Cwmni Cymunedol Cletwr

Minutes of Board Meeting 27.01.22

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

Apologies: Ant Jarrett

Meeting held via zoom

1. Correction to previous minutes: Karen was not present but had given apologies. Minutes of previous meeting accepted.

2. Matters Arising
    a. Mini-beasts link: volunteer offered to pursue.
    b. Query re position of interested person for the Board – should they be co-opted now? Agreement had been to contact them later in the year to see if they would agree then to co-option.

3. Building
    a. Light bulbs – staff will continue to monitor, none have blown recently.
    b. Cupboard repairs – staff have met to discuss, and volunteer pursuing.
    c. South wall and Caban need paint touch ups in parts outside. Need sanding first. To be done as weather improves.
    d. Slabs outside need pressure washing as becoming slippery. Agreed to ask window cleaner in first instance.
    e. Loose slabs in the wall – agreed to organise repair.
    f. Cafe counter – masking tape put by staff because of splinters. Agreed needed sanding and edges curving. Repair to be organised.
    g. Drains need cleaning again – ongoing issue. Aber Drains to be contacted to see if we can solve the problem.
    h. Air- con investigation: we were joined by volunteer who is expert with professional experience. He has met with staff and volunteers to discuss the issues and how we might resolve them. A long discussion followed with issues and options discussed. To summarise:
        i. There is overheating in the whole building when the weather is hot, but some areas are more significant e.g. the food store causes loss of some goods such as chocolate. The kitchen and office get very hot to work in.
        ii. Principally there is a lack of ventilation, the building can't be ventilated at night because of security reasons.
        iii. Varied suggestions / solutions were proposed, both simple and high tech. Agreed expert and volunteer would produce 'road map' of actions we could take with costings for decision at next Boad. Previous chef to be contacted re use of right hand side fan in kitchen. Thanks to expert and volunteer for time and expertise on this.

4. Finance

   The finances are not good this month – the impact of the café closure, costs of staffing and products, together with 'covid effect' have combined to give us a profit of 4k so far this year compared to 32k last year. The remainder of financial year to April is traditionally quiet. We need to check out match between staffing and service provision. Figures will be examined to identify more precisely the issues. However we do have reserves, and we are not expecting huge costs. It is anticipated we will be able to accommodate wage increases in line with living wage by April.

5. Operational
   a. Welcome back to Business Manager, and Staff representative to the Board.
   b. Staffing issues discussed and level of training required.
   c. Plan to reopen the children's area as soon as level 2 restrictions lifted.
   d. Volunteer has kitchen to donate to play area which will replace popular but dilapidated old shop game. Thanks to her.
   e. Café – report received; plan to bring in more offers hopefully for half term or 1st March if that not feasible. Focus on this for first stage with additional offers as we can accommodate. New menu ideas discussed and welcomed. Noted that recruitment is a priority to ensure we have staff to cover any additional menu.

6. Landscaping
   a. Moved to next Board.

7. Communications
   a. General item moved to next Board.
   b. Suggestions made via suggestions box for AGM considered. Answers will be annotated; agreed annotated answer sheet to be put on notice board in the shop.
   c. Email to members to thank them for their support, welcome them back to the Cletwr as volunteers if they are wish to be more active again. Recognise restrictions Covid has placed on us but hoping we can have a more normal year in 2022. Plan for open meeting for volunteers to contribute to Cletwr as soon as restrictions and safety allows.

8. AOB
   a. CCC Emergency Business Fund grant investigated but requires turnover to be 40 % reduced from December through to January compared to two years ago. We are only 25% reduced.

9. Dates

   Next Board date proposed as 17th Feb.