Cwmni Cymunedol Cletwr

Minutes of Board Meeting 21.10.21

Present: Barry Wise, Rose Phillips, Richard Spencer, Karen Evans, Helen Ovens.

Apologies: Cindy Harris, Nigel Callaghan, Cath Lloyd Williams

Meeting held via zoom

1. Minutes of previous meeting accepted.

2. Matters Arising
    a. The signs are now down so there is no urgency to remove them
    b. The menu on google –will be removed
    c. Webmaster to liaise with staff re web site.
    d. Mini beasts links –volunteers working on this.
    e. Air–con investigation – ongoing
    f. No events report this time, refer to last month's report. There are a few pop up food events –Assistant business manager is taking the lead on these to tie in with the shop. Iwtopia pop up very successful.

3. Building
    a. Light bulbs being monitored as going out in the cafe area, they should last longer.
    b. Mole escaped in the shop – removed!
4. Finance
    a. Sep not as good compared with last year; last 5 months of trading May – September 2021 not as good as 2020 but still up on 2019. We are treading water at present but not losing.
    b. Meaning of 'ancillary costs' in finance queried, treasurer agreed to check out and report back.

5. Operational
    a. Operating on a skeleton staff, managers feeling they don't have time to do job properly as covering standard tasks. Time is needed to catch up, reset communications and recruit. Staff had discussed options and Director had attended for the Board – staff felt this was very helpful and their concerns heard. Managers thought we were being reactive rather than proactive due to lack of time. Agreed to close cafe from 1st November until Xmas and divert staff to retail side. We could then expand shop into cafe area for Xmas goods (hampers etc.). ABM would focus on the open day and trying to recruit volunteers. Board expressed appreciation to managers for their creativity and thinking of solutions to issues.
    b. Open day is to show employment opportunities for both paid staff and volunteers, also to open up to ideas about what to do with the space. Director to meet with managers to discuss ideas and liaise re questionnaire.
    c. The arranged training session with the youngsters would go ahead although we couldn't offer them all work now, they would at least have retail training

to add to their CVs, and it was thought they needed more confidence about their shop roles.

d. We have just had our first alcohol licence check –passed with flying colours, thanks to BM.
e. Kitchen staff working hard on the new law about labelling getting it set up.
f. Kitchen manager would be with us through November and could focus on using up stock for cafe and making goods to sell.
g. 5th November would be a Friday Feast – a farewell from retiring staff using all local produce.
h. Halloween would be an amalgamation of a few events (seed bombs/apple pressing/pumpkins carving) to create a good day of events.

6. Landscaping
    a. We have won an award from the Bumble Bee Conservation Trust – a wooden plaque which could be mounted on the outside of the building. Congratulations to all those who worked hard for this.
    b. Garden group have tried to plant the yew tree but there is no depth of soil. Plan now to get bigger barrel and cut the bottom out to get it established.
    c. Gardeners wondering whether they could plant on the land outside the Cletwr fence and on the edge of the road, could plant low maintenance shrubs. They will contact Ceredigion CC.

7. Communications
    a. Website updates –Webmaster will work on bringing two sites together and putting up AGM page. Two staff are learning how to operate site.

8. Dates
    a. AGM 28th November 2021, 3-4pm on zoom.
    b. Board meeting 18th November.