss to avoid additional 'extraordinary' meetings, and (b) needs to potentially form committees (as necessary) to do additional work between meetings. The proposed new schedule is as follows:

Date	Location*	Focus
14 May 2026	Online	Extraordinary meeting (likely 1 hour only) - Review 25/26 Q4 and approve 26/27 plan and budget.
13 August 2026	In person - BPCG	Review 26/27 Q1 operations and finances. A committee formed to prepare for the AGM, and the date for the AGM to be confirmed. *A reminder that our ambition was to have a more polished / outward facing annual report with photos / graphics nicely laid out ready for release with the announcement of the AGM.*

Date	Location*	Focus
12 November 2026	In person - BPCG	Review 26/27 Q2 operations and finances, and approve annual report and AGM preparation.
29 Nov 2026	In person - BPCG	AGM
11 Feb 2027	In person	Review 26/27 Q3 operations and finances
TBD (March / April 2027)	In person	Approve 27/28 plan and budget
TBC (May / June 2027)	In person - BPCG	Review 26/27 Q4