Cwmni Cymunedol Cletwr

Minutes of Board meeting 29.9.22

Present Barry Wise, Rose Phillips, Chloe Birds, Ant Jarrett, Helen Ovens, Cath Lloyd Williams.

Apologies Cindy Harris, Derval Casey, Richard Spencer.

Minutes of meeting of 28.7.22 accepted.

Matters Arising

a. Query re Cletwr zoom account – do we allow to lapse? Are we still using zoom to the same extent? Agreed still useful but two directors have zoom accounts they are willing to use if needed. Agreed to let Cletwr account lapse – we can rejoin if necessary.
b. Agreed thank you gifts to longstanding volunteers; heartfelt condolences to Mike and our sadness at his loss with heartfelt thanks for the work Sue did for Cletwr.

Finance

a. Accounts approved and signed. Thanks to the Treasurer for all his work on these.
b. Energy: electricity bill – confusion over repeat bill from Ecotricity has been sorted out. Our current contract ends in October and we're waiting for the latest announcements on the cap for business electricity rates. Board member working on likely increases but little clarity at present. Agreed to pursue and work on best scenarios. Meters to be read on 30th September and regularly to keep watch on prices. Main electricity use is in running fridges/ grills/ hot water. Staff had suggested time switch for hot water. They are aware of energy costs and actively seeking solutions to cut usage. The new fridge purchased to replace faulty one is expensive but much more cost effective to run. Plans to rationalise fridge / freezer stock so can turn some things off.

Operational

a. Summer update; has been our quietest summer with fewer people spending on holidays and eating out. Staffing has seen some turnover with summer appointments moving on. Staffing discussion noted: training taking place, staff reviews started, new appointments in hand, change in duties for some.
b. Annual leave policy – due to complexity of additional hours worked over contracted hours which confused annual leave entitlements, our HR consultant has written an advisory report on the best policy to follow. Salaries will be checked to ensure staff received their correct entitlements. Agreed BM to ensure staff take holiday leave accrued.
c. BM currently undertaking bookkeeper's tasks. Treasurer offered to help.
d. HR consultant offered to check all Cletwr polices, agreed to reserve her hours at present but return to this if needed.
e. Events report not available this month as follows summer – agreed would expect at next meeting as usual.

Landscaping

a. Agreed would be good to have pollinator report in Papur Pawb, group to be asked.

Communications

Request to webmaster to

a. change photos to current staff
b. take new photo of BM
c. set up company pages on new site as old site now closed.

Board

a. Agreed short mid month meeting to discuss policy around declaration of interests for Board members, relevant advice and information to be gathered prior to meeting. In a small community we need to ensure all parties are protected appropriately. Date tbc.