

## LORDSHIP HUB CO-OPERATIVE

### Board meeting 7.12.21 [with DM additions]

Agenda:

1. Intros/apols
2. Review of key items today (see bolded - all rest to be v brief)
3. Mins of last meeting November + any matters arising
4. BRIEF Current activity in the Hub [Including café/vols/hire etc] (see recent staff meeting mins, if available)
5. Maintenance/repairs [including IT, mice, toilets, solar panels]
6. Finances
7. Fundraising
8. Personnel (incl advertised posts)
9. Events (incl Volunteer evening out, Xmas Fayre and Xmas Day, Thursdays)
10. Communications
11. Safeguarding
12. Board issues:
13. Membership issues
14. Legal issues - eg land registration, constitution
15. AOB
16. PART 2 [ANY CONFIDENTIAL PERSONNEL ISSUES]

#### **1. Intros and Apologies**

Present : Sue Jameson (sec), Ruth Keeling (IT and Comms), Sandra Sutherland (personnel), Carola (Staff), Yvonne Richards (Board Member for Café) and David Selby (treasurer) and Dave Morris on zoom.

Apologies: Carl John (Events), Nefertiti Marriott.

#### **2. Minutes of 9.11.21 meeting.**Approved

#### **3. Current activity in the Hub.**

- See Staff report; Carola provided highlights to the meeting.
- We have the Christmas fair on Sat. We hope to keep the café open til 6.00.
- Putting signs back up so we are within government guidelines regarding the new variant of Covid.
- We had a volunteer meal and it was a success.
- Pay day will be 22<sup>nd</sup> this month instead of 28<sup>th</sup>.
- Kick start. Signatures are required for the last part of this application. David will upload to the FCA and then Debra will submit Kickstart application.

#### **4. Maintenance and repairs.**

- The architects are discussing the extractor fan. Joan is helping find an electrician.
- The stove needs to be repaired.
- We are waiting for Homes for Haringey to install some heaters over the hatch and door.

## 5. Finances.

- Treasurer reported that things are going well. October numbers show we slightly exceeded budget forecast this month with café slightly down and hire slightly up on both 2020 and 2019. Reserves of over £41,000 are just above the target minimum required. Latest budgets are being calculated and we hope 2022 will be easier to predict with no lockdowns.
- Yvonne asked if it was time to review pricing in the café as it is very good value. She will speak to cafe managers about when they last did a price review.

## 6. Fundraising.

- Lordship Hub has been referenced as 1 of 5 example community centres in a bid supported by the Haringey Community Centres Network for £175,000 funding for funding from the Arts Council to support arts-related volunteering across Haringey. It's at expression of interest phase and if successful may result in a phase 2 bid which may result in some support.

## 7. Personnel

- Ruth proposed that we identify a staff lead for IT, and that they be paid for extra time needed to do role, because currently staff are relying on volunteers who sometimes are not available for days/weeks at a time. Responsibilities would include -learning more about the IT system; helping other staff members with straightforward IT questions; escalating more complex questions/problems to IT volunteers/board members; chase resolution of problems; be a single point of contact for staff, volunteers, and board members on IT issues. **Board agreed** that this might be a good idea and that it could be considered as part of wider team structure, roles and responsibilities conversation that is due to take place.
- Clarification has been sought about cover for people on leave, and cover when special events are on. Board confirmed that permission is not needed to do extra hours if: someone is on leave, and another member of staff is happy to take extra hours on to provide cover; a special event is taking place.

## 8. Events

- The Christmas Fair is on Saturday 11<sup>th</sup>.
- We have no membership events planned at the moment.
- Carola has updated the forward look list of events for 2022 and it has been shared with the staff meeting minutes.

## 9. Communications.

- A request for a £600 noticeboard to go outside the Hub to help promote events to people who do not come in to the Hub. Board members were concerned at the cost. Communications group to discuss again and bring back to the board explaining why the spend is necessary and/or if there are cheaper alternatives.
- Yvonne would like to seek views from users about the café and the hub. She is going to talk to Carl about how that could be done. It would be useful to remind ourselves of the results of the last customer survey we did.

## 10. Safeguarding. Nothing to report

## 11. Board Issues.

- Ruth proposed holding regular strategy meetings with board and staff together, as we did with café strategy meeting in October. We can review whether we have acted on the proposals from previous meetings. Future topics could include bookings, how staff and board work together and how decisions are escalated, volunteers. **Board agreed** to proposal and suggested every 4 months would be good. Ruth to identify future dates and agendas.
- Staff representative asked for list of board roles to be updated and circulated, as agreed at last meeting. See the Hub Strategic Roles table updated 10<sup>th</sup> November.

## **12. Membership Issues.**

- There is enthusiasm for more solar panels, and Debra, in partnership with eN10ergy, has applied for a London Mayoral grant of £7,000. Dave obtained permission in principle from the Council. A Haringey Carbon Fund grant for the remaining £14k needed is also being prepared. We are also exploring reviving the idea from 4 years ago of installation of a weather station named The Luke Howard weather station, and a clouds interpretation feature at the top of the hill. Hoping to create an environmental group to develop related environmental work, and hoping to bring members into this.

## **13. Legal Issues.**

- **Still need to progress the constitution and the land registration**

## **14. AOB**

\* Following the support obtained from the Friends of Lordship Rec and the Hub, Park Run has this week successfully been given the go ahead in principle by the Council and aims to start on March 26<sup>th</sup> (starting and ending at the Hub every Saturday 9am – 10am). It is hoped the Hub can open to provide toilets and sell refreshments.