

Lordship Hub Co-operative

Minutes of Board general meeting 29.04.21

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

Agenda:

1. Intros/apols
2. Mins of last meetings, 1st April 2021 (attached), and 15th April (cafe discussion)
3. Current activity in the Hub [Including café/vols/hire etc] (see staff meeting mins)
4. Maintenance/repairs [incl. pigeons]
9. Communications
10. Board issues –eg Policies
5. Finances
6. Fundraising
7. Personnel - general issues
8. Events
11. Membership issues
12. Legal issues - eg land registration, constitution
13. AOB

PART 2 Any confidential matters.

2. Minutes of last meeting approved April 1st 2021. Minutes of café meeting produced by Joan. Intro to be added then to be distributed. Next steps about café to be discussed at next meeting. Ideas re volunteering to be discussed with K. Joan and Dave to liaise and distribute minutes.
3. J reported that the café has slowed down. We have lost a very good volunteer and may lose more now 'lockdown' restrictions are easing. Toilets reopen on Sunday. Classes are restarting. No sit down at the moment – Still just take away. The community room is likely to be in use. Free food events are getting bigger and bigger. All activity is being monitored. We have a problem with pigeons so cannot put tables by the hatch. We need to tell people that we cannot be a changing room for the paddling pool when it opens.

The situation is being reviewed every 2 weeks. There are Parks Need People events in parks being planned by Lily (Council) from July 1st. We have a major Lordship rec event on June 26th.

Kickstart is a Gov scheme that is due to end Dec 21. It's a scheme to provide work experience and training. We have been in discussion with gateway who will provide candidates. We have to liaise with the Job Centre. We can set limits such as we want local people. We get some pay which we split with Gateway. Our candidates are paid minimum wage which we pay up front and the Gov reimburses us. Contract would be for 25 hours per week and would be on our payroll. We get a person for a 6 month period. It can work alongside volunteers. We would ask gateway to find genuine candidates. We don't want people who are being forced by the job centre. We agreed it was a good idea. We need to decide soon. Sandra and J to talk things through. We agreed on principle, subject to no

compulsion for applicants, to go ahead and we will see if we can pay them extra money and look at any admin problems. Awaiting a formal proposal. To be discussed at next meeting.

4. We have agreed the works re pigeon problems to do with the roof - to be done by HfH. The pigeon situation has become serious. Needs proper cleaning. We should not be paying for the de-infestation and repairs.

Joan has made some suggestions to D about the entrance wall repairs. We agreed D could go ahead. Joan can talk to D and C. We agreed that improvements can be made and Joan and D to discuss.

5. Finances. Not discussed this month. David to send latest reports.
6. Fundraising. We have a recovery grant from the council and can spend it as we need to. We will be guided by David. We are going to start spending the Nike grant money on youth activities - It is ringfenced.
7. Personnel Issues. We need to monitor numbers in the building.
8. Events. Not discussed
9. Communications. Social Media has taken a pause. The website is coming along. Ruth offered Teams training. We have a zoom contract. V would like to pay but don't have access details. Dave to ask G re previous card payments. The Friends and LRUF have been using our zoom, so its very useful.
10. Board Issues - Policies. Louise has sent around recommendations. Agreed. We need someone to take on Safeguarding. We have to separate policies and procedures. Louise suggested a staff handbook. We have a volunteer handbook. We agreed to do a staff handbook. Louise to lead on this. To be discussed with Sandra.
11. Membership . Not discussed.
12. AOB. Sandra would like to maintain and freshen up the building. Give the building a proper check up. We would like advice from Strawworks and Anne Thorne architects). We agreed to have a review. A meeting to be arranged. Sometimes the council act swiftly but other jobs never get fixed. There's a gap in the Council's communication chain.

DONMs

Special meeting 13th May, 5.30 re road map

Board Meeting 27th May, 5.30. [K invited to attend to update/discuss Volunteering]