Cwmni Cymunedol Cletwr

Minutes of Board Meeting 31.03.22

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

Apologies: Ant Jarrett, James Hobbs.

Meeting held via zoom

1. Matters Arising
    a. Aiming to put minutes on website. Pre covid volunteer working on uploading minutes to one drive for easy access. Plan has been to have new web page(s) with company information on them. Agreed minutes would be on website after have been agreed at following meeting and then within two months if possible. No staff or volunteers should be named in public minutes.
    b. Mini-beasts link is done, hard copies to be available in shop to encourage people to use. Laminated QR code to go up on notice board.

2. Building
    a. Vents have arrived and will be installed this month. Two areas to put them identified.
    b. Mesh over drain installed.

3. Finance
    a. Café closures have been a hit on income and combined with no furlough/ grants now, we will make a loss this month at end of year. This is not unexpected and our reserves are still sound. We do need to get café income flowing as soon as feasible. Meetings are currently in hand to set the next year's budget, looking first at costs and figures. Expenses are reasonably predictable year on year, but costs for sales and wages are less easy to predict.

4. Operational
    a. Shop: Aim to have shop open till 6pm from May but wary of staff burn out if illness strikes.
    b. Child employment licences in hand, individual risk assessments being done for each child.
    c. Board member to offer exit interviews to staff leaving.
    d. Discussion on sensitivity of wages and how this should be handled in open discussion re budgeting. Agreed collective awareness of what needs to be thought about is necessary, (hours, pensions, on-costs etc. and turnover percentage allocated to wages). Manager to do up-dated wage sheet for Treasurer.
    e. Board wished to reiterate thanks to staff for support during covid.
    f. All staff and volunteers asked to continue to wear masks until after Easter when will be reviewed again. We can only ask and encourage public to wear masks. Spare masks will be made available publicly.

g. Cafe: Costs are rising considerably so agreed 10% increase on drinks and cakes. New staff have been appointed. Kitchen manager will work with new appointment as joint kitchen managers. Two new kitchen assistants and two new front of house. A number of staff have been off with covid, fortunately we now have a full team again, although the new staff are still in training. Plan to have new menu out by 11th April. From 10th April café will open till 4pm.

5. Landscaping
    a. Meeting to plan pollination day. Saturday 21st May 'Pollinator day'.
    To include: stall for Bumblebee Trust; talk by Ali Murfitt on how plants are adapted for pollinators; various workshops, e.g. T-shirt printing, card colouring to do and for sale; Grace Crabb flowers; Cletwr plant stall; display hive and raffle.
    b. Trunk road agency have started working on the verge.

6. Communications / publicity
    a. Website - some updates needed, including photos, staff to be asked. Overall update on company pages being worked on.
    b. Need date for volunteer meeting for feedback, suggested as mid to end of May.
7. Dates
    a. Next Board meeting 28th April 2022, 7.15pm via zoom.