

# Lordship Hub Co-operative

## Board Meeting to discuss re-opening strategy. 21<sup>st</sup> May 2020

**Present:** Joan Curtis (comms). Dave Morris (Chair) , Glynis (treasurer) Sandra Sutherland (Personnel), and Sue Jameson(sec). **Apols** – Issy Harvey (Membership)

**Agenda:** Our relaunch strategy: Chronology. Finances, Staffing. Community involvement . Communications. AOB.

**Note:** Dave has circulated minutes of board meeting from the 14<sup>th</sup> May, and our special informal board meeting 10<sup>th</sup> May about the future. Issy and Dave have sent their thoughts for tonight via email.

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SCHEDULE AGREED (based on meeting discussion below)

May	Do risk assessment. Communicate with staff. Fundraise.
Thurs May 28 <sup>th</sup>	Board meeting. 5.30pm by zoom.
Thurs June 11 <sup>th</sup>	Staff/Board re-launch plans meeting/training. 11-1pm by zoom
Fri June 12 <sup>th</sup>	Specialist meeting of relevant staff/Board to plan details of re-launch. 4pm by zoom.
Sat June 13 <sup>th</sup>	AGM. 11am by zoom
Mon June 15 <sup>th</sup>	Re-launch staff (3) in to start preparations – all week
Fri June 19 <sup>th</sup>	TAKEAWAY STARTS, 11am-5pm Cashless only (tbc)
July	Staff/Board meeting re the future
August	Furlough rules change. Prepare for September.
September	RESUME SIT-DOWN CAFE AND MEETING ROOM HIRE. PLUS RE-OPEN TOILETS. (All tbc)

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### Finances.

Furlough: We have not had our furlough money yet – a bit of March, then April, May and June. Our accountant hadn't submitted it until today. The deadline has not been missed. We hope to get the money in 10 days. We have enough in the bank for the next round of wage payments. We should get reimbursed approx £6188.00 per month. The furlough scheme has been extended til October however we have to make some contribution after July.

Power To Change: If we open mid June we expect to take 50% of what we would normally take, ie only 25% of that month's expected takings. If possible Joan will send PTC application to Dave – it took an enormous amount of work by Joan, Glynis and Valerie, especially Joan. Went in yesterday. Joan has applied for 1 months salary, insurance, building improvement costs and other big bills in the PTC new grant. We applied for £24,000. [Max was £25k]. Might not know if successful for 4 weeks. Well done Joan! Joan to send round final set of financial figures and projections.

We could use the crowdfund money. Well done to Joan and Issy for getting this launched - £9k of our £30k target so far.

We can dip into our PTC reserves and restore them later.

We may get a discretionary grant from the council.

## Re-Launch

This will need to be in phases. We plan to re-open as a takeaway as of the 3<sup>rd</sup> week of June. We are hoping to have a serving hatch from our broken window (or cafe door if the window is not ready in time). Joan met contractor who will give a quote hopefully this week.

We would open on the Fri 19<sup>th</sup> June. Staff to be in from the Monday 15<sup>th</sup> to prepare. General training / re-launch update session with all staff Thursday 11<sup>th</sup>, 11am – 1pm, via zoom

Pre opening meeting with specific staff via zoom on Fri 12<sup>th</sup>.

We first need to complete our risk assessment. Glynis to do. We need council approval. We can expect a visit from environmental health. We need handwashing facilities and a queuing system. Risk assessments need to be done at latest week beginning 8<sup>th</sup> June.

We aim for Room hire to start in September. Sit down maybe to happen from September.

We need people to bank the money. We hope to have some admin staff in for some of their hours to inch our way back to as we were. Step by step. We could be cashless.

While Take away only we won't open the toilets to the public.

We don't need cleaners til September. We have to ask the staff / vols to keep the loos clean.

Staff need to be prepared to work with volunteers.

As of the 15<sup>th</sup> 2 café managers and volunteer coordination needed.

In the cafe we need to keep menu items simple with the fastest possible service.

Opening hours. We suggested 11.00 til 5.00 but to be kept under review. 7 days a week.

Conversations need to be had with staff to see how happy they are about coming in. 1 manager per day.

Staff and volunteers would work 9.00 til 6.00. Cant afford overtime. 12 hrs a week staff time deficit. Joan and volunteers only could for example work a day a week without staff or spread for an hour each day. We would still have to find 3hours. Flexibility with volunteers covering.

Kate would manage volunteers and also fill in gaps. How many people can we safely have in the building. We think 4 people. 1 person in the kitchen, 2 volunteers at the hatch/door, and 1 in the office. Plus Danny (and occasionally Valerie?). All decisions, hours etc can be revised.

Project work is on hold as schools and target groups are not operating.

We invite everyone for the first staff/board meeting for 2hrs, June 11<sup>th</sup>. Updates/training on organisational plans/things. To touch base with a 2 hour meeting with risk assessment ready. Introduce ideas such as ethos, finance, hub huddle, furlough/personnel.

Meeting Friday 12<sup>th</sup> 4.00 relevant staff and relevant board member(s) meeting about details to consider for the following week when we open. Rota/Menu planning etc. Via Zoom.

In July to have another meeting with all staff to discuss ideas/options/plans for the future: under umbrella of Training.

We need to sort out when café staff take holiday. We can ringfence time when no holidays requests will be granted.

Hatch is a priority. Joan is on the case.

Sandra to contact staff to let them know about staggered reopening etc etc. No-one else is to communicate these matters to staff. If asked, refer to Sandra.

We have not discussed volunteers in detail.

## **Community involvement**

- AGM June 13<sup>th</sup>, 11am by zoom. Dave to draft agenda/email, Issy to mail out.
- How to recognise and extend our vibrant and robust eco-system of involvement/initiative/empowerment in the Hub and park? Dave sent round some ideas taken from our 'future' discussion on May 10<sup>th</sup>.

## **Communications.**

- Fantastic Blog weekly bulletins. Well done Joan.
- Also note the video of 'HOPE' mown into the grass in the Rec – gone out widely..

## **AOB**

- Glynis to introduce us to Alistair about 'Changing places' **disabled toilets**. Toilets with hoist. Lordship rec has been awarded £65,000 to put in a special toilet. Extension to the back of the building. We had agreed in principle a year ago but waiting to see and negotiate details / funding / maintenance etc. Not heard anything.
- **Issy has sent around her thoughts**. Should display our original mission statement. Check VAT on take away (Bookkeeper will check). We should have social distancing markers outside re takeaway operation. Thank you Issy for those points.
- Waiting to hear back from **PtC application** 20 days.
- We have new people responsible for **buildings/ maintenance** from the council. Dave, Joan and Danny met Andrew Wells who did a site 'asset survey' (but only electrical/mechanical, not fabric and not fire/security).

## **DONM**

Thursday May 28<sup>th</sup> 5.30pm.

