

Minutes of Lordship Hub Board Meeting, 22.3.2020

[Draft]

Incorporating and consolidating Board officers meetings on 19th and 20th March

[all by zoom conference]

Not for forwarding. Contains information confidential to staff and board

Attendance:

19.3: Sue [Mins], Glynis, Dave [Chair], Joan, Sandra. [2 and a half hrs]

20.3. Sue [Mins], Glynis, Dave [Chair], Joan [1 hr]

22.3 Sue [Mins], Glynis, Dave [Chair], Joan, Sandra, Issy, Carola Apologies: Nefertiti. [2 hrs]

Agenda

1. Cash flow
2. Insurance
3. Govt grants and loans
- 4a. Staff rights and our various options (unpaid leave, shorter hours, temporary lay offs etc etc)
- 4b. Our operation
5. Power To Change grant variation
6. Nesta grant variation
7. Other potential grants
8. Public appeal for donations and loans
9. The park
10. Staff/board meetings
11. Officer phone conferences
12. Amend Action Plan (v2)
13. AOB

Summary

We have reaffirmed that we continue to be committed to carrying out the Hub objectives - as set out in our Constitution - to the best of our ability throughout this public health crisis. We will do so in a responsible and effective manner for the benefit of our customers, staff, volunteers, park users and the whole community.

We have decided to close the Hub to the general public until Monday 30th March. This is in order to await and consider further details of Government schemes, do inventories and other strategic preparations, reduce and control unnecessary social contacts in the building, and consider our longer term options. We will then review the situation.

Minutes (below) Note: New decisions in italics

Item 1. Cash Flow forecast, March 2020.

The cash flow forecast from Valerie shows that we currently predict a minus figure of £3,205.00 for this month however the cash flow forecast does not include the effects of the corona virus on income. Also any implications of recent government announcements. The Govt has announced measures to defer VAT.

We have £27,000 in restricted funds – some might be able to be redeployed.

The cleaners have not invoiced yet for January. We may need to negotiate with the cleaners to postpone payment. *We will suspend the cleaning arrangement whilst the building is closed to the public.*

We can pay the wages for March but we won't be able to for April unless we get extra income/loans/govt support etc.

Joan to contact Asher about suspending his loan repayment. Glynis to halt. Joan has agreed her repayment can be suspended too.

Sandra to talk to Valerie to get current financial /cash-flow update. If necessary she can re-arrange her hours so that she can provide emergency information.

The Govt has said VAT can be deferred til next year. Glynis cautioned against this as it will end up accumulating and still need to be paid. *We agreed to pay our VAT bills as usual but after checking if the Government has clarified if it can be scrapped for an organisation like ours.*

Item 2 Insurance Joan is to contact the insurance company again. They are overwhelmed and have not yet responded to our enquiries. We are not certain of the terms and conditions of our policy. We may not be covered and are waiting for govt guidance and are hoping for adequate direct support for workers.

Item 3 Government grants / loans Government grants or loans have been announced. If we qualify we will apply for them. Glynis has looked into these carefully.

Grants. These seem to be planned payments to Councils in lieu of the suspension of business rates previously paid by each company. If the council contact us about this then we can take things further. *However we think we have no rateable value so assume we would not qualify.*

The loans (up to £10k) will be made available through banks but the co-op bank doesn't seem to be one of the banks. T and Cs need to be checked. At moment loans are interest free for 1 year then we don't know what the rates would be. It may not be that helpful to us.

Item 4

a. Staffing issues

Glynis and Sandra have been working very hard in their spare time to research and try to understand all the potential options and procedures to be followed. Sandra has been having conversations with our HR advisor, Karen, and will seek an update from her on Monday.

Sunday is our 3rd emergency meeting in 4 days to discuss these issues. As always, the board members have done their best and acted in a responsible and considered way in the best interests of the staff, volunteers and customers, and according to our legal duties and constitutional objectives.

No overtime has been allowed recently. The café hours were reduced last week, and takeaway only, and hiring was down. Hygiene procedures were strengthened. There is regular communications on the staff email list, and staff have their own whatsapp list too. Weekly meetings continue.

We do not want to make anyone redundant. New Government funding means that temporary layoffs due to coronavirus can result in 80% wages being paid, if staff retained. To qualify for govt funds staff need to be on PAYE. Govt currently have no systems set up so we don't know how it

will work. What about the formal notice period? *We have to wait and see more details to be released this week..*

When we know enough about the details of the Government schemes Sandra will conduct 1 to 1 conversations re range of options and explain the work of the Board to access support for staff. Maybe Tuesday or the day after... Some roles might need to be flexible. Courses of action must be agreed in writing and adequate notification of any changes given. These will include options to reduce hours, temporary leave without pay, statutory sick pay, taking 'furloughs' etc.

We pay full salary for sick employees if we send them home sick. Govt have offered to help but again we don't know the full details. We don't know yet how we receive notification/authentication. Precautionary absences are not being funded. If employees self isolate, then they need a sick note (can self-certificate for first 7 days) and on production of certificate we can then pay sick pay.

Note: Danny and some of Kate's wages come from the PtC grant money.

Note: 2 staff are not on PAYE as they are on casual contracts.

Issy asked Sandra if she'd like support re her personnel role. Sandra will ask if she needs it.

All personnel issues and questions must go via Sandra. Many are confidential. All are complex.

b. Our operation

We had changed to takeaway only last week, before it was promoted by the Government. People took the food outside to the park tables, and when ordering had to come in one at a time and keep safe distances from each other. The terrace was a waiting area for the food, with the tables removed. The takings were reasonable. A big thank you to our staff and volunteers!

Most café staff have called for the café to close for personal and operational reasons. We discussed pros and cons of closing the cafe, closing the whole building to the public, having some small controlled activities, what, who, when and how, even closing completely etc.

We agreed to close to the general public for a week (till Monday 30th). This is in order to await and consider further details of Government schemes, do inventories and other strategic preparations, reduce and control unnecessary social contacts in the building, and consider our longer term options. We will then review the situation, and again week by week.

Need to prepare a timetable/rota for this week. Staff and volunteers who can, can work at home.

Need to do a full stock take. Perishable stock could be offered first to staff and volunteers, and then to a food bank if we decide not to open to the public the following week. Costing would be appreciated. Some food could be frozen eg butter.

With no public coming in we will discontinue the cleaners, and do the cleaning ourselves.

We will not be taking any new bookings and are cancelling all non-Hub activities for this week. Carola will draw up criteria for potential appropriate, controlled hire use if we decide its feasible in future

Could we consider keeping the building staffed (but closed to the public) for 2 hours a day after next week? Eg Kate, Danny, Board members, key volunteers? We also need to check the building regularly in case of repairs, break ins or vandalism etc. What could we do to support our communities throughout the crisis? Offer our building as a testing or delivery centre? Dave has asked Tim about ideas for promoting/coordinating local online initiatives.

Volunteering will be suspended for one week unless specifically to help with the preparations. Kate to keep our volunteers informed. They are very important to us, and the Hub may well be very important to them.

Carola will update communications. Will liaise with Joan and Glynis.

Glynis will share details for the new Zoom account so that it can be used by staff or for general meetings etc.

Items 5-7 Other grants etc

We can ask PtC if we can use their money to tide us over. We have £8,000 there, but up to £15,000 of expenses each month. Joan has contacted but has had no response yet.

Dave is trying to extend the friends' Nesta grant. Dave has asked for a 3 month extension. This may mean the Friends can continue to pay their monthly hire fee for the office space.

Joan to ask Awards For All if we might be able to use any of the restricted funds for part of Kate's wages if we wish, to ensure her post continues and the volunteering can be coordinated effectively

Debra is looking into a variety of grant bodies as many are revising their criteria. Joan and Debra to draw up a list of possible grant makers – to look be looked at in more detail when drafted. Debra is off work but engaging by email.

Linked to community activities. Joan has emailed Zena (LBH Schools Chief) asking if we can we help with schools issues. The govt will be providing food vouchers for families whose children are eligible for free school meals. Glynis to check details. Schools will be encouraged to keep their kitchens open. We may be able to get top up grants for providing takeaway meals for those kids who have vouchers.

Item 8 Fundraising Appeal Joan is preparing a strategy for a 'crisis' appeal for loans and donations from the public so that we can provide services to the community. We want to put out an appeal ad/ notice when we are ready. *Update. To be kept on the back burner.*

Item 9 The park and parks Dave has written to the councillor for communities Mark Blake to support community centres, and to Simon Farrow head of leisure to ask him to support parks to stay open.

Parks are to remain open, and the Council Leader has promoted their continuing use in his latest public statement. Priorities are maintaining them, clearing their litter and cutting grass. Glynis to send Dave a copy of Haringey's policy and advise. The parks service is putting up positive posters in parks – this is being widely publicised. There is a debate at national level, recognising the vital importance of parks at this time but urging restricted social contacts during exercise etc

Item 10 Staff and Board meetings We agreed in principle that board members should be encouraged to attend staff meetings however we agreed that the staff should, if they want, have at least half an hour to talk amongst themselves without a board member present. We want to synchronise communications between board and staff and make swift decisions (where possible, and revert to board/officers if necessary). *Update: Under review*

Item 11 Hub Board officers meetings We agreed the Hub board officers phone conference calls are an excellent idea for strategic overview and speedy decision-making and can be proposed by any officer as needed.

Item 12 Action Plan Dave to update the action plan and add financial plan to it.

Item 13 Communicating our role: We need to generate and ensure positive and consistent communications to the public about our agreed strategy and role - via emails, facebook, and talking with people generally.