

# LORDSHIP HUB CO-OPERATIVE

## Hub Board General Meeting 04.02.21

**Present:** Dave Morris (Chair), Louise Costelloe Ward (IT and Data), David Selby (Treasurer), Sue Jameson (secretary), Ruth Keeling (Social Media), Sandra Sutherland (Personnel) **Apologies:** Issy Harvey, Nefetiti Marriott.

1. Intros/apols
  2. Mins of last meeting, 7th Jan 2021
  3. Current activity in the Hub [Including café/vols/hire etc] (see staff meeting mins)
  4. Maintenance/repairs [incl. roof, office equipment/system, phone line]
  5. Finances
  6. Fundraising (see attached)
  7. Personnel - general issues
  8. Events (if any)
  9. Communications (see attached)
  10. Board issues - Policies remaining to be updated
  11. Legal issues - eg land registration, constitution
  12. AOB
- PART 2 Any confidential matters.

**2. Minutes of meeting 07.01.21** Approved. Interim special meeting was not needed (see Chair's interim update)

**3. On site update.** Staff minutes have been circulated. They are very comprehensive and we thank the staff for them, and their hard work in these challenging times. Sandra reported that office staff have not been in the building much as the system/cable has gone down leaving us with no phone or internet. Office Staff are mainly working from home. Staff have been advised to be mindful of safety issues. The rota has been scaled back but is working well. . Café sales are going well. Takings as good as last January. Well done to all the team. We have enough volunteers. Free food sessions on Thursday are going well – Leona is involved as a volunteer. Kate has circulated a Volunteers Newsletter. Opportunity for free pilates organised by Carola. Beth has a standard hire agreement to use the kitchen for her cake business.

#### **4. Maintenance**

Roof - We have received a quote for the roof of the terrace area, and there was some discussion between Joan and David about the details of the contract. Some work has started on the roof - awaiting materials.

Office - Email migration has happened. Owncloud should be working as normal. Our Hardware seems fine. Louise is monitoring the situation. Tim is helping greatly. Louise is liaising with Carola and Debra.

We have a broken phone cable which needs mending which 'Focus' and BT have so far failed to sort out. A complaint has been made and we will push for compensation.

**Finances** David has circulated December accounts and projections for coming year. The income is exceeding current projections at the moment. Our forecasts expect that we will start to dip into our reserves. We are still using the furlough scheme which is vital. We have some restricted funds, and need to ensure we always also have at extra reserves covering least 2 months wages. We are working towards opening an operating account and a restricted fund account.

**Fundraising** Debra organised a second strategy meeting. Meetings have been very productive, with excellent notes circulated – many thanks to Debra and all involved. David attended and has provided some financial context. We are exploring a grant from the Tudor Trust. Joan is predicting that in future grants will be available to help employ young people. Janice has been looking at apprentice schemes.

Dave, Joan and Debra are looking at the Resilient Heritage lottery fund. If feasible and successful it would be a large grant covering the park as a whole (including the Hub). Will take time to properly consider.

Joan has been chasing the insurance. We think, following a successful public court case by many firms against insurance companies, that we are covered for loss of business last year.

**Personnel** Danny is soon to complete his fixed term contract. He's paid from PtC. PtC also fund 6 hours of Kate's wages. David will look at numbers. To be discussed further.

**Events.** None at the moment. Carola has offered the board and volunteers free pilates sessions.

**Communications.** Ruth has spoken to Kate and Joan about our various means of communications. She has a follow up meeting soon. Kate and Joan are happy with how things are going. Kate has prepared a draft social media strategy. There are internal communications and social media external communications. Zoom overlaps as a collaborative tool. Dave has circulated a table of all these, to try to identify any practical and who-does-what issues. Louise and Ruth to discuss the table. Ruth has offered to provide some regular training to staff/board if needed.

**Board Issues.** The equality and diversity policy needs finalising. Dave to circulate proposed amendments to the board.

**Legal Issues.** Land registration depends on sorting out our constitution. Dave, David and Issy have met to review the options and next steps. They have found a solicitors firm who have sent us an up-to-date general booklet/guidance on constitutional options for social enterprises. Issy contacted the previous solicitors who'd we'd been talking to, and they gave us a quote of £8,000 for managing a transfer/conversion to another structure. Much too much. Maybe it would be cheaper if they did some of the work, and we did most of it. Or we just do it all ourselves. We need to seek free 'pro bono' advice/support. We need to transition but we do not want to have to change the lease. Its either a CIO or a CLG – David will contact the Financial Conduct Authority.

**AOB.** Council are working with the NHS in Haringey in a scheme called 'Parks and Ageing Well' to promote healthy lifestyles. Lordship Rec (along with Albert Rd Rec in the west of the borough) has been selected to be pilot site looking into ways parks can better attract and help over 50s. A questionnaire has been compiled in collaboration with the Friends and we need to circulate it. The feedback may lead to some extra money for the Rec, and help develop a borough-wide strategy.

**DONMs.** Special Meeting 18.02.21 5.30pm (Optional) Next General Meeting 04.03.21. 5.30pm