

## **20 August 2025 Minutes of Lordship Hub cooperative board meeting**

### **Attendees**

Sandra Sutherland, Dave Morris, Joan Curtis, David Selby, Ruth Keeling, Sarah Hazlehurst, Chloe

### **Apologies**

Nóra White



### **Conflicts of interests**

None

### **Last meeting minutes**

[June 2025 Hub board meeting minutes.docx](#)

### **Agenda**

1. Outstanding actions [Board actions](#)
2. Finance  [9. July25 Monthly Management Accounts.xlsx](#)
3. Measuring success- August data pack-  [Hub Finances Update 19th August 2025.docx](#)
4. Way of working (Chair discussion & meeting schedule)
5. AOB
  - Staff appraisals
  - Hub contribution
  - Replacing computers

### **Meeting minutes**

#### **1. Finance & Reserves**

- Concern: reserves are too low as renovation works have disrupted trade and income.
- Urgency: Hub cannot sustain current losses beyond September.
- Actions to consider/ pursue:
  - Consider voucher sales to improve cash flow.
  - Pursue fundraising and grant opportunities.
  - Investigate donations.

#### **2. Building Works & Renovations**

- Update from Dave M outlining that Renovation period has resulted in loss of summer holiday trade.

- Significant issues found, including underfloor dry rot. Contractors are praised for the high standard of work. Deadline extended for valid reasons: aiming to complete by 3rd September. Toilets expected to finish in the coming days. Long-term roof delays due to material shortages. Oven delivered today. Patio completion and roof remain crucial priorities.
- Project Manager has produced a usage report projecting the lowest costs over the next 10 years. And ongoing maintenance will be managed by the Council.

**ACTION:** All board members to read the usage report and suggest follow-up actions.

### 3. Fundraising & Grants

- Joan and Nora have started a lottery application (up to £20k).
  - Updates expected October.
- Events:
  - 13th September: Flower & Produce Show + workshops.
  - Consider a re-opening/re-launch event, possibly tied to a birthday party.
  - Can we use existing upcoming events for a donation drive? Through donate button on the till or through volunteers circulating via iZettle on mobile.
- Fundraising strategy:
  - We need an annual fundraising strategy.
  - Clarify responsibility:
    - Nora White → grants.
    - Nura Nur → annual community events.

**ACTION:** Full review of the 2025 calendar scheduled for Friday meeting by the community engagement group, to look for opportunities for increased income or events which donation drive will work/ roaming volunteers using iZettle on mobile.

**ACTION:** Sarah to support community engagement group to put together a template fundraising strategy.

### 4. Roles & Governance

- We currently do not have a chair, so the board discussed possible options. Some members felt as though a chair is needed as an integral position. We should have a chair, but if we do not, we are in need of a solution.

- Suggestion of a rotating chair, to be nominated before each meeting, and a name to be used as “chair” in official documents- both Dave M and David S put themselves forward to be the named Chair. For the next meeting we need to volunteer to chair the October meeting.
- While this is in place, the secretary will be needed to keep the subgroups on track.
- Identified named persons for key roles:
  - Personnel – possibly Sue Jameson
  - Finance – Nora White
  - Community Engagement – Joan Curtis
  - Environment – [TBC].

**ACTION:** Sarah to find a chair for the October board meeting.

**ACTION:** All board to discuss rotating chair and subgroups' ways of working in October meeting.

## 5. AOB

- Staff appraisals  
The staff HR committee are currently running staff appraisals for all staff members. Once they have finished (next week), we will report back to the personnel group (or the board if the board/personnel group thinks that makes more sense?) about any issues/concerns that we cannot resolve at staff level.

**BOARD DECISION:** HR Committee to report to Personnel group and the Personnel group to bring updates to October board meeting and manage correspondence.

- Replacing computers  
We will need to replace our computers as it will no longer be possible to update them beyond October. I have not been able to prioritise this as I wanted to due to the building works. Here is what Tim (our IT volunteer) said about the computers:

"Further to our discussion earlier the update to your current PCs is this HP model, coming in at £273. It features a 10th gen i5 processor (currently Intel is on to 14th gen chips) and has 16gb RAM (four times your present machines but worth it for Windows 11). I have included the extra £10 option to have Windows 11.

The reason is that Microsoft will be stopping supporting Windows 10 in October. Your PCs are so old they cannot be upgraded in any way to Windows 11. Although you could continue to run them all you would be taking an increasing risk over time as new security

vulnerabilities will not be fixed by Microsoft. You only need to replace the computer itself - the monitors do not require replacing."

If the board would be able to support in any way sourcing new computers or raising funding that would be much appreciated.

BOARD DISCUSSED: If we cannot find any way for donations or secondhand computers, then the board will sign off money to buy computers- it is understood this will cost £273 x2 as there are two computers.

DECISION: Yes, £273 x2 can be spent on computers if no other option can be found.