

LORDSHIP HUB CO-OPERATIVE

Hub Board General Meeting 20.07.21 – in the HUB!

Draft minutes

Present: Dave Morris (Chair), Sandra Sutherland (Personnel), Ruth Keeling (Social Media), Nefertiti Marriott (Safeguarding), Sue Jameson (Secretary). **Apologies:** David Selby (Treasurer)

Agenda:

1. Intros/apols
2. Review of key items today
3. Mins of last meeting June 22nd + any matters arising
4. BRIEF Current activity in the Hub [Including café/vols/hire etc] (see staff meeting mins)
5. Maintenance/repairs [including IT]
6. Finances
7. Fundraising
8. Personnel - general issues incl. Kickstart
9. Events
10. Communications
11. Safeguarding
12. Board issues
13. Membership issues
14. Legal issues - eg land registration, constitution
15. AOB [incl. AGM]

PART 2 Any confidential matters.

Minutes of last meeting 22.06.21 agreed

Operations update It was reported that staff and volunteers will be encouraged to continue to use face masks as much as possible. Its no longer Government policy that they be compulsory, although we note the still-rising levels of infections in the community. We have a polite notice asking customers to wear them. We agreed we will try to be as responsible as possible. Some customers have objected in the past, but we will not challenge anyone on this.

We are trying to rota in order to avoid overcrowding.

Maintenance and repairs.

- We have normal wear and tear issues.
- We have some frustrating issues around IT. We have lost some valuable sources of expertise. See Ruth's report – we agreed the recommendations. We agreed there

are funds available, and also to offer to pay Tim a contribution for his efforts. Otherwise we can ask him for a recommendation to someone else reliable

- We are going to get a laptop for the use of the office.

Finances:

- David to circulate an accounts summary.
- This month Government contributions to furlough reduce. Note: If we take staff off furlough we won't be able to put them back on.

Fundraising: LRUF grants via the Council: Dave has applied for £1000 to update and manage our website. Joan is applying for a grant for new tables. [Update – both successful!]

Personnel.

- Apprentices: We have had no response from the council. Debra is chasing.
- Valerie has been working from home but has come in on Thursdays as it's the most quiet.
- We have been encouraging staff to use their holidays.
- Sandra is keeping hard copies of notes and contracts as a backup due to the switch to Office 365.
- We have Leona and Debra on part furlough. Depending on how things go as we open up fully we will review the situation.

Thursdays.

- The free food project has finished.
- The café space is still available so we can resume activities for the public.
- Various community activities are being explored by a working group coordinated by Joan and Kate – they are writing to other community groups to see if they want to organise sessions etc.
- Toilets are available in any case.
- We discussed reinstating café, at least as snack/drink takeaway, on Thursdays. There are staff and volunteer scheduling practicalities to consider. We will consult with staff re dates and details.

Communications:

- The revamped website is up and running and looks great. Well done and a special thanks to Carola, Joan and Katie for getting that done.

Board Issues.

- Joan has decided to resign from the board and remain active as a volunteer on strategic matters (eg comms, events, fundraising). A big thank you to Joan for all her hard work!
- We agreed to try to recruit more board members, including those with specific skills (eg Wellbeing, and IT) or characteristics (eg. young people, underrepresented BAME, LGBTQ). We may need to consider wider social media publicity. Dave to talk to Kate re the volunteering process/forms etc

- Access to Hub documents: Confidential files are to have limited access to key people as approved. Joan is to be given status as a strategic volunteer, to have access to all non-confidential files (ie not personnel, volunteer or safeguarding personal info), and others if need be (eg for fundraising applications) as approved by the relevant board member.

- We would like to reach out to another organisation with a flat management structure to see how they manage various issues.

Events: Haringey Fringe (20 performances. 3 stages) around the Hub with our support on Saturday July 31st.

Membership and constitution: Issy to update the Board.

Land registration: We need a solicitor to help. Also depends on our smooth transfer to a new constitution. Council are asking us about the registration.

AGM Date in September to be agreed next month.

Safeguarding. To be put on the agenda each month in case of any relevant updates/discussion needed. Staff training is underway. We need to know how to signpost to support services. We cannot use volunteers under 16 unless the relevant staff have been DBS checked.

AOB

Drinks Licence. We can use temp licenses, or have an arrangement through an individual or another organisation. Sandra investigating.

DONMs

Interim (if needed), Tues 3rd August, 5.30-6pm

General, Tues 17th August, 5.30-7pm

