

LORDSHIP HUB CO-OPERATIVE - BOARD GENERAL MEETING, 3.5.2022

[Notes as amended and approved at the Board Meeting 31.5.2022]

Attendees: At Hub: Ruth Keeling (Comms), David Selby (Treasurer), Dave Morris (Chair), Sandra Sutherland (Personnel), Carola (Staff rep), Sue Jameson (Secretary) On Zoom: Yvonne Richards (Café Liaison)

Apologies: Nefertiti Marriot, Carl John (Events)

Agenda:

1. Intros/apols
2. Review of key items today
3. Mins of last meeting (April + any matters arising)
4. BRIEF Current activity in the Hub [Including café/vols/hire etc] (see recent staff meeting mins)
5. Maintenance/repairs
6. Improvements [eg Roof, Weather Stn, Parking, Boiler]
7. Finances: [Including Hub forward budget]
8. Fundraising [solar panels, weather stn, volunteering?]
9. Personnel (inc holidays)
10. Community Events [Events/Publicity Group update, Easter, Thursdays, Community Day, People Need Parks, etc]
11. Communications
12. Safeguarding
13. Board issues: [Including special board/staff meetings]
14. Membership issues
15. Legal issues - eg land registration, constitution
16. AOB – recycling, ParkRun
17. PART 2 [ANY CONFIDENTIAL PERSONNEL ISSUES]

3. Minutes of last Board meeting, April 5th Approved

4. Operations – Update:

- **Minutes of staff meeting have been circulated.** They are an excellent summary of latest operational matters and news.

- **Volunteering.** We discussed Issy's detailed report to the Board about volunteering – much appreciated. One ongoing issue is getting the balance right between practical operational needs and the benefits of volunteering generally. We agreed to add Volunteering to our template agenda in future. We reaffirmed that the café is an integral part of our overall set up and there's no pressure for the café to make an operating surplus. The various parts of the hub have separate columns in our accounts. Some compartments generate more surplus than others. We understand that it is hard for the café to make a surplus/profit. We do not want the café staff to feel any pressure in regard of this. Obviously all staff and Board want the Hub as a whole to do well financially, and we are all trying our best to achieve this together. We feel it would be good to further understand and discuss our financial issues.

5. Maintenance and repairs.

- **The boiler** is going to be replaced.

- **The roof** had developed a hole for pigeon access so Danny has repaired it.

6. Improvements to the Hub

- **Solar panels** going in soon

- **Exterior noticeboard** to go in soon

- **Weather Station** – being progressed.

7. Finances. David explained latest figures for Feb. Café trade figures down a bit, hire figures up. Net cash is breaking even. Next meeting we will have a quarterly budget. A big thank you to Valerie for figures.

8. Fundraising

- We are awaiting payment of the £21k grant for new **solar panels**, including for a post to develop carbon champions. Big thank you to Debra for coordinating this effort.

- Debra has identified a potential £10k food-project grant for working with the **OK Foundation**.

9. Personnel.

- **Holiday arrangements** to be discussed direct with Sandra. Ruth will share an existing policy from elsewhere as an example for the Hub to amend and adopt.
- **Sandra** has handed back to staff many of the extra responsibilities she had taken on during the covid era. Eg rota. A big thank you to Sandra for all her many hours each week re personnel issues.

10. Events:

- The **Easter** egg hunt was sensational (up to 100 kids took part), and the drumming workshop was great (on which Issy has done a feedback report). Well done all involved!
- **On June 4th** there's a major festival in the park – we will prepare extra café service.
- The Hub's Birthday party is **June 25th**. It'll be Community Day, with tasters, info stalls and a members' meeting on that day to discuss the constitution. [Dave to complete the agreed draft amended version]. Important for us all to attend, especially to be quorate at the Special Meeting (only 30mins).
- We need to have an **alcohol license**. We would like that in place by 4th June and June 25th. Agreed to fund training for a member of staff.

11. Communications: The staff have an IT licence paid for by the Hub. Ruth is talking to Tim about a free microsoft deal. We don't have an easy way of contacting members and who can manage the website. David will ask a colleague. We need to contact members about June 25th.

12. Safeguarding No update.

13, Board Issues.

- Ruth to set date for **Hub Board/Staff Strategy meeting**, and to consult over the theme.
- **Valerie** is happy to offer financial advice to the board. David will invite her to the next meeting. A big Thanks to Valerie.

14. Membership. Vital to publicise Special Members Meeting on June 25th.

15. Legal issues. Dave to draft amendments to the constitution, as formally advised by the Cooperative Society, by next board meeting.

16. AOB.

- **ParkRun** will be happening on Saturdays and preferred launch date would be in July. The café will adjust accordingly.
- Dave has circulated the latest **Friends of Lordship Rec** minutes.
- **Next Board Meeting** 31st May 2022.

Carola left the meeting whilst we discussed a confidential personnel matter.