Cwmni Cymunedol Cletwr

Minutes of Board meeting 27.04.23

Present Cath Lloyd Williams, Chloe Birds, Helen Ovens, Jane Nicholls, Jane Whittaker, Ant Jarrett, Barry Wise.

Rachel Behan in attendance.

Apologies Rose Phillips, Derval Casey, Cindy Harris, Kim Holland

Minutes of meeting of 30.03.23 accepted

Matters Arising

a. Training offered for staff on Mail Chimp. BM to confirm and liaise if needed.
b. Birthday party: mug design completion well received; well wishes book being made available; BBQ food organised and BBQs sourced; music in hand – playlist and local bands. Children's corner – balloon modelling, face paints plus Ray Ceredigion. Gazebos booked – help need to erect these. School providing Penblwydd Hapus banner and taking photos.

Building

a. Dim Parcio/ No Parking to be painted on loading bay to stop customers parking there.

Finance

a. Profit margins and takings good still need to improve. Cash in bank lower than previous years, we need to build larger buffer to carry us through the winter. Large electricity bills are a concern, more than double last year, even though consumption reduced. Need to increase turnover and lower costs.
b. Need to monitor how much we are losing from kitchen sales by not being open Mon/Tues. If the loss is offset by the savings, then consider Mon/Tues kitchen closure longer term. This may work for other reasons as well -getting other things done in the business/training etc. Cost/benefit of the Mon/Tues closure to be reported back at next meeting.

Operational

a. Staffing- recruitment for kitchen ongoing, JD to be amended, candidates offered informal discussion first. Other staff being trained up to be able to move around the business. Appropriate remuneration made according to role. Menu pricing being reviewed.
b. Coffee machine: meeting with Teifi coffee and staff re different options. Agreed to keep existing machine until sure of suitable alternative. Costing to be undertaken.
c. Stocktake 30 May from 3pm – volunteers needed.

Board

Treasurer plans to step down in November, so we have time to advertise and recruit. We need bookkeeper, plus accountant for end of year. Role takes 6-7 hours week not including

end of year. We need to see what aspects of role could be delegated. List to be prepared for consideration by Board.

Communications

a. Agreed volunteer update to be on agenda. Volunteer list needs updating, currently have 74 listed, but not all are now active. Need to confirm the offer re free drink / 10 % discount for every 3 hour shift, plus lunch if working across lunch time. Suggestion we work towards volunteer meeting later in the year.
b. Need to be bilingual on Facebook. Agreed, and translation offered by Board members.

Dates

Next meeting 25th May 23