

LORDSHIP HUB CO-OPERATIVE

Hub Board General Meeting 22.06.21 – Minutes

Present: Dave Morris (Chair), Sandra Sutherland (Personnel), Joan Curtis (Comms and Fundraising), David Selby (Treasurer), Louise Costelloe-Ward (IT and Data), Ruth Keeling (Social Media). **Apologies:** Nefertiti Marriott (Safeguarding).

Agenda:

1. Intros/apols + Review of Agenda
 2. Mins of last meeting 27th May + any matters arising
 3. BRIEF Current activity in the Hub [Including café/vols/hire etc] (see staff meeting mins)
 4. Maintenance/repairs [if any]
 5. Finances
 6. Fundraising
 7. Personnel - general issues incl. Kickstart wages
 8. Events [Incl 26.6 / Thursdays]
 9. Communications
 10. Board issues – including farewell to Louise
 11. Membership issues
 12. Legal issues - eg land registration, constitution
 13. AOB [incl. Efficient meetings / AGM]
- PART 2 Any confidential matters.*

Minutes of last meeting 27.05.21 - approved.

Update of hub activities. Café going well. Need more volunteers. If we don't have enough volunteers then the staff know they can revert to plan B (just refreshments and packaged snacks etc). No significant issues in the last week with access by the public to the toilets. Free food project on Thursdays has finished, but time and space are set aside for community activities. Hiring wise there has been interest but slow take up at the moment. HAIL have booked their 3 days a week but have not yet turned up. We have some new interest in hiring eg Theatre and Sport.

Maintenance and repairs: The Front Entrance wall is to be done.

Finances: We are still above forecast income budget. May was just £300 short in cafe. Hiring was above predicted. Haringey council gave us a top up to previous grant - an extra £1000. Our reserves are above the minimum 'floor' - but VAT may soon be restored, we will soon have to pay to continue our Power To Change grant extra hours, and furlough scheme ends in September (with incrementally reduced subsidies up to then). **Action Point (AP): David to circulate latest account summary.**

Fundraising. No update at moment. Youth activities grant from over a year ago is now being activated.

Personnel: Staff are trying to take up some of the historically accrued holiday owed to them. No news yet on the kickstart apprentices.

The staff meetings happen fortnightly and are impressively comprehensive and well-minuted. We discussed communications and supporting staff to make the operational decisions. We will focus on strategic matters, and respond to any specific requests emanating from the

staff meetings. **Action Point (AP): Its good if we can highlight any Board decisions/action points in the Board minutes.**

Training: the Hub pays extra for that except the training that was under the furlough scheme, eg safeguarding.

Wages: We discussed whether we are financially able to afford to put wages up. Agreed. This will cost an extra £8,000 pa. **AP: From 2022 we will do an annual wage review every 1st September, with any rise to be implemented in future on November 1st** (the official start of our financial year).

Events. Parks Need People / Friends 20th Anniversary Festival in the Rec 26 06 21. We've also agreed it be the Hub's 8th Birthday event. Staff have decided to close the café on Sunday so that staff and volunteers can be there on Saturday to support and respond to the event effectively. All hands on deck!

Thursdays community day each week. At the moment Thursdays are run by volunteers. There's a working group (open to all) who will circulate their minutes. Seeking volunteers, partners, and potential use of kitchen for training etc. The community room and café area will be theirs. **AP - and on occasion also the GAR.** May need some paid café staff presence in future. Organising group will contact Board in writing if a specific strategic decision is needed.

Communications. The new website is nearly ready, but a technical issue needs sorting first. **AP: Dave to apply (again) to the council for an LRUF fund grant to cover the technical issue, and to pay someone to manage technical matters for the rest of the year once the website is launched.**

Membership Issues. We want to engage members and people that support the Hub and are discussing a mechanism. Joan recently started a Hub Users facebook group but it hasn't taken off.

No update from Issy at the moment re the constitutional revision process. Joan has done some basic research and has passed on to Issy.

Legal Issues No update.

Board Issues: AP: The staff (from their staff meeting), or Board members, are urged to put in clear written proposals if a strategic decision is needed. Should be submitted and circulated at least 2 days before the board meeting. Also at meetings we will identify key topics at the beginning of the meeting, and all other items to be very short. The board does like to have updates on some of what is going on generally in the Hub. We aim to keep the meetings to 90 mins max.

AP: Date of the Hub Co-operative AGM - End of September 2021 (date tbc).

Part 2 confidential items. No items

AOB. We said a sad goodbye to Louise. We thank her so much for her wonderful contributions in such a short time on the Board.

DONM Tues 6th July - Interim meeting (if needed for a key decision), 5.30-6pm. General Meeting - Tuesday 20th July, 5.30-7pm