

LORDSHIP HUB CO-OPERATIVE

Hub Board General Meeting 01.04.21

Present: Dave Morris (Chair), Louise Costelloe-Ward (IT and Data), David Selby (Treasurer), Sue Jameson (secretary), Ruth Keeling (Social Media), Sandra Sutherland (Personnel), Joan Curtis (Communications, Fundraising and Strategy) Carola Kornfeld (staff) **Apologies:** Issy Harvey, Nefertiti Marriott.

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

2. Minutes of Board meeting 04.03.21 – approved

Website: Carola showed us the Website so far. She hopes to have it available for us to see and check next Tuesday.

Room Hire: Carola has circulated documents saying what we can and can't do and when we will be able to start up our groups/sessions. We need a timetable for the office to be staffed. Carola suggested we stick to 10 being able to use the room. 1 Parent and 1 toddler count as 1. To be reviewed regularly. Inform Carola if we have any issues.

Agreed Carola to start room hire on that basis.

Policies: Carola asked us to look at the Health and Safety policy and the Food Hygiene policies. Once agreed and signed off they can go on the website.

3. Update from current operations.

Staff: Sandra reported that all seems fine. Everyone working very hard. We have some decisions to make about re-launch timetable and furlough.

Café: Agreed to staff proposal to put back café re-openingslightly.

Expenditure: The Amazon account needs monitoring. We request purchases to go on the staff agenda as a regular item. Procurement analysis would be useful. We also need to consider ethical buying. We will discuss purchasing when we have our meeting about the café.

4. Maintenance and repairs.

Repairs: We are still waiting for the toilet / floor to be fixed. Major job. The council have been aware for a long time and negotiations over the details ground to a halt over a year ago. Danny and Dave to chase up.

Computers. Carola's computer needs replacing. Louise reported progress on owncloud and our changes. Louise and Sandra to talk about buying a web camera. There is a plan and a budget.

5. **Finances.** David to circulate accounts. Things are looking good currently, but more costs on the way (Full VAT back at in July, end of furlough income, Power To Change grant ending, less 'crisis' grant opportunities etc). Valerie is in charge of the payment process and David is on approvals. David has accounted for the free-food project in the budget. David will check affordability for staff to get a pay rise as lockdown measures ease. David will bring us a recommendation and when we have looked at the figures we can approve and implement. We need to look at hiring income (currently nil of course, soon to start).

6. **Fundraisers.** Reaching Communities turned us down and so did London Bridge fund for businesses in crisis. Joan is looking at various grants but needs to know our current projects and strategies. We are still waiting for the Council emergency fund bid result. We have heard nothing so far.

7. **Personnel.**

- Sandra has weekly conversations with staff. Café rota can be tricky as managers are mums and the schools situation is variable. Face to face conversations are preferred. Sandra proposed we bring all staff back asap. David will look at the figures and then we will be finishing with the furlough scheme. We **agreed** we will bring Carola back in and end her furlough. We need enough staff to run the office when we re-open.

We **agreed** to phase all our staff back in. Sandra to manage this. We aim to bring back all staff, phased and provided we follow the roadmap and peoples individual circumstances.

- Danny is approaching the end of his 2 year term. PtC funding runs out. We **agreed** we want to keep Danny on. Our cash flow projections account for this.

- We may be able to have a kickstart scheme candidate. We are awaiting a formal proposal in writing from staff.

8. **Events.** Friday 9th and 16th are running a craft event to be run outside by Joan and Nina. June 26th is 20th Birthday FOLR. Council (led by Lily) using the Rec that day for a multi-activity event to launch their summer of People Need Parks projects/activities.

9. **Communications.** Website moving on. We are aiming to move to Teams for meetings (test first). Emails should forward to our most used email address. Tim to check. Whatsapp group has proved useful.

10. **Board Issues.**

- Carola wants us to sort who is responsible for which policy. A list is to be compiled. Each policy to be signed off and dated by the relevant responsible Board member. Louise and Carola to discuss.

- The annual return needs to be submitted to the FCA. Board members details need to be added. David to pursue.

- We **agreed** Ruth is now a full board member.

11. **Membership.** We would like to move to be a company limited by guarantee and then become a charity. We need pro bono advice re constitution. We need to ensure an asset lock. David and Dave to pursue.

12. **Legal Issues.** Revision of constitution to be pursued. Land registration still outstanding.

AOB. Café: Next meeting devoted to café and AOB Meeting Thurs 15.04.21, 5.30pm – 7pm. Joan to draft an agenda.