Cwmni Cymunedol Cletwr

Minutes of Board Meeting 03.03.22

Present: Barry Wise, Rose Phillips, Richard Spencer, Karen Evans, Helen Ovens, Cindy Harris, Cath Lloyd Williams, Ant Jarrett, James Hobbs.

Apologies: Derval O'Casey

Meeting held via zoom

1. Correction to previous minutes: Derval should be on attendance list.
2. Matters Arising
    a. Mini-beasts link: Blurb to be forwarded to web editor, the links are ready.
    b. AGM suggestions – responses to these have been written up from last meeting and posted to notice boards by office and in porch. It will also be announced on the next volunteer email.

3. Building
    a. All ongoing jobs completed.
    b. Agreed to investigate whether it is possible to fix finer mesh over drain to catch more grit / stones.
    c. Air-con investigation. Expert joined us to discuss. Agreed to begin with low tech solution first – i.e. stock room vents. Places have been identified for these. This means we can keep fan running overnight and cooler air will be pulled in. Plan to monitor this summer and if not sufficient consider air vent in shop by long window which is a much more expensive undertaking. Parts for stock room vents to be ordered , fitting as soon as feasible. The kitchen fan has been mended so we'll monitor how the staff feel with this working.

4. Finance
    a. Item held over as Treasurer unable to attend part of meeting.

5. Operational
    a. Shop:
        i. We are taking on new member of staff to work Saturdays 9 – 5.
        ii. Board members attending the staff meetings on Fridays is proving beneficial to staff and Board.
        iii. Staff benefits discussed. Agreed to offer staff discounts on shopping of 10% (some goods would be exempt from this offer); we need to entice people to work with us and to thank staff for their work. Staff will only be served by staff to receive this offer. We cannot afford to offer to all volunteers and it is intended as explicit reward to staff.
    b. Cafe:
        i. Two members of staff are leaving. Both moving onto other areas they want to develop. We have 4 weeks' notice and 2 months notice to give us time to recruit and train. Interviews are being planned for front of house, kitchen assistants and kitchen manager. In addition 5 new youngsters have been taken on with another two to follow.

ii. Discussion re candidates and interview panels. Two members of the Board nominated to take part in panels.

iii. The youngsters (i.e. 13 to 16 and 17, 18 year olds) need to have a licence to work for us. This restricts the hours they can work and adds admin to their appointment process. It also adds time to preparing the rotas due to their restricted hours, particularly as only two hours are allowed on Sundays. Despite this extra cost it was agreed that as a community we are keen to employ young people to give them experience and involve them in the community. Feedback from parents says we are unique as employers and the opportunities afforded are appreciated. We also need licences for youngsters who are volunteering. Ceredigion Education Inclusion team oversees the process. The additional risk assessment is nearly complete, forms have been given to those appointed for parental completion. We need to check if we need a DBS check for staff alone in the building with young people doing clean down.

c. Events: the coordinator has asked how much we were able to pay for bands. If they are part of the Noson Allan scheme, generally we can do this. If they are not then to cover expenses we'd need to charge upwards of £15 a ticket. Agreed this was too much to charge. We cannot guarantee ticket sales, particularly at present when there is reluctance to attend busy events. To be reconsidered in the Autumn when perhaps people are more willing to attend.

6. Landscaping
   a. Gardening group have been meeting monthly to tidy the garden.
   b. Training session offered by volunteer to count pollinating insects to support the UK pollinator scheme.
   c. On 29th March meeting organised to plan for the pollinator festival, Caru Gwenyn on 21st May.
   d. Garden volunteers met with the trunk road agency to discuss the planting of the verges with pollinator friendly species. Management of the verges will be by CCC, they will cut the verges twice a year in March and August, with a safety cut in June. Thanks to garden volunteers for all the work with regard to this scheme.
   e. Volunteer coordinating the compost order for local gardeners has decided to hang up her trowel for this job in future. Successor found to take this on. Thanks go to both for all their efforts in this regard.
   f. Report on the development of a 'hoverfly lagoon' Agreed a sign should be placed there.

7. Communications
   a. Email from volunteer in response to email to members to thank the Board as Cletwr has been very important for her.

   b. Email from volunteer to ask *"if they're going to have a member of the workforce on the board (not management) and whether they are also going to have a working volunteer on the board."*

      i. there is a staff member on the Board, attending as staff rep

ii. all the Board are ‘working volunteers’. They give time to monthly Board meetings plus additional meetings to manage the business through Covid (and the preparation these meetings have involved or other issues). They are also in and out of the business doing various tasks; e.g. helping with HR issues, interviewing, giving support to staff through discussions, regularly doing finance and costings, website building and updates, gardening, repairing and maintaining the fabric of the building, doing shop /cafe shifts, regularly attending weekly staff meetings and a range of other tasks such as PR.

c. Website
    i. Volunteer web editor working on an overhaul of the website as increased functionality will be available in April. We can then involve volunteers to help with the website and offer a fully bilingual site.
    ii. Ed. to check the Google menu is corrected.

8. Dates
    a. Next meeting 31 March 2022.