

Lordship Hub Cooperative

Board General Meeting, 15th Feb 2022 5.30-7pm

Present: Dave Morris (chair), Sue Jameson (sec), David Selby (treasurer)-by zoom, Carl Franklin (Events)-by zoom, Yvonne Richards (Café liaison), Ruth Keeling (Communications and IT), Sandra Sutherland (personnel), Debra (staff rep-fundraising and admin). **Apologies:** Nefertiti Marriott

Draft agenda:

1. Intros/apols
2. Review of key items today (all rest to be v brief)
3. Mins of last meeting (Jan 11th + any matters arising)
4. BRIEF Current activity in the Hub [Including café/vols/hire etc] (see recent staff meeting mins)
5. Maintenance/repairs [including IT, incl noticeboard]
6. Finances: [Including hiring update, annual budget for events?]
7. Fundraising [Including Govt grant, solar panels and weather stn, volunteering?]
8. Personnel (incl new and advertised posts)
9. Events [incl Thursdays, plus Community Day]
10. Communications
11. Safeguarding
12. Board issues: [Including special board/staff meetings, and 5-10yr strategy]
13. Membership issues
14. Legal issues - eg land registration, constitution
15. AOB

16. PART 2 [Any confidential personnel issues, if needed]

3. Minutes of last meeting 11,01.22 approved

12. Board Issues. We had previously agreed we would have regular staff and board strategy meetings. We aim for 3 meetings a year. Thursdays were suggested. Staff would be paid for attending. Some staff cannot do evenings due to caring responsibilities. David would prefer not too early. There will be a doodle poll. Themes could be things like room-booking strategy, the 5 –10 year plan. It was suggested we ask other similar organisations who have a flat management structure to share their experiences beforehand.

Issy would like to do a presentation about volunteering at the next board meeting. Agreed.

4. Current activity in the hub.

Much appreciation for the detailed **staff meeting minutes**. Hub users (and everyone!) would like to see **recycling**. The council don't recycle in parks for various reasons. We need to look at potential ways to do this ourselves. Debra to follow this up. We still have some **IT issues**. Debra has spoken to Ruth. **Sit down service** has resumed in the café.

Issy has done an excellent **Volunteering report** update which been circulated to the board. Issy would like to spend the awards for all money on developing our offer. She is starting volunteer Thursdays. Issy would like to hire Sandra as a creative arts practitioner on those days. Sandra would be paid from the grant. We agreed she can hire Sandra. A big Thank you to Issy for her report.

5. Maintenance and repairs. We agreed, after reading Carola's impressive proposal, to install an **exterior Hub noticeboard**. Could the **front door** have a latch? The electro-magnet design seems to prevent this. Dave to email the architect. Are there **leaks** over the terrace?

7. Fundraising Environmental issues: Debra (in partnership with eN10ergy) has successfully obtained a £7k grant from the London Community Energy fund as match funding for a bid to the

Council's Carbon Fund (£14k) for more solar panels for our roof. If we don't get the £14k eN10ergy may have some spare panels anyway. We would also like to replace internal lights for LED lights. There was also a special meeting with eN10ergy aiming to establish a Luke Howard weather station at the Hub by November 26-28 (250th anniversary of Luke Howard's birth). Margaret (Tottenham Clouds) is coordinating the event. Dave Morris is dealing with the weather station. Money might be raised for these projects.

Other grants: We are aiming to get grants to **support communities** and for **volunteering**. David is chasing up a **Govt £2k covid grant**. We would like to ask the **Ok foundation** to apply for grants and then we may get some income for their use of the Hub.

8 Personnel. Issy is now in post. We had agreed for an additional café assistant manager post for 3 months up to February. No-one recruited as of yet. We agreed this could be extended for 3 months, then reviewed. We agreed that this post could be filled 'in house'. Sandra to liaise with the relevant people, including Issy. [Note: Issy's report refers to assistant volunteer manager post. It should be assistant café manager.]

6. Finances. David updated us re **balances on grants left to spend:** Awards for All £4k approx. Nike possibly around £2k (although Debra has some news on this to discuss with David). Water fountain grant. £1600. Would be good to progress this project, now that Park Run may be starting.

David and Valerie have looked at growing monthly **maintenance expenditure** figures. We agreed to keep an eye on these costs.

Carola provided the board with her figures for **hiring**. About £4,100, Feb £4000 approx. Thanks!

We have a **huge gas bill**. Bills have doubled. We need to see if we can reduce these somehow.

Annual **budget for events** – events group to propose a figure.

David to share the new **forward budget**. We lost more in Jan than expected. We are forecasting a substantial deficit for the year, eating into our general reserves. Our policy is to keep a reserve of at least £30k. We need a proper discussion about finances.

9. Events Carl reported the Hub events and marketing group meeting regularly. Lots discussed including International Womens Day, Easter activities, the Council's major People Need Parks festival on 4th June, Luke Howard 250th Nov 26/27th etc. See Events Table (Carola).

10. Communications See above point 9.

11. Safeguarding Dave as chair to take on the Board role until another Board member volunteers to do so.

13. Membership Nothing to report.

14. Legal issues **Land registration** – to be done after Constitution sorted out. **Constitution:** Issy, Dave and Joan to meet to discuss next steps . [Update – had a good meeting, have obtained some further very useful advice].

15. AOB None. **16. Part 2.** None. **Next board meeting** – every 4 weeks (ie 8th March).