Cwmni Cymunedol Cletwr

Minutes of Board meeting 27.07.23

Present Cath Lloyd Williams, Chloe Birds, Jane Nicholls, Rose Phillips, Nigel Callaghan, Jane Whittaker, Kim Holland

Apologies Cindy Harris, Barry Wise, Derv Casey, Helen Ovens

Minutes of last meeting accepted

Building

a. Heat – still too hot inside when weather is hot. The fans have been moved around which works better. As weather has cooled issue is resolved but agreed we need to consider how to manage this. Action – to revisit advice given previously in the report re heat management, to bring to next meeting.

b. Fridges – still following up on engineer to check these.

c. Pot washing tap again needing repair – contact to be made with builder/plumber.

d. Insurance – has been checked to ensure we're getting the best deal. Longer term agreement reduces cost by 15% and we need a full electrical check every five years. Boiler receives annual service.

e. Coffee discussion ongoing.

Finance

a. Better position now and staffing stabilized. Continuing tight control on costs. Waste policy raised: our figures demonstrate a good track record on this i.e. as much use/ reuse as possible. Also now kitchen staffing improved we can again use perishable goods more effectively in café offer.

b. Credit cards – encouraging use for larger amounts and use of Cletwr accounts rather than small amounts via card payment seems to be working. Numbers are being monitored.

c. Check to be made on charge for cash banking.

Operational

a. Staffing discussion – agreed bonus for staff to show our appreciation for their work over the summer. Agreed payment for Welsh lessons. Confirmed duties for a staff member.

b. Mon /Tues café offer working quite well, and gives staff time to plan menus. Good margin on hot drinks/ sandwiches /cake.

c. FoH staff encouraged to go in to kitchen to support Mon /Tues working and all now feel more confident. Added bonus more staff are now familiar with Natasha's law for labelling.

d. Issue raised as to whether staff get paid for training time – agreed previous decision still valid i.e. where it is compulsory for a particular role or requested then yes; where it is an offer for personal up-skilling which is a choice then no.

e. Discussion re Arfor 2 fund available through Ceredigion CC (one of the four partner councils with Welsh Government). Agreed Board members to read and offer ideas.

f. Social media course available – agreed to send member of staff.

g. Events – agreed to create bullet point list of what is needed to delegate tasks.

h. Animation project – workshops are booked and leaders will edit material produced.

i. Talybont show – stall booked, licence needs checking, we have named member of staff on the licence.

j. Volunteer party on the 17th September c 4.30pm (tbc) – agreed to ask Wildfowler for buffet cost as previously.

k. Enquiry from group wanting to establish car share for electric car, asking if Cletwr willing to host a parking space for it. They need 10 people to commit to it to make it worthwhile. Further information to be requested.

Landscaping

a. Gardening group working well – next focus on changing planting in the pots. Considering opening the sessions to children / young people to encourage gardening.

b. Thank you as always to the group for their work – always appreciated, the garden improves our environment for everyone.

Volunteers

a. Proposal for postcards to give out to encourage volunteers, together with a postcard of Cletwr.

b. Following up contacts for possible Welsh bacc. students as volunteers.

c. Updating current list of volunteers to establish who is still interested.

Next meetings

14th September, 19th October; 16th November; AGM 26th November.