

Lordship Hub board general meeting - 17th August 2021

Intro/apologies

- Attending: Dave Morris, Sandra Sutherland, Ruth Keeling, David Selby
- Apologies: Nefertiti Marriot, Sue Jameson, Issy Harvey,

Review of key items today

- Nothing to prioritise

Minutes of last meeting + matters arising

- Agreed minutes
- Nothing arising that's not already on this agenda, below

Current activity in the hub

- Staff meeting this morning 17th August. Sandra and Dave attended in support. Big thanks to Carola for getting detailed minutes sent out straight away so we could refer to them.
- Staff tired and stretched; booking in holidays so everyone gets a rest
- Discussion about need to review cafe strategically; did 6 months ago but need to do a follow up
- Low on volunteers; some staff still on part-furlough and some taking much needed holidays; creating challenge with rota and so cafe has been unable to reopen on Thursdays so far.
- Track and trace book is ended.
- Capacity limits on 2 rooms have been increased to 25 and 40

Actions

- Dave Morris to schedule important café strategy meeting for staff and board, post school holidays, eg 2nd week of September [Note, next Board meeting is 14th, so maybe held on 21st or 28th. Dave to send out doodle poll.]
- Cafe and volunteer options meeting taking place on 2nd September re how to increase capacity
- David Selby to provide some financial estimates re café and general costs/benefits in time for meeting on 2nd September so discussion is informed by hard data

Maintenance/repairs

- Danny and Dave Morris have 18th August meeting with council 'corporate landlord' team to inspect toilets and other repairs
- Danny is filling in the cracks at the front of the building. Thanks for all his hard work!

Finances

- Income exceeded expected forecast budget in June and July by c£3k per month due to room hire and cafe sales; also still benefitting from VAT discount and furloughs.
- Projected reserves for end of financial year (end Oct 2021) exceed expectations at start of year.

- However we are still losing money and reserves are slowly shrinking because we are not operating at full capacity yet.
- Valerie and David have begun budget for next year and will deliver in September; will cover 2 years

Fundraising

- Debra will be doing fundraising and looking for new ideas re activities and future focus
- Dave M noted that we still at this time need to stick mainly to the Hub's core values and needs, so for new initiatives we should try to partner with other organisations so that staff and volunteers are not put under additional strain

Actions

- Suggestion that Debra's previous fundraising options brainstorm/table could be recirculated to get people thinking

Personnel - general

- Holidays are being taken; thank you to staff for prioritising this
- Further matters discussed in 'Part 2'

Events

- September 25th: event in park; Friends will have a stall. Hub could do so also.
- Halloween; Bonfire Night; Christmas coming up..
- Thursdays:
 - Thursday group got some good responses from partner organisations
 - Over 50s drop in group going to start every week from 26th August
 - Expression of interest from Ok Foundation, a Tottenham-based free food and training charity, who want to use kitchen weekly.

Actions

- Board supportive of Thursday proposals; and agreed that use of kitchen on a Thursday is an operational matter for staff and Thursday group to agree on; board request that there should be a written agreement and/or contract in place
- There is still the option of a hatch-only reduced service for the public.

Communications

- Ruth contacted Tim to see if we could pay him for his IT support; he responded to say money would not help, he simply has no time. This may improve in mid September

Actions

- Ruth to talk to staff and develop some alternative options for IT support

Safeguarding

- Nothing reported

Board issues

- Dave Morris has looked at the strategic roles table which was developed last year, and he and Kate have updated
- We need new board members following departure of Louise and Joan

Actions

- Dave Morris to schedule a conversation with Kate to discuss the online volunteering form and process for people who might be interested in board role

Membership issues

- Members and constitution
 - Membership issues linked to our need to change constitution; Issy to coordinate strategy/process to new consultation. We had already agreed to pay her.
 - Dave M met with Issy to discuss strategy; Issy doing notes of discussion.
 - Dave and Issy agreed we do not wait for resolution re constitution to recruit and engage members.

Legal issues

- Land registration to be done after our constitution resolved

AOB

- AGM to take place mid October (provisionally Saturday 16th October), not end September, as there are now a lot of other meetings taking place in September. Needs to be part of an attractive event.
- Staff have asked that phone contact from board members is limited to working hours.
- Police: someone was stabbed and murdered in the park; the police came and collected CCTV footage.
- After meeting Dave checked constitution. It allows the Board to agree reasonable expenses for Board members on occasion. We had agreed it should be transparent (ie minuted) and only in exceptional circumstances.

Next meetings

- Next Board general meeting in 4 weeks on 14th September, in Hub, 5.30pm;
- optional short zoom meeting for any crucial decision-making, on 31st August.

Part 2. Any Confidential Matters.

Not minuted.