

# Hub Board General meeting, 14<sup>th</sup> September 2021

**Present :** Sue Jameson (Secretary), Dave Morris (chair), Ruth Keeling (Social Media), David Selby (treasurer), Sandra Sutherland (Personnel) **Apologies:** Issy Harvey (Membership) and Nefertiti Marriott (Safeguarding)

**Review of key items today:** None requiring long discussion

**Minutes of last Meeting:** Minutes Approved for 17<sup>th</sup> August 2021

**Current operations at the Hub** Staff meeting this morning – draft staff minutes from Debra (thanks!) were reviewed. The Café strategy meeting between staff/board is considered important and staff would like a new café assistant. Hiring maximum capacity has been increased to normal numbers. Hirage is once again approaching pre-covid levels – Carola sent Board latest monthly figures (many thanks!). We noted again that any public enquiries about events in the park should be directed to the council. Leona has had a meeting with the OK foundation about free food for Thursdays. There may be more (youth sports) funding from Nike now our initial report has been submitted by Debra. Staff training is ongoing.

**Maintenance and repairs** After a strong and detailed letter from Dave to the Council re our 2 yr wait for outstanding repairs, Property Services (Calvin) first inspected then instructed specialist contractors (Kirkman and Jordain) to come and repair the damaged toilet floors. Sandra came in every day for a week to oversee the works. All the toilets are finally working at last! We are just waiting for the work to be signed off. Big Thank You to Sandra for being so on the case.

**Finances.** The finances are still looking OK. Hiring is going up - we have taken £3000 this month. The café also exceeded the projections. A café assistant on Saturdays and probably Sundays too would be very helpful - this could mean an extra 10 hours per week. All staff wages have gone up this month. All staff are off furlough. VAT cut continues.

Dave submitted to the Council a summary of the last 18 months services (eg our management of public toilets, volunteering hours, and park user groups' free use of facilities) which are agreed in our Lease to offset our rent bills. These are based on Kate and Carola's detailed figures.

**Fundraising** We are awaiting news from Nike whether we'll get part 2 of the youth activities grant. Would be good if Debra can recirculate her fundraising options spreadsheet in case anyone has any further ideas to add.

**Personnel – general issues** Staff working very hard to fill rota whilst ensuring their holiday time is being used up. There have been a lot of staff meetings recently, plus use of their Whatsapp group and email lists to communicate. All board members encouraged to read the staff meeting minutes.

Kate has resigned her post, starting a new local job with Wheelytots. The Board agreed a massive thank you to Kate, for her hard work and commitment, and focused engagement with the volunteering role and volunteers. Kate has set up a really good system re volunteers. Sandra will conduct an exit interview, and consult her as regards her views on her job description and capacity (to inform future replacement JD/brief) and on any other relevant matters.

## Events

**Thursdays** As agreed previously by the Board, Thursdays have been largely set aside for community activities we support – as set up by the Hub 'Thursday' group (including Joan, Leona, Kate, Meiron and another volunteer) in liaison with staff. The response has been good with a number of organisations interested, including Tottenham Over-55s group (already started drop-ins with Haringey Connect), Haringey One You health project, and the local OK Foundation weekly free training and food project. The exact details are being finalised with the relevant staff eg re hiring conditions and a contract for the use of the kitchen by the OK Foundation. Well done to all involved!

Due to practical and staffing capacity issues there will be no public café service on Thursdays, but the building will be open to the public, including the toilets. Thursdays may be an opportunity for staff meetings and professional development etc.

The Friends' annual **Tottenham Flower and Produce show** on 11<sup>th</sup> Sept was absolutely wonderful – good turn out and atmosphere.

A **'Together'** event will take place on 25<sup>th</sup> Sept, organised by local police. It hopes to attract lots of young people. The Friends hope to do a stall there and would welcome a Hub rep/volunteer to join them.

A local group/enterprise called **Our Kids Trove** has proposed a monthly market on Saturdays, with a strong community focus (free activities especially for kids, and free food giveaways) and stalls for hire at half price for youth enterprise. Possible sites would be around the Hub or near the Shell Theatre. Dave and Carola discussed their possible use of our curtilage, but due to the number of stalls and also our private party hiring of the back space, this would not be practical. Hence we agreed to support the idea in principle but to ask them to negotiate with the Council regarding where in the park they want to be, and the conditions of hire. We will not be directly involved.

A **Haringey youth environmental summit** has been proposed at the Hub for October. We agreed to support. There's also These Girls Can weekly sessions at the Broadwater community centre. We want to interact with these groups and attract more young people.

**Communications** Our social media and website are going well. The website is working. We can also review communications among and between board and staff – agreed to do so at our café strategy meeting (October).

**Safeguarding** DBS checks are being organised.

**Board Issues** The board and staff **café strategy meeting** is to be postponed from September to October to enable a date for maximum attendance. Dave to do a new 'doodle' poll. We also need to attract additional board members. Dave has discussed with Kate, and will also chat with Ruth about this, especially in the lead up to our AGM.

**Membership Issues** Issy is trying to get people to sign up as members in a new system. This will also help with our AGM.

**Legal Issues** Issy is currently progressing the process towards a revised constitution. Liaising with Dave. Land registration to be done.

**AOB** **Sat October 16<sup>th</sup> will be Hub Community Day , 11-3.30pm. Hub Co-op AGM will be 1.30 to 2.30pm – vital for as many supporters/members as possible to attend.** Carola is taking the lead, planning taster sessions, film show and dancing.

## **DONMs**

Tues 28<sup>th</sup> Sept, 5.30pm - Special Board Meeting (by zoom, 30mins max) if needed.

Tues 12<sup>th</sup> Oct, 5.30 – 7pm. – Board General Meeting

Sat 16<sup>th</sup> Oct, 1.30-2.30pm. AGM. Vital for all to attend.

Oct – Hub Café Strategy discussion (date tbc)

## **Part 2** Confidential matters