

Lordship Hub Cooperative

Board General Meeting, 8th March 2022 5.30-7pm

Present: Dave Morris (chair), Sue Jameson (sec), David Selby (treasurer), Yvonne Richards (Café liaison), Sandra Sutherland (personnel), Issy (Volunteer Coordinator, and staff rep). **Apologies:** Nefertiti Marriott, Carl John (Events), Ruth Keeling (Comms and IT)

1. Intros/apols
2. Review of key items today (all rest to be v brief) - includes Volunteering presentation (see item 5)
3. Mins of last meeting (Feb 15th + any matters arising)
4. BRIEF Current activity/operations in the Hub [Including café/vols/hire etc] (see recent staff meeting mins)
5. Volunteering - presentation
6. Maintenance/repairs [including IT, noticeboard]
7. Finances: [Including annual budget for events, Hub forward budget]
8. Fundraising [Including Govt grant, solar panels and weather stn, volunteering?]
9. Personnel (incl new post)
10. Community Events [incl Events/Publicity Group update, Women's Day, Thursdays, Community Day, People Need Parks, etc]
11. Communications
12. Safeguarding
13. Board issues: [Including special board/staff meetings, 5-10yr strategy, additional Board Member]
14. Membership issues
15. Legal issues - eg land registration, constitution (some good news!)
16. AOB - recycling
17. PART 2 [ANY CONFIDENTIAL PERSONNEL ISSUES]

3. Minutes of last meeting 15 Feb 2022 Approved.

4. Current activity/operations at the Hub. The fortnightly staff meeting minutes are an excellent outline of the key operational matters. Issy, as staff rep at the meeting, raised some issues including staff holidays (see below).

5. Volunteering report from Issy. Issy is trying to build on the foundations set up by our previous Volunteer Coordinator, Kate. Issy has published and circulated an informative and well-produced Volunteering Bulletin. In January the Hub benefited from 537 volunteer hours (around 17hrs per day) and 337 of those were in the café – so we can see how crucial our volunteering network is – and Board members are part of that. Issy talked about the range of reasons why people volunteer, and trying to ensure we can value and enhance their involvement, for example by appreciating and involving their wider talents. We have a volunteer who runs wellbeing groups. This means we can apply for funding for wellbeing workshops. Easter Saturday we will holding an East African drumming workshop. We could think about partnership funding for other projects, eg helping local families in need. Issy also noted that the need to address the staff holiday issues affects our need for volunteers. We agreed a big thank you to Issy for her work and ideas.

6 Maintenance and repairs.

- The new notice board has been bought, to go up outside the building.
- We have a renewed problem with pigeons getting into the roof where another panel came loose – it needs to be addressed immediately. Danny is on the case.

7. Finances: David has emailed the FCA again regarding them registering our accounts, which have been submitted a number of times. David has spoken to them but still getting no proper response. All procedures have been followed but our accounts have not been registered since 2017. This is stopping us getting certain grants. We talked about getting a volunteer to phone the FCA every day. Yvonne volunteered. *UPDATE – the FCA finally responded the day after our meeting, confirming our accounts are now registered!*

Events/comms budget – David has earmarked up to £250 per month for all publicity (if needed).

Our reserves, built up during the covid period (including the grants and donations we received) are now dwindling again. David to circulate latest figures. We are projected to lose £27,000 this year (which runs until 31st October),

with our reserves expected to fall below our £30k baseline minimum (assuming no further grants obtained). We need to think how we can save or make £2500 extra per month. We need to continue to apply for grants, and look into ways of increasing our income. The 3 storms in Feb affected our sales.

8. Fundraising. David has applied for a Covid grant of £2,000 from the government via the Council. We have been granted £21,000 for new solar panels, in partnership with eN10ergy. This will generate energy for the hub, promote renewable energy in Tottenham, and an LED display will be an educational thing too for Hub visitors. We thank Debra and eN10ergy for their joint efforts!

We plan to apply to Awards for All for £10,000 re volunteering activities. We have to spend and account for the remaining £4,000 from our current AfA grant first.

9. Personnel We have a new café assistant manager – Amber - upgraded from being a volunteer, and now employed for 10 hours pw to work in the café. Congratulations to Amber! We start the year with staff having accrued a lot of annual leave. David, Valerie, Sandra and staff to discuss and come back with a proposal to the board about the accrued holiday hours.

10. Community Events:

- International Women's Day event at the Hub was a success, over 20 people watched Debra's documentary and joined in discussions.
- Easter – activities planned.
- People Need Parks festival in the Rec 04.06 22. We need to be part of it. Council will use event to launch its borough-wide summer programme.
- ParkRun – no further news at the moment.

11. Communications. A big thank you to the events/communications team meeting regularly at the Hub. This includes a new volunteer who is helping to co-ordinate. Dave suggested we make better use of our 1,000-strong supporters/newsletter email list.

12. Safeguarding: Issy is now the safeguarding rep among our staff. She will work with the relevant Board member (which is Dave in the interim, until another person takes this on).

13. Board Issues. The next special Staff/Board meeting is scheduled to be about hiring issues, priorities, opportunities, income etc. Ruth has also suggested we develop a 5 to 10 year general Hub strategy. We have a space on the Board for an additional member, especially around IT strategy.

14. Membership Issues. We need a members get together. We hope all volunteers will become members.

15. Legal Issues: Dave, Joan and Issy met to talk about getting legal advice on changing our constitution. Dave then spoke to the Co-operative Society help desk (who originally arranged legal advice for us when we started 8 years ago). It seems we can simply update our constitution to conform to FCA requirements, choosing the option which synchronises shareholders (only one share each) and membership. We agreed to continue with the changes. Dave to go through the previous amendments to the constitution we wanted to implement in 2018, but ensure compliance with FCA requirements. Then we will need to call a special shareholders/members' meeting (coupled with an explanation).

16. AOB:

- **Recycling of waste** is an ongoing issue to be investigated.
- **Joan** has Covid, and we all signed a card for her.
- **Carl** has decided to take a back seat from Board meetings and responsibilities for a few months while he sorts out some important personal matters. He will stay in the loop.
- **Next Board meeting:** Tues 5th April, 5.30pm.

17. Part 2 [Confidential personnel issues] – none this month