Cwmni Cymunedol Cletwr

Minutes of Board Meeting 18.11.21

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

Apologies: Nigel Callaghan

Meeting held via zoom

1. Minutes of previous meeting accepted; Barry proposed, Cindy seconded.

2. Matters Arising
    a. Mini- beasts link: a context paragraph will be provided for website.

3. Building
    a. Light bulbs – staff will continue to monitor, not clear why they don't last as advertised.
    b. Air- con investigation: Query about how much we would use it over a year for the cost of installation/running. Issue is the heat for staff when weather is hot and also goods having to be thrown away (e.g. chocolate, vegetables) as they go off very quickly. Only certain closed areas can be controlled by air conditioning as the doors are open in main area. Agreed need to discuss in more depth what we need. Agreed to contact local professional to help out given his professional expertise, discussions to be arranged in the new year.
    c. Cupboards under the benches broken – agreed to be repaired.
    d. Outside some patches may need repainting –to be checked.
    e. Crockery replacements agreed.

4. Finance
    a. Query re ancillary costs: this relates to sundry costs in the cafe e.g. disposable items such as coffee cups etc. It shows up more clearly in the finances now as previously these items were included in the shop sundry costs.
    b. Currently the situation looks worse than this time last year due to variable staff costs, cafe opening times and the general situation. Last year we did well as we had grants to tide us over. We do have good reserves which we can use if necessary. The actual monthly figures are behind as the book-keeper has been ill, but is getting better now. The business needs to settle before we can assess the financial effect, so all figures and trends will be looked at in the new year.

5. Operational
    a. Open day; small but valuable attendance. Had two new volunteers plus possible front of house staff member and interest in Board.
    b. Front of house person to start on 1st December will work full time and be supported by current experienced staff.
    c. Contact also made by someone interested in the kitchen assistant post – Director will help with JD for these posts.

d. Agreed to recognise shop manager with promotion to team leader.
e. Concern raised about impression of loss of customers from cafe to shop with cafe closed. Agreed to reopen cafe from 1st December for drinks/cake/ ready made sandwiches and Danish pastries. We will have new staff and new coffee machine.
f. Supply issue with Bow Street butchers re quote for Xmas. Agreed to see if this comes forward but also to continue to obtain other quotes.
g. Xmas food fare for 11th December with offer of soup and roll. Marketing for Xmas focus from now on.
h. Natasha's law, we are up-to-date on this. We pay £10pcm for the software which generates the labels.

6. Landscaping
    a. Email from CCC received in response to volunteer query re bulb planting on the verge. They will do the work and supply the plants, which will be native species. Thanks to volunteer for pursuing this.

7. AGM planning
    a. Considered recent queries in suggestion box – can answer these at the meeting.
        i. Picking up veg hampers for other suppliers from Cletwr – we don't have space and we sell veg ourselves.
        ii. Reopening of cafe – see 5e
        iii. Volunteer + staff member on the Board. All Board members are also volunteers and in and out of the business with whole range of tasks, HR, finance, cashing up, checking morale, attending meetings and doing shop floor work. All Company members are invited to attend Board meetings as observers. Staff members do not have specific rep – agreed to have attendance place for staff member, mechanism for representation to be decided by staff themselves. Also agreed to reinstate volunteer meetings when safe, with staff and Board reps which have been suspended due to Covid.
    b. As Nigel is retiring as Chair we need a new Chair from remaining Board. Agreed the role could be chairing meetings, we will share out other work as we can. Cath agreed to take on this role for her last year on the committee.
    c. For zoom meeting; finance statement prepared and online. Chair will prepare overview.
    d. Application for new Board member received –directors volunteered to meet them to discuss role of director. Interest from another experienced person not followed through at this time but probably willing to stand for next year. Given the very promising CV, suggested we consider co-option prior to next AGM.

8. Communications
    a. Noted that the largest referrer is trip adviser. Most common searches Xmas and cafe. Website is in process of being refreshed as fully bilingual. We have volunteer translators.

b. One of new volunteers has some website experience, webmaster will follow this up.

9. AOB
    a. Nigel Callaghan has won a CAVO Volunteer Award 2021 'Kind beyond words'. The public announcement is planned for 2022, it has been delayed due to Covid. Many congratulations to Nigel for a well deserved award.
    b. There is an application for the track through Coed Erglodd to be designated as a public footpath due to its continued use as such over 20 plus years. The informal consultation is open from 10th November for 42 days. Link to be forwarded.
    c. Discussion was held re chair's leaving and how to recognise the service he has given to the Board.

10. Dates
    a. AGM 28th November 2021, 3-4pm on zoom.
    b. Board meeting 20th January 2022