

Lordship Hub Co-operative

Minutes of Board Special Meeting, Friday 28th August 2020

Present: Sue Jameson (secretary), Dave Morris (chair), Louise Costelloe (board member), Kate Bell (volunteer manager), and Sandra Sutherland (personnel).

Apologies: Joan Curtis (Comms), Glynis Kirkwood (treasurer), Issy Harvey (membership) and Nefertiti Marriot (Board member)

1. Intros/apols
2. Mins of last meeting
3. Re-opening the Hub
 - Staff update
 - Risk Assessment update
 - Hire numbers
 - Children in hire spaces
 - toilets / masks update
 - Cleaning contract
4. PART 2 - Personnel issues

Minutes of last general meeting, 20.8.2020: approved.

Today's meeting: A special one just to make decisions re the process of reopening of the building. Dave has been through the minutes of the staff meeting, and Carola's email, to identify key issues we have been asked to address. Thank you to those contributors.

Re opening of Hub.

Kate reported. It has been a huge learning curve. Takeaway layout is going well and volunteering has been good to date but we will struggle over the weekend. but Kate will be in and Sandra has stepped forward to help.

Risk Assessment (RA).

RA - Sandra and Carola are meeting on Monday to discuss the RA. Dave has passed on some advice from the council. We are happy for staff to decide matters unless the matter is fundamental, or they wish to have guidance from the Board.

Toilets - There have been discussions about the use of toilets. Toilets are only available at present to staff and volunteers, unfortunately not for those using the café or general park users. [See below]

Community Room - We agreed the community room can be used for sit down cafe when this happens, until ready for hires.

Hiring issues:

Insurance - We have hirers liability so Sandra is going to check with our insurance company.

Terms and conditions - Hirers will need to sign a special Covid appendix to our existing contract (Carola is drafting). We need to set out the additional terms, a special paragraph about parents and organisers taking responsibility for their own children, plus a disclaimer 'At your own risk'. No signature, no hire!

Numbers - Staff requested we increase last week's agreed 15 being the maximum number of people in the GAR. Following a physical review of the space we agreed that up to 25 people can use the GAR. GAR users will have their own toilet there and no access to the rest of the building (even for the toilets or baby changing).

Track and trace - For track and trace purposes we need details of all attending, including the children.

Age limit - Staff proposed we remove the agreed 14yrs age limit. We agreed, subject to amendments being made to the hire contract. People will be informed of our safety limits and expectations. Strongly supervised birthday parties will be allowed.

Changing mats (yoga etc) - Organisers will be expected to sanitise etc.

Other issues:

Masks – Adult customers will need to wear masks when cafe reopens, each time they go to the toilet.

Toilets - Strictly customers (including takeaway) only. We have 1 toilet that needs repairing so must remain closed/locked. The toilet restrictions are a temporary measure. We will keep under review.

Cleaning contract - As part of the re opening then we would need to re employ our contract cleaners. We **agreed** that when hiring and sit-down cafe starts contract cleaning will resume (maybe one or two days before).

[Note: Kate left the meeting}

Personnel Issues [Any personal issues were discussed in Part 2 in confidence]

Generally – massive thanks to all the staff for their hard work and patience during this difficult period.

Board members too, some of whom have put in dozens of volunteering hours every week. And of course our other volunteers.

Furlough - We **agreed** to extend furlough for another month. A reminder that furlough staff are not to be contacted by board members except in exceptional, authorised circumstances, as this would contravene the furlough terms.

DONM

Friday 4th September 2020 5.30