

# **LORDSHIP HUB CO-OPERATIVE**

## **Hub Board General Meeting 04.03.21**

**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) **Apologies:** Issy Harvey, Nefertiti Marriott.

### **1. Intros/apols**

### **2. Mins of last meeting, Feb 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 – eg Policies 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 04.02.21 - approved**

### **3. Day to day operations.**

- We had the internet down which caused some worry. We have migrated to Microsoft office.
- Volunteering is good.
- The rota is working. The café staff who have kids have worked together to make it work for all of them.
- The Board wanted to note their thanks for the staff meeting minutes – and their appreciation for all the patience, collaboration and hard work during this challenging period.
- Joan reported that Thursdays free food sessions are going very well (100 meals one of the days) and thinks we have enough funding until March 31<sup>st</sup>.

### **4. Maintenance and Repairs.**

- The builders have repaired the roof. We have 3 leaks. The builders will return to fix the roof with sealant. They have invoiced but are not chasing payment until everything is right.
- Office systems. Cable has been fixed and the new underground cable is armoured. A very good meeting has been had about our files storage etc. We are aiming for owncloud to be tidy and ready to migrate by Easter. Once this is sorted we will look at hardware.
- Pigeons sit on rafters and poo on the terrace. Danny is planning to put wire up to discourage them. Agreed.

### **5. Finances.**

- David reported we have beaten our target especially as we have had good café takeaway sales. We have had some grant income. We have made a surplus in January (including grant income). We made £7000 more this February than last so well done to all our café staff. We have unrestricted funds of £47,000, but this is projected to fall, especially after furlough ends and VAT is restored.
- David and Valerie will update and extend their forecasts. Our target is to always have minimum reserves of 3 mths wages (currently approx £32,000). Vat is still 5%.
- David as treasurer can approve expenses of up to £500 and will look at and amend our finance procedures policy.

### **6. Fundraising.**

- We have been turned down by the Tudor Trust despite a great bid which took a lot of hard work.

- The council have not replied re our grant bid – David to chase.
- We are applying for another PtC renewal grant (maybe £15k).
- Our Insurance has still refused to pay out despite recent important court verdict in favour of small businesses. David will look into.

## 7. Personnel.

- Sandra suggested we earmark some monies for staff training. We think the costs could be approximately £500 per year. **Agreed.**
- We **agreed** to ask an independent person to check our detailed suite of policies, and advise us. We can also ask the Bridge Renewal Trust for advice. Sandra will discuss with Kate and make inquiries. We are part of Haringey Community Centres Network so we also could compare with others.

**8. Events.** Covid restrictions MAY end June 21<sup>st</sup> (earliest date) Joan proposed a re-launch/celebration for the weekend after that. We intend to support the council's borough-wide relaunch of parks, People Need Parks, probably June 25<sup>th</sup> (depending on Govt guidelines). Joan will apply for a People Need Parks grant.

**9. Communications:** Social Media strategy discussed and developed by Ruth, Kate and Joan. Ruth has done a power point. We need to hone our output and content.

## 10. Board Issues.

- We welcomed Joan back onto the Board after her break/sabbatical from meetings, although of course she had continued to be very active for the Hub.
- The minutes of these meetings should go to the staff. Their's get sent to Board. Its important that all staff and Board members read both so that there's good flow of communications!
- Joan suggested a monthly bulletin of key issues, for members and supporters. Issy has emailed about our efforts a couple of years back for involving membership. We have a supporters contact list through our website (800?), but not often activated. We have still have a constitutional challenge to resolve. Issy maintains the formal membership/'shareholders' list (120?), although it has had to be 'frozen' whilst we amend our Constitution. We need to do the bulletin to confirm consent of holding data. Louise will look into any data issues. We want to communicate better with our supporters and our membership – see draft email.
- We need to look over Carola's latest version of the Health and Safety policy and have this on the agenda for next month. Ruth agreed to be the Board Member overseeing this policy.

**11. Legal Issues.** Dave and David have a detailed advice document to read regarding the constitution. David has spoken to the FCA – they can't support us if we convert direct to a CIO. Our only option seems to be to become a company limited by guarantee and then apply to become a charity. David would like to find some pro Bono legal advice. To be discussed between Dave and David. We **reaffirmed** we need to change our constitution. But we need to ensure an asset lock to qualify for a range of grants.

## 12. AOB.

- Apprenticeships. Being looked into and discussed, but we would need general agreement and all our infrastructure in place. Details in the staff meeting minutes. Debra is looking into it. We **agreed** we would discuss any formal proposal that is presented to the Board.
- We need to revisit the results/report from the Vision/Strategy meeting between Staff and board. **Agreed** to hold a follow up meeting. Joan / Sandra to discuss.

**DONMs** - Special 'interim' Board meeting Thursday 18<sup>th</sup> March to discuss need for Board rep for Café, and any key decisions. 5.30pm

- Board General Meeting April 1<sup>st</sup>. 5.30

[Note: Friends of Lordship Rec online AGM Sunday 7<sup>th</sup> March, 2pm]

**Board Meeting Part 2 Confidential Matters (if any)** [Not minuted]