Cwmni Cymunedol Cymru

Minutes of Board Meeting 28.4.22

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

Matters Arising

a. Volunteer feedback meeting: agreed to organise for 19th May. Ask for topics in advance and give opportunity for ideas to be raised; open meeting, invite volunteers, members, community, staff. Board to also submit topics to be discussed.

Building

a. Air vents have arrived fitting planned for June.
b. Light bulbs still blowing replaced 12 months ago. Cafe lights cause most of the problem. Agreed to get electrician in to investigate.
c. PA system still ongoing, fitter now recovered from illness and back at work. Ask for update.

Finance

a. Sales lower than last two years pre-covid and no further covid support grants available. A loss is anticipated this year. This is sustainable for a year and business is improving, recognise it is a time of change. Budget set after much time and work from treasurer and business manager. Not possible to reconcile budget to potential profit as increasing costs difficult to judge. The budget acts as guidance and will be adjusted as necessary. Noted that

i. depreciation figure has to be included in budget, if it is removed it looks like a profit but need to ensure have money to invest or deal with corporation tax if necessary.
ii. need to spend money on recruitment and advertising this year, recruitment costs included in budget lines for marketing and sundries
iii. we should consider financing HR support, unusually heavy at present and being carried by the directors.

Budget agreed.

b. Finance policy updated. Signatories updated and agreed.

Operational

a. Employment licences for youngsters - ongoing
b. Masks – kitchen staff still wearing as working in close proximity, agreed has to be voluntary, no longer legal requirement. Agreed to leave screens up.

c. Staffing: a discussion was held, noted

i. issues re front of house. Thanks to Director for support for staff
ii. tight finance may result in fewer events, although all agreed happy with events programme
iii. staffing situation for the summer
iv. to reiterate the need for professionalism
v. to send a letter to all staff explaining need to relook at structure but to reassure that jobs are safe and thank them for their support.

Landscaping

a. Gardeners continue to hold regular gardening days for weeding and maintenance.
b. Plant stand has been painted – thanks to the volunteer responsible.
c. Pollinator day planned for 21st May. Range of activities planned, looks excellent day.

Communications

d. Handbook to be reviewed and updated
e. Board minutes and meeting dates to be made available via notice board in corridor in Cletwr and on website. Agreed public minutes would omit names to preserve confidentiality and record decision or conflicts. Possible 'members' area' on website to be investigated.
f. Board received letter of resignation from the Business Manager. She has given 12 weeks notice to allow consideration of a replacement. With her keen business acumen and knowledge of the business and community she will be much missed. She has been the face of Cletwr for the last nine years, and grown the business. The Board now need to consider how best to move forward particularly given the changed nature of the business and its development.

Dates

Proposed next Board meetings: 26 May; 30 June; 28 July. Break in August, restart September.