Cwmni Cymunedol Cletwr

Minutes of Board Meeting 23.09.21

Present: Barry Wise, Rose Phillips, Richard Spencer, Karen Evans, Cath Lloyd Williams (via zoom), Nigel Callaghan, Helen Ovens.

Apologies: Ant, Cindy

Meeting held via zoom

1. Minutes of previous meeting accepted.

2. Matters Arising
    a. Old metal sign –to go on swap shop.
    b. Metal sign – agreed on hold for renewal, we don't want to advertise at present.
    c. Google menu – still needs removing, Webmaster to do google and website, volunteer trip advisor, staff FB.
    d. Children's Mini Beasts quiz - links onto website, volunteers to liaise.
    e. Air con investigation – ongoing.

3. Building
    a. Boiler – plumber came out – full service, couldn't find anything wrong and it working currently. NFU – might be possibility for claim depending what is wrong with boiler. As we don't know and it is currently working agreed to leave at present.
    b. New pergola very successful and proving an asset.

4. Finance
    a. As previously reported still same profit as last year despite takings down. We have paid for the pergola and back surfacing over previous two years.
    b. Board agreed to sign off annual accounts. Good set of results despite 14k turnover lower, our costs were lower too and we still have contingency fund.
    c. Formal thanks recorded to the Treasurer for all the work involved in the accounts and the additional work this year to keep the business on track.

5. Operational
    a. Suppliers: Bookers are proving very unreliable with rising margins and poor availability for various products. Investigating other suppliers but not straight forward e.g. Castell Howard don't yet have enough range. It's a problem Plunkett is aware of and working on, trying to tackle Tesco over the way they use Bookers which is pushing small shops out.
    b. Natasha's law - has made full labelling compulsory, it includes for example the ingredients for the bread when making take out sandwiches. Kitchen staff agreed to key all the information into the new software (£120 p.a.). WG has given us IPads for the digital inclusion project so we can use one in the kitchen so staff can add ingredients in as they work.

c. Staffing recruitment is very difficult at present. Agreed i. Board member(s) should go in to meetings with staff / senior staff to help support; ii. to undertake PDPs again to give everyone chance to give their views and us to gather feedback. We have increased payment to youngsters and need to recruit more. We are also short of volunteers, as people have not all returned due to C-19. To relieve the pressure on staff we will have a smaller cafe offer which is more manageable, and to offer the space for events.
d. Agreed to bring in signs from the road – director /volunteers to liaise re trailer..
e. Coffee machine – agreed could get a new one as we need arm for different types of milk.
f. Digital inclusion project – individual sessions held, we received four devices from WG which are used to help get people online. Events are building up again, welcomed by Board. Installation of speakers not yet complete still being built, electrician is due in October.

6. Landscaping
    a. Maintenance continues, watering and tidying regularly. Pollinator project ongoing. Continue to receive many compliments about the gardens.

7. Communications
    a. S4C asked for permission to film outside, director agreed to liaise on this.
    b. Websites need updating/ tidying up. Helen to liaise on this. Suggested that webmaster train up Assistant Business manager.

8. Dates

    Board meeting 21st October.
    AGM 21st November 2021 3-4pm, proposal it is on-line again.