Cwmni Cymunedol Cletwr

Minutes of Board meeting 22.06.23

Present Cath Lloyd Williams, Chloe Birds, Helen Ovens, Jane Nicholls, Rose Phillips, Derval Casey, Nigel Callaghan.

Apologies Cindy Harris, Jane Whittaker, Barry Wise, Kim Holland.

Minutes of last meeting accepted

Building

a. In current heat wave building gets very hot. Discussed varied suggestions, agreed to try fans and to try a shout out for them in first instance before committing to purchase. Agreed to check out previous report to see if other cooling solutions available.
b. Servicing of fridges ongoing.
c. Rolling maintenance checks to be diarised.
d. Toilet lock fixed.
e. Coffee machine; difficulty sourcing rental, most work on a leasing system which is not ideal, discussions ongoing.
f. No parking signs – paint ordered.

Finance

a. Turn over good, back to pre-covid levels. Cash reserves still down, hope to improve these over the summer. Expenses have eaten into profits, these to be checked.
b. Accountant is leaving, we have been fortunate in having her – we should expect an increase in costs for this service. Thanks to Board volunteer for work on the accounts.
c. Overspend on events down to c £700.

Operational

a. PAVO offering training courses for free - e.g. guide to running social media online. To be offered as relevant to staff.
b. Kitchen remains closed Mondays /Tuesdays, still struggling to recruit staff. The revised offer, sandwiches + cakes + hot drinks, has been well accepted.
c. Consideration to picnic packs for children.
d. Staff doing well, thanks to BM for managing difficult times.
e. 10 % discount being set up.
f. Staffing discussion regarding hours and revised salaries, plus resignation of Events coordinator. Agreed could not afford to advertise at this time, no events on over summer. Discussed how to manage the tasks involved, several groups e.g. Dal Ati, Knit & Natter, Garden group, are self sustaining, others will need volunteer support.

Landscaping

a. Garden group managing watering as best as can. Planting out delayed until weather cools.
b. Offer of worm waste to make compost.

c. Thanks minuted to the group for their work.

Volunteers

a. Updating of volunteer list current.
b. Further volunteer discussion moved to next month.

Communications

a. Website – job ad to be revised and put back to top of page
b. Staff photos to be updated
c. Website in process of updating
d. Plunkett conference 6th July in Birmingham – to be offered to staff.

Next meetings

Proposed tbc next meeting: 14th September; 19th October; 16th November; AGM 26th November.