

Brockwell Park Community Greenhouses

Minutes of Board Meeting



Date:	13 August 2026
Location:	Online
Present:	Georges Mikhael, Carla Clarke, Samantha Faulkner, Jamie Laing, Gam Jhutti, Deborah Ajia, Lauren Brownlow, Rosalind Meehan, Rebecca Thomson (Observer)
Apologies:	-

Blue text - Action items

1. Conflicts of Interest

Trustees confirmed that they had no conflicts of interest in relation to the matters to be discussed at the meeting.

2. GM Report

Rebecca updated the board by reference to the General Manager's report on Q1 2025/2026. A number of key points were noted:

- a. By way of reminder, the priorities for Q1 were as follows:
 - Ensuring the basics are in place:
 - Volunteer Handbook
 - Budget and plans for FY26/27
 - Grant writing
 - Shop and kitchen developments
- b. Good progress has been made. The Volunteer Handbook has been launched, the budget and business plan has been approved, a number of significant grant applications have been submitted since April or are in progress and the shop refurbishment project has begun.
- c. The new freelance gardener, Paula, who is running Saturday sessions, has commenced her role.
- d. The rollout of the Julia Rausing Trust funded (free) sessions for students on free school meals has not been as fast as hoped for but the team is confident that there will be an uptick in sessions come September once schools have returned. The situation will be reviewed in the October half-term. In the meantime, the board suggested [Rebecca and Flora to confirm from the grant whether the grant can be used for wider groups such as social clubs and Sunday schools or just schools.](#)
- e. There have been a number of new partnerships with organisations within the local community which link to wider strategic goals. In particular, Makerspace in Herne Hill is assisting with the shop refurbishment project and has been a source of additional volunteers with a variety of practical skills.
- f. The Volunteer Engagement Handbook was launched in late June 2026, alongside a one-page version. A meeting to discuss the FY27 business plan and a callout for lead volunteers took place on 25 July with positive feedback about providing a forum for discussions between trustees, staff and volunteers.

The board agreed that the additional level of detail provided in the quarterly report, the clear presentation format and the narrative sections were all very helpful and easy to understand. The update demonstrated that there was an increasingly wide range of activities taking place which was impressive.

Carla queried what more the trustees could do in their roles, whether through links with local organisations or otherwise. It was agreed that at a minimum trustees should be acting as ambassadors for the organisation within their local communities.

3. Quarterly Finances [Understand / Discuss] (15 minutes - 19h00 - 19h15)

Sam presented the Q1 FY26/27 (Apr - Jun 2026) management accounts report. Sam summarised as follows:

- a. As the board had approved the best case scenario budget and business plan at the last board meeting in May, which had a more ambitious and experimental approach, Rebecca and Sam have taken steps to phase this through the budget so as not to distort the figures. The variance in figures should reduce as the year progresses.
- b. In comparison with the best case scenario budget, there is a small deficit. However, when compared with the original budget, there is a surplus to the budget. Overall, revenue and cash are broadly in line with where they were last year. The key areas where there are deficits to the new budget are Central Expenses and Education which reflect ambitious targets in fundraising and expanding the programme respectively.

The board noted that the short form narrative report with tables, combined with the more detailed figures in the spreadsheet, was very helpful.

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. This current report is approximately 1.5 months after the end of the quarter, which is great progress.

4. AGM planning update

- a. Rosalind noted that progress was underway in preparing the annual report and accounts in advance of the AGM which is due to be held from 2-4pm on Sunday 29 November.
- b. Notice, including the final report, should be sent out by Friday 13 November at the latest.
- c. Deborah has volunteered to assist with formatting to improve the style and readability of the report, with short summaries of key achievements and financial metrics.
- d. The draft report will be circulated to the trustees for their review and comment in advance of the next trustee meeting on 12 November.
- e. The trustees discussed hosting a small drinks event after the AGM for those attending. Rebecca to consider in light of other festive arrangements.

5. Away Day

- a. Arrangements for a trustees and staff away day on the afternoon of Friday 4 December are in progress and it is expected to take place at the Greenhouses.

6. 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.

This quarter the following policies will need reviewing:

- Health and Safety Policy
- Safeguarding Vulnerable Adults Policy (to be aligned with any updates to the Safeguarding Children Policy)
- Data Protection Policy

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

7. AOB

- a. **Trustee Drop Ins:** trustees were reminded to sign up on the 'trustee drop in' spreadsheet so they can be shared / advertised. Rebecca thanked those trustees who were able to assist at Herne Hill market stall recently.
- b. **Harvest Festival:** Please save the date, which is on the 20th September 2026. Trustees to confirm attendance.
- c. The trustees asked Rebecca to note in the next newsletter that she had now been in place a year and to remind volunteers of her working days.

8. Admin

Action Item	Status
Sam, Georges and Rebecca working to better align quarterly accounts with operational updates to avoid surprises	Ongoing
All identities need to be verified prior to our next annual return, which is no later than 11 January 2026.	Completed
Gam will take over health and safety oversight and review pending H&S Policy, Emergency Plan and Safety Plan in the coming weeks.	Ongoing
Deborah to discuss secretary handover with Larry.	Completed
Agree a rota to be shared with volunteers for 'trustee drop ins'. This could be once a month where a trustee can be on site for at least a few hours and where volunteers can engage / ask questions (e.g., first Saturday of the month).	Ongoing

9. Next Board Meetings

Meetings will generally fall on the third Thursday of the month and 6 weeks after the end of the quarter to allow time to liaise with the accountants on the financial report. This reporting year's schedule is as follows:

Date	Location*	Focus
12 November 2026	In person - BPCG	Review 26/27 Q2 (Jul - Sep 2026) operations and finances, and approve annual report for FY 25/26 and AGM preparation.
29 November 2026	In person - BPCG	AGM
11 Feb 2027	In person Location TBC	Review 26/27 Q3 operations and finances

Date	Location*	Focus
TBD (March / April 2027)	In person	Approve 27/28 plan and budget

* Please continue to check emails and agendas for location in case this changes. Generally speaking, during winter months and to avoid going into the park in the dark, we will meet at a pub. In the summer months with more light, we will aim to meet at the barn.