

# Lordship Hub Co-operative

## Minutes of Board general meeting 27.05.21

**Present:** Dave Morris (Chair), Issy Harvey (membership), David Selby (treasurer), Nefertiti Marriott (Youth), Louise Costelloe Ward (Data and IT), Sandra Sutherland (personnel), Joan Curtis (Comms and fundraising), Ruth Keeling (Social Media), and Kate (volunteer manager). **Apologies:** Sue Jameson (secretary).

### Agenda:

1. Intros/apols
  2. Mins of last meetings, 29th April 2021 (attached), and 13th May (Interim meeting re re-launch)
  3. BRIEF Current activity in the Hub [Including café/vols/hire etc] (see staff meeting mins)  
SPECIAL PRESENTATION/DISCUSSION ON VOLUNTEERING (Please read the attachment)
  4. Maintenance/repairs [incl. pigeons]
  5. Finances
  6. Fundraising  
SPECIAL UPDATE/DISCUSSION ON PROPOSED NEW 'CHANGING PLACES' TOILET (Written update expected before the meeting)
  7. Personnel - general issues
  8. Events
  9. Communications
  10. Board issues –eg Policies
  11. Membership issues SPECIAL UPDATE / DISCUSSION
  12. Legal issues - eg land registration, constitution
  13. AOB - Mins to go on website? Future GMs back at the Hub? etc
- PART 2 Any confidential matters.*

### Minutes of last meeting

- approved

### Café sit down opening

- Staff not quite ready to open sit down due to: pigeons making terrace unusable; general concerns about COVID; lack of storage
- Pigeons now resolved

### *Actions*

- Agreed that sit down, scheduled for 31<sup>st</sup> May, would now not begin until 7th because of pigeon problem and so staff have longer to prepare
- Agreed we should stick to that date and not delay further (subject to possible closure for a day to prepare)

### Reviewing constitution

- Need to review and revise constitution, see previous minutes for more info. This includes ensuring we can better engage and involve the Hub Co-op's membership.

### *Actions*

- Agreed that Issy would be paid to coordinate this work/process with Dave M being liaison person. May have to pay for legal advice – approved.

### Volunteering

Kate reported:

- Has analysed stats on volunteer retention – see her detailed report, March 2021.
- How do we improve induction so it is less of a strain on staff

- How do we keep volunteers for longer
- How do we support volunteers where English is their second language
- Kickstarter new apprentices will not replace volunteers but will help resourcing
- Free food Thursday has been a real boost to volunteering and community involvement; ideas about how we maintain that interest/engagement if free food Thursdays end
- There have been some real problems with volunteering; staff have done some training but we need a safeguarding lead

#### *Actions*

- Board thanked Kate for her hard work and vision.
- Joan and Kate to convene a Thursdays working group to decide how we use Thursdays and continue to engage community as we have with free food Thursdays
- Nefertiti agreed to be safeguarding rep on board

#### Maintenance

Sandra reported:

- Trying to find the right contact in Homes for Haringey so we know what is on their routine maintenance schedule and what will be done when
- If we know what is on Homes for Haringey list we can take it off Danny's list and avoid spending money unnecessarily

*No actions. Dave to liaise if needed.*

#### Finances

David Selby reported:

- Finances healthy at mo thanks to unexpected Haringey grant and hitting all major forecasts on revenue (update circulated)
- Little bit back on room hire - but to be expected, given time we did budget
- May:
  - Cafe sales quite far back on budget; weather has been a factor and other cafes etc opening
  - Hire is picking up

*No actions*

#### Fundraising

Joan reported:

- Nothing specific in pipeline right now

*No actions*

#### Changing places toilet arrangements

Dave M reported:

- Hub has been recently reconfirmed by Haringey Council as a potential location for an additional 'changing places' facility unit (following discussions and site visit with us last year)
- A Council report was circulated to board members before the meeting setting out some of the latest details / proposals
- Hub would be responsible for upkeep

## Discussion

- We confirmed our position last year – it would be a positive and inclusive facility, but there are a number of issues, challenges and opportunities to be discussed with the Council (as we had set out in writing last August) including finances, siting and potential extra storage.
- Worth looking at Finsbury Park 'changes places' facility which opened last week, to see how they did it
- Needs to be secure and not attract vandals

## Action

- Agreed we are in favour but need to negotiate the details. Dave to liaise.

## Personnel

### Sandra reported

- Need to keep monitoring number of people in office area re COVID
- Training continues

### Louise reported

- Working on staff handbook but paused while we wait for file transition

### Dave reported:

- We need to make a decision soon about whether to top up Kickstarter wages

**Note: Ruth (minute taker) left the meeting, Joan took notes of the remainder:**

## Events

The Hub should be involved in supporting the large People Need Parks and Friends Event in the Rec on 26<sup>th</sup> June. Need clarification if there are to be any activities organised for the Hub Birthday in July

## Board Issues

The Board general meetings will return to be in person at the Hub. Anyone who is not able to make that can join the meeting remotely. Interim meetings likely to continue online.

Dave to set up a doodle poll to see which day of the week would be the best for all board members because Thursday is no longer possible for everyone.

## AOB

- There has been a problem locally with child abductions. We should be mindful of this. Nefertiti to send round more information about this.
- Our Accountant questioned the Board Meeting part one minutes being published on the Hub website. It was generally felt that we should be transparent but that any non-Board member names should be redacted and all personnel matters, especially where names are mentioned, should be in part 2 and not published.
- Council have asked if they can have keys to the Hub. They have their own key to the pump room.
- Next meeting in week beginning 21<sup>st</sup> June - date to be decided after doodle poll.