

# **Lordship Hub Co-operative**

## **Board General Meeting Minutes - Thursday August 20<sup>th</sup> 2020**

**Present:** Dave Morris (chair), Louise CW (Co-opted member), Joan Curtis (Comms), Sandra Sutherland (Personnel), Sue Jameson( Secretary)   **Apologies:** Issy Harvey (Membership), Nefertiti Marriot (Youth), Glynis Kirkwood (Treasurer).

### **1. Minutes of last meeting 13.08.2020:**

Approved. Our minutes are not stored in the usual place especially the covid era minutes. Carola and Dave to discuss storage of minutes. Sandra has spoken to Carola about the minutes.

### **2. Volunteers for board positions.**

Dave to chase up him and Glynis meeting with short-listed prospective treasurer.

We have another volunteer who would like to go on the board. Dave to contact.

### **3. Relaunch update.**

We have enough PPE in the building and we have a sign in book. Keeping this information confidential has been noted.

We discussed waste as salads are being made in advance. There is a problem with Bookers as we have a time slot for deliveries but this has been sorted.

We have had a Hub birthday party which was a great success.

Staff would like customers in the building now.

Sandra has been attending the staff meetings.

We need decisions on hiring of rooms. We have a 6 x 6 gazebo for outside. We lost LSDN booking to a cheaper venue. Carola would like to install cameras so that classes could run via zoom and in the building simultaneously. Carola would like to hire out the café on Thursdays but insurance needs checking. They need to conform to our policy and contract. We **agreed** to charge £40.00 per hour.

***We agreed the baby shower can go ahead and they can use the community room or gazebo outside.***

What should Carola be prioritising? She is sorting banking etc and has caught up.

***We agreed to let Carola to start doing hires with some limits, 15 people over 14 years old for GAR and 10 in the community room to ensure a 2 meter distance.***

***To be reviewed in September. Risk Assessment to be amended.***

***We agreed Café staff could let customers in and we need to amend the RA accordingly.***

Staff asked to bring specific things to the board's attention. Sandra to identify certain things and bring to the board. We are following government guidelines.

Toilets ? Staff to have a walk through. [?]

Can people pre book food? Not really.

**We agreed staff could come up with plan and liaise about hiring. Numbers of people allowed in the building need to be discussed. At the next staff meeting they will discuss how to make the building work. Use of toilets needs working out.**

We would like to thank everyone for their emails and the minutes of staff meetings.

Sandra has asked Carola to forward a rolling list of specific key strategic requests for the board as we are overstretched volunteers.

#### **4. Volunteering:**

Kate was heavily involved in the Birthday party and has been working with volunteers on that and also about maintenance of the building, social media and tidying the office and work experience for Gladesmore pupils.

#### **5. Maintenance/repairs**

Danny has emailed us to request some costs. We agreed that our fiscal policy is that staff are authorised to make small cost decisions re necessary expenditure at the staff meetings. But costs need to monitored in case of cost accumulation.

#### **6. Finances.**

We need to finalise the Hub budgets for different areas/roles, as discussed before covid. Glynis was leading on this.

We need a structure about ordering from Amazon.

Thank you to Valerie for the monthly report. To be discussed at the next meeting. Please read!

The Birthday Celebration was wonderful and made a small surplus.

Joan has heard nothing from the council about the grant she applied for.

#### **7. Additional disabled toilet and changing room.**

Dave has had a very constructive site visit with Alistair (Council). There is no time limit. We need to give it due consideration and Alistair will draft some options and discuss with Dave before it is circulated to key Council officers etc.

**DONM** Friday 28<sup>th</sup> at 5.30 Short meeting re key decisions - member of staff can attend if needed.

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Part 2

For any confidential staffing matters [Notes retained by Secretary]