

## **LORDSHIP HUB CO-OPERATIVE - BOARD GENERAL MEETING, 28.6.22**

**Present:** Ruth Keeling (membership and comms), Issy Harvey (staff rep), David Selby (Treasurer), Sandra Sutherland (Personnel), Valerie Hibbert (accounts), Dave Morris, Sue Jameson (secretary).

**Apologies:** Nefertiti Marriott, Yvonne Richardson, Carl John

**Declarations of Interest:** Sue Jameson is ward councillor for Bruce Castle.

### **Agenda**

1. Intros/apols
2. Agreeing key items for the agenda
3. Minutes of last meeting
4. Special members meeting
5. Finance
6. Personnel
7. Parkrun
8. Staff-board workshop on volunteering
9. AOB

Note – other regular items put back to the following meeting..

### **3. Minutes of last meeting**

Meeting minutes approved

### **4. Special members meeting**

New constitution was adopted at meeting on 25.06.2022.

Actions

- New constitution will be registered with Financial Conduct Authority – chair David Morris
- Updated membership strategy to the next board meeting (2<sup>nd</sup> August 2022) including arrangements to contact all shareholders to alert them to 31<sup>st</sup> December 2022 deadline for requesting refund on shares - membership lead Ruth Keeling.

### **5. Finance**

Hub finance officer, Valerie, joined us with detailed accounts of last quarter. Report for end of April. Café sales back up on income. We have an overall deficit of around £7K. We cannot continue on this trajectory. We need to generate more income. We forecast an annual loss of 26K for this year.

We need to refresh our financial strategy asap and identify how we can increase income so we move from a monthly loss to a monthly profit which can be reinvested into the hub for community benefit. Ideas discussed including identifying a long-term grant partner, reviewing food/drink profit margins, increased room bookings. Staff will also have good ideas as they know day to day working arrangements better than board.

Actions

- Board will discuss future financial strategy in more detail at next board meeting (2<sup>nd</sup> August 2022) - chair Dave Morris.
- Financial strategy could be discussion topic at next staff-board workshop (14<sup>th</sup> October 2022); to be added to topic long list for voting nearer time – Ruth Keeling

### **6. Personnel**

Recruitment

The hub's finance officer has tendered her resignation. The board thanked Valerie very much for everything, including creating a strong financial framework. The treasurer and Personnel lead are organising recruitment of a new financial officer.

Holiday pay

We agreed at previous Board meetings that the extra Covid-era holiday hours outstanding can be paid rather than taken, subject to a financial assessment and capability. The hours and potential costs have now been calculated, and

a decision will be made in part 2. The discussion of the details took place in part 2 of meeting and is not recorded in the published minutes because it involves confidential personnel issues.

Actions

- Job description for financial officer to be completed and interview panel arrangements to be agreed – Treasurer David Selby and HR lead Sandra Sutherland
- Decision about holiday pay and future holiday accrual process to be emailed to staff immediately – HR lead Sandra Sutherland

### **7. Staff-board workshop and volunteering**

Ruth Keeling circulated a readout and actions from the staff-board workshop in June which focussed on the role of volunteering. Staff representative Issy Harvey felt the vision in the readout was really just a list and it needed turning into a true vision statement. The barriers identified in the workshop were real barriers that needed addressing.

Actions

- A better volunteer vision to be drafted and then discussed and agreed by staff and board – Volunteer coordinator Issy Harvey
- Board members to attend staff meetings in future – all board members
- Next staff meeting to discuss whether barriers and actions from staff-board workshop are right ones; board member to attend and agree next steps with staff – Ruth Keeling
- Future staff meeting to discuss financial report with Treasurer David Selby attending – David Selby

### **8. Park run**

Parkrun set to start in Lordship Rec in late August with first event pencilled in for Saturday 27<sup>th</sup> August 2022. Volunteer organisers met on 2<sup>nd</sup> July 2022 to discuss arrangements and run route options, including making sure the route is accessible as possible to those with reduced mobility, which means route via gravel path and steep hill may have to be ruled out. Parkrun event director is doing a site visit on 6<sup>th</sup> August (date of next Trove market) to understand how busy various paths are at 8.30-10am on a Saturday.

Hub chair David Morris expressed concern that alternative route will go through cycle area and past Hub which is busiest part of the park. Chair has written to Parkrun event director with these concerns.

### **9.AOB**

Next meeting moved to 2<sup>nd</sup> August 2022.

To help avoid confusion about future dates, the meeting pattern in future will be the first Tuesday of every month.