Cwmni Cymunedol Cletwr

Minutes of Board 28.7.22

Present: Barry Wise (acting as chair), Richard Spencer, Derval Casey, Rose Phillips, Chloe Birds, Ant Jarrett.

Apologies: Cindy Harris, Helen Ovens, Cath Lloyd Williams

Welcome to our new Business Manager.

Minutes of meeting of 30.6.22 accepted

Matters Arising

- **a.** Volunteer feedback meeting: report on Team Building and Communication topics accepted. Further actions to be done after summer busy time.
- **b.** Volunteer discount has been put into operation.
- **c.** World pay information all collected and submitted.

Building

a. Door handle repaired
b. Coke fridge repaired free of charge.
c. Coffee machine repair paid for as engineer stated problem due to incorrect use. Further staff training given.
d. Dish washer pump replaced.

Finance

a. June income lower than last year and lower than budget, some savings as some costs not as high; still resulted in loss in June. We recognise we are still in difficult times which are reflected across the sector. Many invoices showing increases, we will try to absorb what we can but inevitable that some prices will rise. Agreed too soon to react as yet, reassessment after the summer.
b. Energy on contract till the new year and feed in tariff good. Budget on energy to be checked.
c. Bank signatories need updating and revising, all to have cards except for Treasurer – not necessary.

Operational

a. Staffing up date – ad out for Saturday replacement. Cafe Coordinator just started. Staff training in place.
b. Re-emphasised to staff that we are not licensed to play music and this is not something we wish to do.
c. Agreed to write more explanatory Annual leave policy to clear any misunderstandings.
d. HR proposal for support accepted.

Landscaping

a. Information about pollinator friendly gardening and bee conservation trust available from group. Excellent leaflets on gardening for pollinators handed out.
b. 10th September to be seed ball making again.
c. Gardening group has two new members and others have rejoined post lockdowns.
d. Autumn / winter jobs in planning- particularly re-doing the bed in front of the shop.
e. Thanks to those doing the watering during dry weather.
f. Garden has received donations, together with 50p from each pollinator pack – don't need a further budget at present.
g. Group meets monthly to work on garden and is also a social event. Garden always gathers positive responses from visitors.

Website

a. Updates – ongoing, agreed can do members' area where can put up company information for those interested. New staff information to go to web master, old staff info to be deleted.

Dates

Next Board Meeting 22nd September 2022