

Minutes for Lordship Hub Board Meeting- 13th December 2023

Attendees:

Joan Curtis, Sarah Hazlehurst, Yvonne Richards, Carola Kornfeld, Sandra Sutherland, Sue Jameson, Dave Morris, Anthony Bailly, David Selby, Ruth Keeling

Apologies:

Roxanna Slavcheva, Issy Harvey

Conflicts of interest:

Sue Jameson stated that they are councillor for Bruce Castle

Minutes of the last meeting:

- Carola made several updates 1) Locking the gates, asked Rodger 2) to encourage class leaders to become members. These changes were agreed by all.

November meeting minutes [Minutes for Lordship Hub Board Meeting- 8th November 2023.docx \(sharepoint.com\)](#) agreed by all.

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>

Monthly finance report – using latest monthly report from Atek in [2022-23 1.November 2023 Monthly Management Accounts.xlsx \(sharepoint.com\)](#) -David

Financial update:

- In November we didn't make money and lost less than previous months. Overall, we need to solve structural problem on the funding gap. However, the changes from the last few months are doing us well and hire business is good and consistent.
- We are using reserves- how long can we go for eating into them? We currently have about 18 month which is certainly enough time to address the fundraising challenges.
- Volunteer support- can we look at getting a grant to support volunteers (especially those with disabilities)?
- We filed the accounts with the FCA for 21/22, but not for 22/23.
- Once the accounts for 22/23 have been finalised (currently with our new accountant: Barcant Beardon). We can pay the corporation tax and file the accounts for 22/23 with the FCA. The 22/23 accounts are expected to arrive with us in the next three weeks. We are advertising for a new treasurer as David and Roxana don't have enough capacity. This is currently being advertised on social media.

ACTIONS: Wait three weeks and then we will have accounts. Then we do the corporation tax, present the accounts to the FCA and then apply to funding.

ACTIONS: Albertina to speak to Jade to create a new class for volunteer costs in the accounts.

ACTIONS: All event income must be accounted for separately, Carola and Albertina to update staff and monitor

ACTIONS: Treasurer to give a summary with monthly management accounts to make sure everybody understands the accounts

Phones & Internet- Carola

- We are changing from analogue to internet lines and there have been some issues, so we won't have a phone line for a while. The process started on Monday, but we kept losing internet. Now internet is back but phone lines are gone.
- It's a very complicated set up. It needs someone to look at it and simplify it.
- We may also need to ask for someone from Focus group (the provider) to come to look at the system in person on site.
- We should spend money on getting this right rather than depending on volunteers.

ACTION: Carola & Antony & Tim to discuss phones and internet issue.

Fundraising- Joan

- A few different pots to apply to, but each with their own niche.
- Having issues applying for two main reasons 1) our finances aren't in place to do successful applications 2) For funding for specific projects in the building we need costed estimates, that we don't have.

ACTION- Joan to email Dave with what she needs quotes for and request from Dave to instruct Danny for estimates.CC Sarah and Ruth.

ACTION- The council pay for some items- Dave to email the council to clarify which items are covered by the council and which ones aren't so that we are clear about which items we need to add to our list to apply for funding.

Fundraising and village- Dave & Joan

- Major application to the lottery but need bigger picture so looking at rebranding Lordship Rec to a village.
- Dave & Joan looking for support for the concept today and will then go further into expanding the vision.
- The Hub would be the base if get money for staffing.
- The particular Lottery fund in question is about partnerships & community development and reaching communities. The amount of money is open and can be requested in application.
- With all decisions the implications of any decisions on the everyday running of the Hub needs to be taken into consideration in consultation with all board members and staff..

AGREEMENT: General support for the concept from all at the meeting.

ACTION: Dave and Joan to share with Albertina and connect with the volunteer strategy. Dave to share Lordship Village print out digitally/over email

Cooperatives UK membership & support options [paper to come]

- Cooperative UK has a membership service which comes with HR support and resource access.
- It costs but we think it would be very much worth it.

AGREEMENT: The board agreed to go forward with the Cooperative UK membership.

ACTION: Review Cooperative UK at the end of the year to see how it's going.

AGM planning  [AGM and Annual Report 2024 planning.docx](#)

- We would like to publish a report late Jan/ early Feb and see this as a good membership recruitment opportunity.
- Possibly working with Joan on a nice design and comms plan.

AGREEMENT: The board agreed that this was a good course of action.

AOB

- 1) A big thank you to all of those involved in making the Hub party for volunteers, members and staff such a great success on December 8th.
- 2) Izzy may have gotten a fine from the LTNs when Christmas shopping for the Hub Xmas party- will be board pay the fine if she does get fined?

DECISION: The board agreed that the Hub would not pay for a fine, and in principle would not be paying fines going forward. But would be open to offering members to give personal contributions if Izzy does get a fine.

- 3) Weather station- Dave had a meeting with Ella, a local climate scientist

ACTION: Dave to circulate notes from meeting with Ella.

- 4) Climate Action Group met and will be looking into the lack of recycling in parks and will be working with parks and green space groups. Also noted: an offer from Pam who can recycle bottles from the café for us.

- 4) To be discussed over email  [Grievance procedure June 2023.docx-](#)

ACTION: Ruth to circulate Grievance procedure 2023 and progress with next steps.

Part 2, for non-staff board members only but we asked staff to stay to discuss the issues.

It has been raised that we investigate low hour contracts being close to zero contracts, and how we approach staff contracts.

AGREEMENT: The board agrees that we are against zero-hour contracts and respecting the rights of employees.

- All contracts do not specify shifts, but how many hours will be worked. We want all of our staff to be happy with their contracted hours.
- With our new Cooperative membership, we can collate all employment queries and find out more if requested.