

# LORDSHIP HUB BOARD GENERAL MEETING – 10<sup>th</sup> January 2023

**Present:** Dave Morris (Chair), Ruth Keeling (Comms/Vice Chair), Sue Jameson (Secretary), Sandra Sutherland (Personnel), Carola Kornfeld (staff rep) + David Selby (treasurer) *on Teams* **Apologies:** Nefertiti Marriott, Yvonne Richards

## 1. Intros/apols + any potential conflicts of interest

- Sue is a Haringey Councillor

## 2. Review of key items to prioritise

- Identified in advance

## 3. Mins of last meeting, Dec 2022

- Approved

## 4. Current operational activity in the Hub

- see staff meeting mins. First 2023 meeting is next week.

## 5. Personnel

- **Appraisal templates** have been done. Ruth is co-ordinating. Ruth is seeking volunteers to help do the appraisals.

- **Office re-organisation:** As agreed the office has been successfully reorganised, and reduced from 4 to 2 staff (one employed, one freelance at the mo). Carola reported it is a big improvement. Albertina (freelance) is on 24 hours and Carola (staff) on 30 hours per week.

- **Contracts** to be updated. Sandra to update them.

- **Job description for additional Co-ordination tasks** (3 hours) to be circulated internally.

- **Personnel tasks:** As agreed these have now been separated out and divided up. Sandra, Albertina, Ruth and Carola working together on these tasks.

- **Pay rise:** Pay rises have been done as previously agreed. An error led to an overpayment, which is now sorted out.

- **Recruitment:** After the Coordination hours have been allocated, we'll confirm the Job Description for office roles.

- We are using **quick books** for financial work which is saving time. Carola and Albertina have streamlined the financial tasks (thanks folks!)

- **Café staffing hours:** Due to volunteer challenges before December we agreed to temporarily allocate an extra 10 staff hours for café for weekends. 6 hours remain to be filled. Much appreciation to our Café staff for their hard work in keeping everything ticking over when short of volunteers. Café managers have suggested this could be an extra person rather than an extension of an existing staff's hours. Café managers to discuss with Ruth and feedback. Qs include: what spread of hours to do we have and could we move some hours from the week to the weekend? If an extra post is the answer, would it be a freelance post?

## 6. Finances:

- For the sake of efficient '**double signing**' processing of money we need an extra member of existing staff to be a signatory or be on the system. Albertina has been proposed but is freelance and may not be with us for long. David and Carola to discuss.

- Carola has provided recent **room hire figures**. They are reaching pre-covid levels - but our expenses have gone up.

- **ATEC's monthly Profit and Loss and budget-related figures** have been circulated to Board, but need interpretation. David explained that the last monthly figures were above budget expectations, which is good news. But the long term fragility of income and reserves continues. We need a long-term sustainable plan.

- Should we review **Atek's role** soon and see if a local firm or accountant may be preferable long term?

## 7. Fundraising

-We have applied for and been granted **£10K from Power to Change** for fundamental running costs, which (subject to technicalities) should arrive in the next few days. Thank you Joan and Debra for this.

- Carola requested info about what exactly our **restricted funds** are allocated for.

- **Friends of Lordship Rec** have made an application for a substantial grant for a support worker for their volunteering activities and strategy in the future. If successful, will include rental for some desk space in the office.

- Café managers have reviewed and **raised some prices**. Thanks folks.

## 8. Volunteering

- ticking over at the mo (thanks Albertina!), but more are needed especially at weekends. A more detailed report would be good at some stage.

## 9. Maintenance/repairs program / system

Carola to meet with Danny to **review how the new system with the Council is working**, and our schedule of repairs. There may be money left over from our **weather station grant** to pay for Danny's considerable efforts to get the weather station up and running (Dave, Danny and Carola to discuss). Thank you Danny and Tim!

## 10. Improvements

- **The solar panels and the weather station** are in! Brilliant event at the end of November in which Lordship Rec was officially declared the first ever Cloud Appreciation Park in the world.

- The long hoped-for **drinking fountain outside the Hub** is to be bought (£2,600 held by the Friends and Hub – may need to raise more) and then installed, hopefully by the Council contractors. ParkRun have been asked to help fundraise if needed.

- **Changing Places facility**: this will be a specialist unit delivered to the east side of the Hub, to be plumbed in by the Council. Its for people with serious mobility challenges – with a special hoist inside. It will be managed by the Hub but not be open to the wider public. We have negotiated an **extra 'half-size' container for general storage** for the Hub – very welcome! Dave and Carola (in consultation with relevant staff) to negotiate all the details.

## 11. Community Events

- Xmas Fair and Xmas Day events went well
- Our **Events/Publicity Group** meetings continue

## 12. Communications    No update

## 13. Safeguarding    No update

## 14. Board issues:

- An advert is to go on our website, and then elsewhere, to look for / recruit **additional board members**, especially with some key skills (eg Human Resources, and Financial). Ruth coordinating.
- **Dates of Board meetings**: Following a doodle poll we have decided to try the 2<sup>nd</sup> Wed of each month 5.30pm.
- **Next special Staff/Board strategy meeting** will be on Friday February 10<sup>th</sup> to discuss our vision and its underlying priorities for various aspects of our operation. David and Ruth to lead. 5pm til 7pm followed by a trip to nearby pub.

## 15. Membership issues

- **Last AGM** was last July. Date to be set for our next one.
- Dave to submit our **constitutional amendments** to the Financial Conduct Authority for formal approval, after which we can get on with building and involving our membership properly.

## 16. Legal issues

- Dave to pursue registering our revised constitution with the **Financial Conduct Authority & then the Land Registry**

## 17. AOB

- The Saturday weekly **Parkruns** have been a great success. A **Junior Parkrun** is now being considered/planned for Sundays (maybe starting this summer)
- **A Hub Box Number Service**? This could be useful for groups based in the park. The pros and cons to be discussed after the office reorganisation is complete.
- We have a **visit** from a Friends group and Consultant from W.London who are regenerating their park – they were recommended by the Lottery to come and see how we have done it as we are seen as an exemplary success story!
- This winter is the **20th anniversary of the launch of the Lordship Rec Users Forum** to coordinate user groups and the Council and to co-manage and regenerate the park. It is still meeting regularly. We agreed to back any celebrations/review meeting at some point in 2023.

## 18. PART 2 Any confidential personnel issues    None