Cwmni Cymunedol Cletwr

Minutes of Board meeting 14.09.23

Present Cath Lloyd Williams, Chloe Birds, Jane Nicholls, Rose Phillips, Nigel Callaghan, Jane Whittaker, Helen Ovens, Barry Wise

Apologies Cindy Harris, Derv Casey, Kim Holland

Minutes of last meeting accepted

Building

a. Re heat and ways to ventilate: response received from advisor; suggestion is that we go for high level ventilation in the gable wall, especially as this solution has worked well in the storeroom. This could be a simple top hung window opened with long pole or remotely. This would allow hot air to escape, although for more positive air flow the ideal would be the same in the opposite gable. The alternate would be to install a vent with an extractor fan although this would use electricity. Agreed to ask builder for costing so we can decide and action this over the winter.
b. Fridges have now been serviced.
c. Boiler maintenance covered in annual insurance.
d. Insurance has been agreed.
e. Coffee machine – extra training put in place; discussions with Teifi coffee ongoing.
f. Washing machine replaced.
g. Agreed to check loading on kitchen plugs as sometimes fuses trip.
h. Solar panels meter not registering properly, so we are not getting paid for hours not recorded. Problems getting hold of Ecotricity. Agreed to try and source another contact number.

Finance

a. Annual accounts – these were agreed and signed off. Noted: we have made a loss over the year but we are doing better than last year. We need to be back to normal this year, so far we are on track. The losses have been due to lower café sales due to closures as a consequence of issues originating in the pandemic.
b. This year profitability has improved due to better café sales, with cash in hand seeing improvement since February. Electricity costs for 3 months have gone from c1k to c7k - a large increase to absorb.
c. Outsourced payroll work to be handed back to Cletwr. Agreed to accept offer of volunteer support for this. Thanks for this noted.
d. Thanks to Treasurer and helpers for their work on the accounts.

Operational

a. Staffing issues discussed including dealing with ongoing sickness' absences. We have managed to appoint relief staff which is working well; they are doing hours to

suit which is supporting existing staff. Communication is improving with a good atmosphere. Flexibility between FoH and kitchen is working well. Staff have indicated they were grateful for the cash bonus.

b. Events: volunteer investigating whether an application could be made to the Arfor 2 fund to support the events work. Designated staff member to work on social media promotion. Agreed need clarity on who is posting on our behalf with appropriate attribution. We have received an offer of help towards art club sessions. Agreed method of refunding payments for art club.

c. HR support: agreed to continue contract for HR consultancy but to request fewer hours to keep costs down.

Landscaping

a. We have held a session on saving seeds and plan to do this regularly.
b. Contact has been made with Talybont school and with Llangynfelyn gardening group.
c. Plan next to replant pots and make a sign for the plant stand.
d. Thanks to all the gardeners.

Volunteers

a. Shout outs going out regularly and these are also used to give information.
b. Post cards have been ordered to give out to encourage volunteering.
c. Volunteer party to start at 4.30, aim for Board members to undertake this not staff or other volunteers. Tasks agreed.

Communications

a. Agreed updating of company area of website with Welsh language update too.
b. Agreed to support role of staff rep would be helpful to clarify Board expectations to prevent unnecessary work.

AOB

a**.** PA system - this project has fallen by the wayside due to illness. Agreed no longer have the finance to carry out the original plan.

b. Discount scheme to be actioned.

c. Agreed 6.30pm start for next meeting.

Next meetings

19th October; 16th November; AGM 26th November.