Cwmni Cymunedol Cletwr

Minutes of Board Meeting 18.01.24

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

Apologies Ant Jarrett

Minutes of previous meeting accepted

Matters arising

a. Questions to AGM meeting considered there, but they will be taken forward to feedback meeting in spring.
b. Reminders to Directors re conflict of interest statements, and updates received.

Building

a. Coffee machine –Teifi coffee has been sold back to Bay Coffee Roasters. We are expecting a visit from them to discuss.
b. FIT – payment will be made on meter reading from loft meter which is working but public display in the café is not. **Agreed** follow up and to contact electrician if necessary.
c. Replacement equipment:
    a. Pot washing tap – problem with unusual fitting. Multiple repairs have been carried out; **agreed** now time for replacement.
    b. Panini grill needs replacing – shorts other appliances when used. **Agreed.**
    c. Frying pans – **agreed** need 3 new ones which should be of good quality to last. Estimated total of above c £900

    Volunteer has provided research on taps and offered to fundraise for the tap. **Agreed** all contributions helpful.
d. Heating switches – some confusion of what controls which areas – **agreed** building expert to be consulted for clarification.
e. Behind front of house counter – extended worktop would be very useful with under counter fridge. **Agreed** should be costed.

Finance

a. Accounts completed and circulated at AGM.
b. World Pay – now require information from 2 directors – **agreed** to submit.
c. Bank signatories to be updated again following AGM.
d. Overall financial picture improved. Analysis shows that although slight decrease in takings, tight cost controls on stock and wages have resulted in a financial improvement. Loss down to c4k rather that c12k from Nov – Dec 23 compared to Nov – Dec 22. Thanks to BM and team for their work on this.
e. New treasurer offered to act as accountant which will save cost – thanks for this.
f. Finance team (Treasurer/ Vice treasurer/ BM) to meet to discuss paying staff by calendar month as opposed to 4 week cycle. This would avoid month of double payment which can be difficult for individuals to manage.
g. Invoices requested from art project for Cronfa Eleri grant to ensure spending complete.

h. Grant application to Cynnal y Cardi unsuccessful. Feedback received that wasn't sufficient fit to their economic criteria. There is another window late Jan/ Feb to reapply – to be considered.

Operational

a. Staffing discussed: temporary replacement covering sickness in kitchen with other cover arranged. We have some good young people and front of house staff can cover some shifts. To be reviewed every 4 weeks. **Agreed** staffing uplift post to be offered to support BM.
b. **Agreed** – management training to be increased to support managing group.
c. Events
   i. Craft Fair and Sion Corn went well
   ii. Further funding application to the Anna Evans fund for another Art Club after the success of the last one under consideration
   iii. Creative writing session went well and the group are meeting again
   iv. **Agreed** an Open Mic night for 29.2.24
   v. Discussed offering Cletwr as a space to bands on the basis that they have responsibility for marketing the event and can have door takings with Cletwr running the bar.
   vi. Discussed running film nights and Dungeons & Dragon nights – a staff member keen to organise these events
   vii. **Agreed** to close the Activities Account and Events email which is not currently needed as the Events Co-ordinator is no longer employed; update till user numbers, request return of laptop within a month, request Events safe number.

Landscaping

Gardening group funding application to Ein Cartref, Ein Cynefin / Local Place for Nature (Small Grants Scheme) was not successful but the group does have money from donations and will work on fencing and possibly buy some tools. Yearly programme of Gardening group activities to be put on the notice board. **Agreed** to submit that information to Papur Pawb as well.

Volunteers

a. Volunteer Shoutout continues to have formatting problems, as well as sending duplicate emails to some subscribers. Board members on volunteer group **agreed** to meet to work on this.
b. **Agreed** to check volunteer wishes to continue to update Cletwr noticed board.
c. Discussed community notice boards which need updating. Volunteer **agreed** to update and ask if any volunteers are interested in continuing with this.
d. **Agreed** 10.3.24 at 4.00pm as a date for the feedback social session.

AOB

Agreed to investigate re offering discounts to reverse credit account holders

Dates

Next Board meeting 7.3.24 at 6.30pm