

Minutes for Lordship Hub Board Meeting- 11th October 2023

Attendees:

Ruth Keeling, Joan Curtis, Sarah Hazlehurst, Roxanna Slavcheva, Yvonne Richards, Carola Kornfeld, David Selby, Sandra Sutherland, Sue Jameson, Dave Morris, Issy Harvey, Leona Ticha

Apologies:

Anthony Bailly

Conflicts of interest:

Sue Jameson stated that they are councillor for Bruce Castle

Minutes of the last meeting:

August meeting minutes [Minutes for Lordship Hub Board Meeting- 9th August.docx \(sharepoint.com\)](#) agreed by all. (No meeting in September due to low availability of board members).

Actions from previous meetings: Sarah

Actions were updated on task page

<https://tasks.office.com/lordshiphub.org.uk/Home/PlanViews/FL8rn8VHd0KRBBgr5wBenJgABzkg?Type=PlanLink&Channel=Link&CreatedTime=638300421405380000>

Café Update- Leona, [Cafe update - October 2023.docx](#)

- General update: lots of positive changes have been implemented and have led to good financial figures for the summer.
- The café will return to closing at 4pm in the coming weeks as the evenings become darker but would like to extend the café assistant role to another 3-month contract (6 hours per week). This is to continue to cover staff leave and illness, and to continue with the brilliant contributions we've seen to the café over the summer in both food and creative ideas.
- Café would like to extend the 3-month café position- looking to the board to decide on this today.

Update: What café staff have progressed:

- Fortnightly meetings are going well and will continue. Leona has been financial lead looking on margins, rotas and monthly meetings.
- The extended hours, supported by the 3-month summer contract has seen growth in sales.
- The price review has been successful, and there have been no complaints from customers. It was long overdue, so staff only increased a margin of what we could increase so there wasn't a sudden jump, but we can increase even more in future to come in line with what we see as satisfactory and in line with inflation.
- New initiative of free tea/coffee with a sandwich for more economically vulnerable customers (self-determined criteria and advertised by the till).

What can still be done:

- Party menu and new weekly menu, looking at stock and what needs to be used up.
- Looking at VAT rules on takeaway food, to create extra profit. Currently discussing viability with accountants.
- Completing the price review, to full margins to come into profit across the café.

The board voted on the extension of the Café Assistant role to be extended for 3 months for 6 hours per week. There was corium across the board in favor of extension of the role.

- The board extends thanks and congratulations to all the café staff for the hard work as well as initiative that has gone into these positive actions over the summer.

Hire update, Carola [Hire Report Oct 2023.docx](#), [Hire report graphs Oct 2023.pdf](#)

- The hire process looks at activities that are scheduled in the particular month, not the month that they are invoiced for.
- Update: overall all hire is doing very well! Free hire is very stable as well as community hire.
- Private hire is much more work. The price went up, so we have less hours being booked but at a higher price, so the income has balanced out.

Looking forward

- Will continue to look to setting up new activities. Looking at being able to plan more, rather than responding to incoming queries.
- Wanting to work with café on party menus, to cater children's parties.
- Suggestion of having 2 hours per week to invite other local groups to use the hub (at a set weekly time).

Carola noted that that setting up new regular contracts for hire takes an enormous amount of time and wouldn't have been able to do this without the following support.

- Albertina who has always been supportive and the Cafe Managers who have become far more supportive since the atmosphere amongst staff has improved. Ruth who is has had a major factor in improving the atmosphere amongst members of staff.
- Yvonne who is managing some parties and regular bookings on Thursday nights on a voluntary basis and who covered the office whilst I was ill last week and made it much easier to come back to work
- Anthony has been incredibly helpful in setting up new procedures re staff attendance/holidays etc and given training.

The board thanks Carola for the update and thanks all staff involved in these positive aspects of hire process.

Accounts, David [10. August 23 Monthly Management Accounts.xlsx](#)

- Accounts are up on budgeted figures for September and have broken the negative trends that we have seen in the previous months.

- Both café sales and hire income are up, and cash levels are stable.
- We are now near the end of the financial year so we will be re-doing the budget for November 2023 onwards.
- Although these updates have been positive, the underlying problems are still there. We need growth in fundraising to make the budget lines less tight.
- In terms of minimum legal obligations, we are ok but not as good as the immediate post covid period. We don't have negative reserves, but we are gradually chipping away at our reserves.
- We could do with 15/20K per annum in fundraising.

ACTION: Fundraising group to meet before November board meeting.

AOB

1. Haringey Community Centers Network Dave chairs this active network. There are ongoing negotiations with the Council regarding future leases, repairs, rents and recognition of services provided etc for other Centres - our lease is seen by other centres as one to emulate.

2. Green Action in Central Tottenham The first meeting of this group, initiated and backed by us at the Hub, took place on 24th Sept. About 15 people attended including Roxana, Dave and Joan. Lots of ideas for promoting sustainability around the area. Next meeting on 22nd October.

3. Events over the summer were very successful There had been a fantastic range of events over this busy summer organised or supported by the Hub and the Friends. They really help to build and strengthen our local community and partnerships with others. Well done all who have helped!

Involving Hub members and supporters, and general publicity: We need to get out more Newsletters etc to our list of supporters. Maybe once a month once the new programme is ready (plus occasional other urgent updates). We agreed to discuss this at the next Board meeting.

ACTION: Membership & communications to go on November agenda

4. Members Christmas Party, save the date 8th December.

It's a volunteers, staff and members party on the 8th December from 7-10pm. Yvonne and Issy will be working with Albertina and a Café Manager on this.

ACTION: Yvonne to work with Izzy on Christmas party planning.