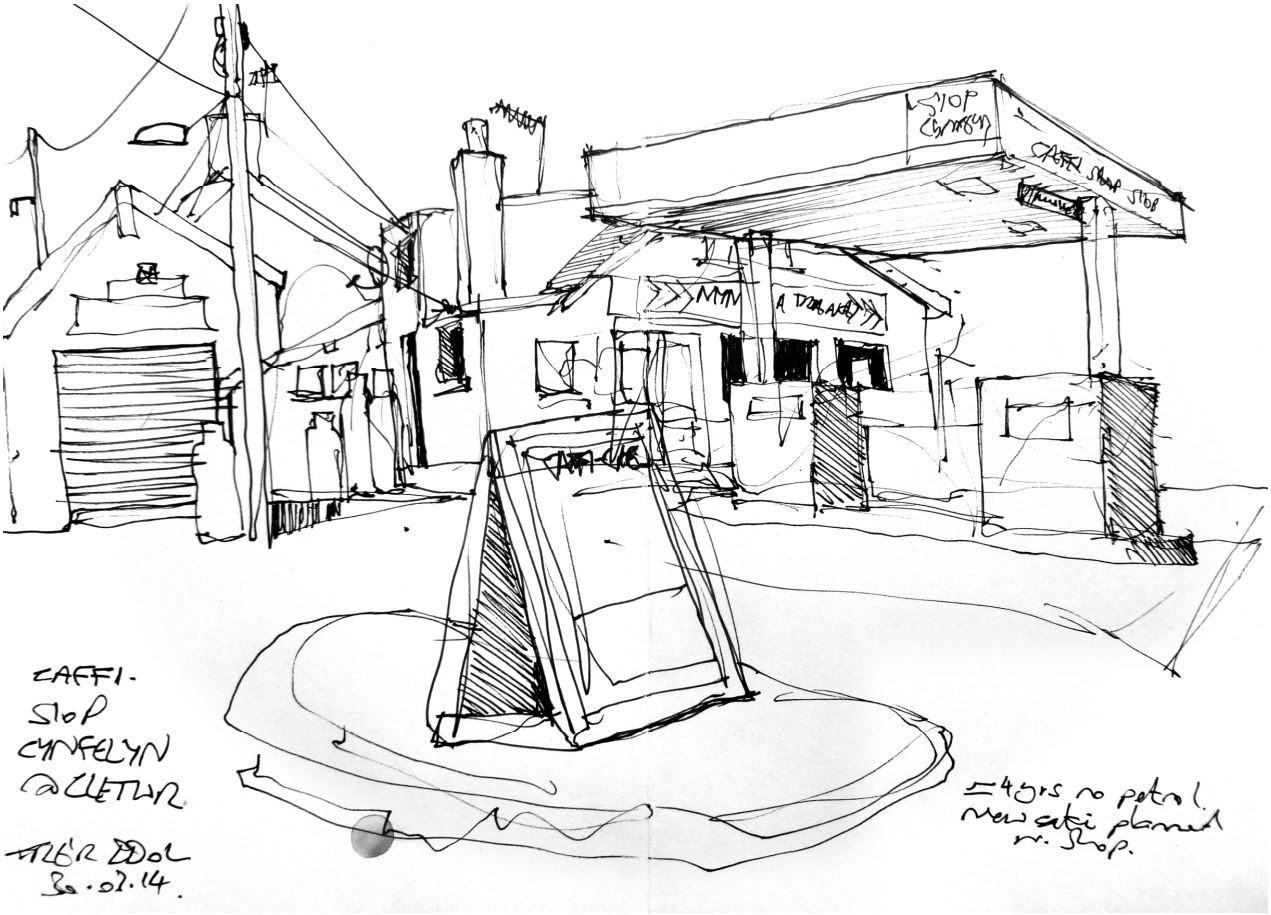
Cwmni Cymunedol Cletwr
Cletwr Community Company

Addressing social, economic and environmental concerns, by delivering sustainable services, resources and activities



Hwb Cymunedol Wledig , Siop a Caffi
Rural Community Hub, Shop and Cafe

Cynllun Busnes Business Plan
2016-2019
Atodiadau Annexes

Cwmni Cletwr

ANNEX 1 HISTORY OF THE PROGRAMME

1.1 Following the closure of the Cletwr Services in Tre'r Ddol, Ceredigion, a group of people from the village convened in 2011 to investigate the feasibility of setting up a community enterprise to re-open the services.

1.2 A public meeting was held in July 2011 to assess the level of support. Over 70 people attended and there was unanimous support to form a working group to consider its feasibility. The working group first registered *Cwmni Cymunedol Cletwr* as a company limited by guarantee on behalf of the community.

1.3 The working group set out to:

- gauge the support of Llangynfelyn residents on the possible re-opening of the services;
- assess likely spending patterns on the different elements of the services - petrol station, cafe and shop;
- identify what products and services people would like to see; and
- determine likely levels of support in terms of time, skills and financial contributions

1.4 This entailed hand-delivered bilingual questionnaires to every household in the parish, which gained a response of 63% (154/243 households). We also sought opinions from the adjoining villages of Ynyslas, Eglwysfach and Ffwrnais.

1.5 The level of response was highly positive: 94% of respondents supported the re-opening of the shop, and 65% the cafe. Although there was considerable support for the petrol station from a smaller group of people, the risks attached to costs, logistics and voluntary support were felt to be too high to proceed with this element. The decision was made to proceed with a pilot project to test the feasibility of the programme.

1.6 A community meeting on 28 March 2012 was attended by upwards of 80 people with the local primary school creating artwork for the occasion. We presented our business plan and asked for views; we also created a register of volunteers. We also asked for donations to help establish the company and over £2000 was raised.

1.7 We held an open day on 21 April 2012 with local catering students preparing and serving fresh food and drinks. A volunteer taskforce served food, cleaned and decorated the cafe and a local band volunteered their services. The event was attended by over 300 people (including the local AM), attracted over £500 in donations, and crucially enabled us to carry out further market research with

passers-by. To support the above events, we received a grant of £1500 from Cynnal y Cardi, a scheme to enable the growth of community and social enterprises. The overall aim was both to publicise the venture and also to carry out further market research, particularly with non-local people. This event confirmed our decision to initiate a pilot scheme to provide the necessary evidence to proceed with the full programme.

1.7 During 2012 a bank account was opened and options were explored for the future of the building. A project plan was developed, and a successful submission to the National Lottery's Village SOS scheme was made. A stage 1 application was also made to the National Lottery's People and Places scheme. Other funds enabled us to purchase IT and office equipment, to decorate, equip and stock the shop, and to renovate or purchase equipment for the cafe.

1.8 A generous lease was agreed with the owners[1], and staff were recruited in early 2013. The shop and cafe opened in May 2013, and proved to be extremely popular, to the extent that we negotiated an extension of the cafe into a redundant space, and were able to open this new area in December 2013. This area has proved to be invaluable as a meeting point for various groups, as well as providing space for self-employed individuals seeking internet access.

1.9 In order to maintain communications with the community during this critical period, newsletters were distributed in January, March, April, June, September and December 2013.

1.10 In December 2013 we also carried out an extensive consultation exercise with the community, in order to:

- ensure we had developed the right mix of services
- confirm support for the café extension
- establish perceptions of the shop, and its impact on the individuals using it and participating in the project, and on the wider community.

1.11 The findings of this consultation confirmed anecdotal evidence that it provided a valuable social hub and meeting place (50 per cent); that it provided an opportunity to meet new people (47 per cent); that it provided opportunities to learn new skills (26 per cent); and that it provided convenience and was accessible by foot (50 per cent).

1.12 Typical comments were:
'It has brought life to the area again'; 'giving people the opportunity to volunteer...challenges isolation and self-esteem'; 'I know a lot more people in the

[1] The support of the owners, Huw and Sue Lewis, has been critical in developing the project.

community than I did 12 months ago'; 'gets the community to mix when geography keeps us quite separate.'

1.13 Since its opening, the shop, cafe and community hub have each developed rapidly, and we have expanded the number of paid staff from an initial 1.5 full-time equivalent (FTE) to 4 FTE employed staff (including 1 FTE community coordinator)

1.14 A volunteer survey in Spring 2014 showed that 98% most valued the increase in self-confidence and a sense of well-being that volunteering had provided. Customer skills were recorded by 24% as the most important skill learned.

1.15 A business plan was produced (May 2014) as a result, and an application was made to the BIG Lottery which proved to be successful. The application was to buy the property and to either extensively renovate it or to demolish and rebuild elsewhere within the site. Simply redecorating and making minor repairs was not feasible, as a surveyor's report confirmed. Furthermore, it was apparent that the existing layout would not address requests emerging from within the community.

1.16 The proposal to demolish and rebuild was made by the committee at a general meeting in January 2014, and this was accepted by the meeting. A public consultation event was held, which was attended by 50 people. Feedback focused on the need solar panels and for energy efficiency in the new building and on the importance of establishing the community hub/meeting place as a self-contained space.

1.17 The initial architect's plans were posted on our website and publicised in a newsletter in Spring 2014. The plans were also displayed in Siop Cynfelyn.

1.18 A general meeting was held in May 2015, which was attended by 40-50 people. Key suggestions in response to the initial designs were that there should be more parking space and plenty of exterior, all-weather seating. Subsequent further consultation with the staff and volunteers emphasised the need for a different kitchen layout and more integrated layout to aid efficient operation. These suggestions resulted in an expanded plan, which has since been displayed for public information.

1.19 A recent survey (Autumn 2015) asks people to identify new services that they would like to see offered through the Cletwr Community Hub. Five hundred questionnaire forms were distributed and made available at the shop. 127 (25.4%) were returned. 79 (62%) of the responders had attended events in the previous year. Of the services highlighted, 73 people were interested in healthy lifestyle advice and support; 75 were interested in digital advice and services; 66 were interested in fuel saving; 62 were keen on support for older people; and 19 were

looking for support and advice on job seeking. Interestingly, only 11 people were interested specifically in farming business advice.

1.20 During the year 2014-15 the emphasis on work within the community has expanded sufficiently for us to employ a part time coordinator, who has been responsible for the development of the programme of activities outlined below. This post will definitely continue until July 2016 and it is anticipated that it will be funded into the future through Siop Cynfelyn profits. A 'Community Activities, Skills and Learning Plan' has been produced and is regularly up-dated.

ANNEX 2 - FINANCIAL STATEMENTS

Cwmni Cymunedol Cletwr
Detailed profit and loss account
for the period from 20 April 2012 to 30 April 2013

	2013 £
Administrative expenses	
Employee costs:	
Wages and salaries	1,325
	1,325
Premises costs:	
Rates	950
Light and heat	148
	1,098
General administrative expenses:	
Stationery and printing	110
Insurance	282
Repairs and maintenance	4,791
Depreciation	493
Sundry expenses	1,062
	6,738
Legal and professional costs:	
Accountancy fees	727
Consultancy fees	806
Advertising and PR	2,604
Other legal and professional	1,248
	5,385
	14,546
Other operating income	
Other operating income	12,749

Cwmni Cymunedol Cletwr
Detailed profit and loss account
for the year ended 30 April 2014

	2014 £	2013 £
Sales		
Sales	162,985	-
Cost of sales		
Purchases	124,576	-
Increase in stocks	(3,866)	-
Other direct costs	5	-
	120,715	-
Administrative expenses		
Employee costs:		
Wages and salaries	33,398	1,325
Travel and subsistence	35	-
	33,433	1,325
Premises costs:		
Rates	(70)	950
Light and heat	4,293	148
Consumables	2,373	-
Cafe costs	4,458	-
	11,054	1,098
General administrative expenses:		
Telephone and fax	536	-
Stationery and printing	1,049	110
Subscriptions	2,160	-
Bank charges	616	-
Insurance	696	282
Repairs and maintenance	4,451	4,791
Gifts and donations	369	-
Waste disposal	319	-
Depreciation	3,660	493
Sundry expenses	414	1,062
	14,270	6,738
Legal and professional costs:		
Accountancy fees	440	727
Bookkeeping and PAYE	1,073	-
Consultancy fees	-	806
Advertising and PR	962	2,604
Other legal and professional	12,136	1,248
	14,611	5,385
	73,368	14,546
Other operating income		
Other operating income	43,224	12,749

Detailed profit and loss account for the year ended 30 April 2015

	2015 £	2014 £
Sales		
Sales	229,974	162,985
Cost of sales		
Purchases	144,512	124,576
Increase in stocks	(645)	(3,866)
Direct labour	4,920	-
Café costs	20,201	4,458
Other direct costs	-	5
	168,988	125,173
Administrative expenses		
Employee costs:		
Wages and salaries	43,404	33,398
Travel and subsistence	-	35
	43,404	33,433
Premises costs:		
Rent	5,806	-
Rates	-	(70)
Light and heat	3,745	4,293
Cleaning	1,606	-
Consumables	1,302	2,373
	12,459	6,596
General administrative expenses:		
Community projects	2,600	-
Telephone and fax	612	536
Stationery and printing	315	1,049
Subscriptions	(225)	2,160
Bank charges	1,267	616
Insurance	771	696
Software	58	-
Repairs and maintenance	804	4,451
Gifts and donations	51	369
Waste disposal	286	319
Depreciation	4,756	3,660
Sundry expenses	372	414
	11,667	14,270
Legal and professional costs:		
Accountancy fees	600	440
Bookkeeping and PAYE	260	1,073
Advertising and PR	1,266	962
Other legal and professional	20	12,136
	2,146	14,611
	69,676	68,910
Other operating income		
Other operating income	7,744	43,224

ANNEX 3 - TWO YEAR FINANCIAL PROJECTION

Trading profit forecast

			2015-16	2016-17	2017-18
Ordinary Income/Expense					
	Income				
		Donations	500	500	500
		GRANT CAPITAL Dep'n	4,000	5,000	6,000
		Revenue Grant	2,000	0	0
		Room Hire	0	0	0
		SALES			
		Cafe sales	74,000	81,400	89,540
		Shop Sales	198,000	217,800	239,580
		Total SALES	272,000	299,200	329,120
	Total Income		278,500	304,700	335,620
	Cost of Goods Sold				
		Cafe Costs	22,200	24,420	26,862
		Closing stock	-11,000	-12,000	-11,999
		Goods for resale	158,400	174,240	191,664
		Opening Stock	9,808	11,000	12,000
	Total COGS		179,408	197,660	218,527
Gross Profit			99,092	107,040	117,093
	Expense				
		Accountancy	700	800	800
		Advertising & Marketing	1,400	1,600	1,800
		Bank and Card Service Charges	1,300	1,400	1,500
		Bookeeping and PAYE services	800	1,000	1,100
		Building Maintenance	600	800	1,000
		Casual Labour	6,000	7,000	8,000
		Cleaning Costs	1,500	1,700	1,800
		Community Development Project			
		Library	320	250	250
		CDP - other	3,000	5,000	6,000
		Total CDP	3,320	5,250	6,250
		Consumables	1,000	1,500	2,000
		Depreciation	5,000	6,000	6,500
		Electricity	4,000	4,000	4,250
		Fees & Subscriptions	500	650	750
		Gifts and Donations	0	0	0
		Insurance	800	1,200	1,400
		Payroll Expenses	100	120	140
		Post, Stationery & Print	150	200	250
		Professional Fees	750	1,000	1,250
		Rent, Rates and Water	4,000	1,000	1,200
		Repairs & Servicing	600	750	900
		Software Support	1,000	1,000	1,000
		Sundry	300	400	500
		Telephone and internet	700	800	900
		Wages and PAYE	56,000	62,000	66,000
		Waste Disposal	500	600	700
	Total Expense		91,020	100,770	109,990
Net Ordinary Profit before tax			8,072	6,270	7,103

ANNEX 4 - LETTERS OF SUPPORT

Actif Woods Wales
Coed Actif Cymru
Getting healthy the woodland way
Ffordd y goedwig o gadw'n iach

Coed Lleol
SMALL WOODS

Coed Lleol
Unit 6
Dyfi Eco Park
Machynlleth
Powys
SY20 8AX
jocooper@smallwoods.org.uk

November 2015

To whom it may concern.

I am writing this in support of the Cletwr Community Hub's plans for the expansion of their space and facilities, and their aim to offer services to the community in a way that is accessible and to give them advice/ support/facilities.

I am the Assistant Co-ordinator and Aberystwyth project officer for Actif Woods Wales. Actif Woods Wales is a project co-ordinated by Coed Lleol, the Welsh branch of the Small Woods Association, whose aim is to reconnect people and woodlands in Wales. The project aims to facilitate people to access their local woodlands, improve their health and wellbeing and to be involved in looking after them. Actif Woods Wales currently runs three groups in Aberystwyth. One of these groups, the 'Wednesday Walkers', have visited Siop Cynfelyn several times as part of their programme of woodland walks. The group, though open to all, is aimed at people with a chronic health condition, and members have a range of different health issues; for example recovery from cancer, recent hip operations, visual impairment and depression.

We support the bid to expand the excellent services provided at Siop Cynfelyn, and would certainly like to see the group making many return visits there in the future. It's accessible and welcoming facilities are very suitable for many of the people attending our groups and I am sure they would be interested in the expanded service provision the Hub is intending.

Yours faithfully,



Joanna Cooper
(Actif Woods Wales Assistant Co-ordinator)

ARIENNIR GAN Y LOTERI

Cyfoeth Naturiol Cymru
Natural Resources

Ceredigion age Cymru

TO WHOM IT MAY CONCERN

October 2015

Dear Sirs

Re Cwmni Cymunedol Cletwr Project

We are delighted to support a new initiative by the above community project which aims to combat rural isolation by providing facilities in and around Tre'r Ddol, North Ceredigion. The facilities will provide much-needed access to shop, café, activities and outreach advisory and support services for the rural community.

We will be working in partnership with this project to offer one-off, one stop, holistic support clinics to older people (50+) in the area. These will be provided as required either on site or by home visits and will include:

Information & advice
Income maximisation
Home cleaning
Financial Advocacy
Falls Prevention
Lunch Clubs
Toe nail cutting
Befriending activities

We would like to wish this project every success for the future and look forward to working on it.

Yours faithfully

Annmarie Butlin MAAT
Joint Chief Officer

Age Cymru Ceredigion
1a Yr Hen Ysgol Gymraeg/1a Old Welsh School
Ffordd Alexandra/Alexandra Road
Aberystwyth
Ceredigion SY23 1LF

t 01970 615 151
f 01970 624 466
e reception@agecymruceredigion.org.uk
www.agecymru.org.uk/ceredigion

Mae Age Cymru Ceredigion yn sefydliad elusennol corfforedig rhif 1155813.
Age Cymru Ceredigion is a charitable incorporated organisation no. 1155813.
Cyfeiriad ein swyddfa gofrestredig / Registered office address
1a Yr Hen Ysgol Gymraeg, Ffordd Alexandra, Aberystwyth, Ceredigion SY23 1LF / 1a Old Welsh School, Alexandra Road, Aberystwyth, Ceredigion SY23 1LF

Y Plas
Machynlleth
SY20 8ER
01654 703965
www.ecodyfi.org.uk

07/12/2015

To whom it may concern

Cletwr Community Hub at Siop Cynfelin, Tre'r Ddôl

Ecodyfi works for a resilient economy, a healthy environment and community well-being in the Dyfi Valley and beyond. We have delivered a wide range of projects and often work in partnership with local authorities, private and voluntary sector organisations. One such collaborative initiative is the UNESCO-recognised Dyfi Biosphere, which explores sustainable development in practice.

I write to support Cwmni Cymunedol Cletwr's application for funds to build on the success of Caffi Cletwr / Siop Cynfelin by refurbishing the site and facilities at Tre'r Ddôl.

This initiative has been an inspiration to other communities in Mid Wales. People came together to explore how an unused asset could help meet community needs, and have created services that are appreciated as well by users from well beyond the village. The voluntary input is impressive and it is clear that drive and aspirations remain high.

Ecodyfi delivers much of its work through time-limited projects, often in the areas of energy, local economy and sustainable living. These all require communicating with businesses and/or the wider community, so having a facility at Tre'r Ddöl that can host information and out-reach events is valuable.

Investment will allow the initiative to grow and flourish, bringing multiple benefits that include increased social capital and cohesion, a reduction in travel and improved access to services.

Yours sincerely

Andy Rowland
Manager / Trefnydd
andy.rowland@ecodyfi.org.uk

ecodyfi *is registered as a company limited by guarantee at Companies House, Cardiff. Its full name is Partneriaeth Eco Dyffryn Dyfi Eco Valley Partnership; company number 382 5561. Its registered office is Y Plas, Machynlleth SY20 8ER.*

Mae **ecodyfi** wedi'i gofrestru fel cwmni sydd wedi'i gyfyngu gan warant yn Nhŷ'r Cwmnïau, Caerdydd. Ei enw llawn yw Partneriaeth Eco Dyffryn Dyfi Eco Valley Partnership; rhif cwmni 382 5561. Ei swyddfa gofrestredig yw Y Plas, Machynlleth, SY20 8ER.

Biosffer Dyfi Biosphere
gwerth y byd - world class by nature

Dyfi Biosphere
c/o **ecodyfi**
Y Plas
Machynlleth
Powys
SY20 8ER
01654 703965

7/12/2015

To whom it may concern

Cletwr Community Hub

The Dyfi Biosphere welcomes the initiative that you propose in your development plans. We are interested particularly in the potential this has to strengthen the site and the community enterprise as a practical expression of what the Dyfi Biosphere can mean in practice.

The area was awarded Biosphere Reserve status by UNESCO in 2009. The Dyfi Biosphere's vision connects care for natural resources, such as water and the environment, with local inhabitants, their language, culture and heritage, and with a more sustainable local economy. It operates through partnership, fostering collaboration for sustainable development in the public, private and community/voluntary sectors.

The Hub has the potential to develop the existing information provision about the Dyfi Biosphere and about the diverse natural and cultural assets that underpin it, both for local people and residents. This may include static information, web access, trained individuals amongst your staff and volunteers ("Faces of the Biosphere") and events – whether general awareness-raising ones such as the Dyfi Biosphere Day you organised in August 2015 or ones specific to projects.

Yours sincerely,

Andy Rowland
on behalf of the Dyfi Biosphere Partnership

United Nations Educational, Scientific and Cultural Organization

Sefydliad Addysgol, Gwyddonol a Diwylliannol y Cenhedloedd Unedig

Bïosffer Dyfi Biosphere

member of the World Network of Biosphere Reserves

aelod o'r Rhwydwaith Byd-eang o Warchodfeydd Bïosffer

ecodyfi

Gwasanaeth Cyfiawnder Ieuenctid
CEREDIGION
Youth Justice Service

Canolfan Rheidol,
Rhodfa Padarn, Llanbadarn Fawr,
Aberystwyth SY23 3UE
Ffôn/Phone: 01970 633730
Ffacs/Fax: 01970 633131

Liam McPherson
Rheolwr Cyfiawnder Ieuenctid
Youth Justice Manager

E-bost/E-mail: liammc@ceredigion.gov.uk

11th December 2015

To whom it may concern

I am writing a letter of support on behalf of Cwmni Cymunedol Cletwr and their bid to develop the scope of Cletwr Community Hub.

I work for Ceredigion Youth Justice and Preventions Service which is part of Ceredigion County Council. The YJPS team works with 10-18 year old young people at risk of breaking the law or who have broken the law. The Service aim is to reduce the risk of offending and to protect the public.

Currently we have around 300 referrals a year, most of which are young people at risk of breaking the law. Through a programme of structured activities and 1:1 work we try to enable them to make different decisions. We also work with their families and the wider community including statutory agencies, private business and the third sector.

Currently we do not use the facilities of Cwmni Cletwr but we would be interested in developing links with them. Specifically we would like to develop individual work placements for 16+ young people who are either NEET or potentially NEET, voluntary placements for other young people and perhaps placements for young people needing reparation experience as part of a Court Order. Ceredigion YJPS would also be interested in using the communal space for one off activity sessions.

I have been very impressed by the development to date of the current facilities and think the proposed future development will enhance the existing provision and broaden the Community participation.

Yours Faithfully

Jane Whittaker

Jane Whittaker
Senior Practitioner

Asiantaethau'r Bartneriaeth	/	**Partner Agencies**
Heddlu Dyfed Powys	/	Dyfed-Powys Police
Gwasanaeth Tân ac Achub Canolbarth a Gorllewin Cymru	/	Mid and West Wales Fire and Rescue
Prawf Cymru	/	Wales Probation
PRISM: Gwasanaeth Cynhori ar Alcohol a Chyffuriau Canolbarth a Gorllewin Cymru	/	PRISM: The Mid And West Wales Alcohol and Drug Advisory Service
Bwrdd Iechyd Hywel Dda	/	Hywel Dda Health Board

Bydd unrhyw ymateb ar gael ir'r defnyddwyr, oni fyddwch wedi datgun ar eich ateb y geiriau "Gwybodaeth Cyfyngedig".
[Deddf Hawl I Ffeiliau Personol 1987]

Any reply will be available to other users unless you have marked your reply "Restricted Information".
[Access to Personal Files Act 1987]

Elin Jones
Aelod Cynulliad dros Geredigion
Assembly Member for Ceredigion

Cynulliad Cenedlaethol Cymru
National Assembly for Wales

To whom it may concern

19/11/15

Cwmni Cletwr

I'm writing to express my support for the further development of the community shop and cafe at Tre'r Ddôl, Ceredigion. Cwmni Cletwr has put a tremendous amount of work into this project, which has prospered and grown in the last twelve months. Not only has the business reached the point where it is in profit, but there has also been an expansion of the community activities that they organise. These have included, *Cletwr Walks*, workshops, talks, Welsh language activities, films and special events, such as the Dyfi Biosphere Day and the Siop Cynfelyn Craft day.

As well as the activites mentioned above, Cwmni Cymunedol Cletwr is developing the role and scope of the Cletwr Community Hub. This exists alongside Siop Cynfelyn, the community run shop and cafe. The company is currently undergoing a process by which in 18 months to 2 years, all the facilities will be situated in a new, purpose built building. This will allow an expansion of the offer of space and facilities for outreach advisory and support services.

I very much hope to see this project go from strength to strength in future.

Rwy'n ysgrifennu er mwyn datgan fy nghefnogaeth i ddatblygiad y siop a'r caffi yn Nhre'r Ddôl, Ceredigion. Mae Cwmni Cletwr wedi gweithio'n galed tu hwnt ar y prosiect, sydd wedi ffynnu a thyfu yn y deuddeg mis diwethaf.

Yn ogystal â'r gweithgareddau uchod, mae Cwmni Cymunedol Cletwr yn datblygu rôl o Ganolbwynt Cymunedol Cletwr. Mae hyn lawn yn lawn â'r Siop Cynfelyn, sef siop a chaff gymunedol. Mae'r cwmni yn gobeithio bydd yr holl gyfleusterau yn cael eu lleoli mewn adeilad pwrpasol newydd o fewn 18 mis i ddwy flynedd. Bydd hyn yn caniatáu ymestyn lle a chyfleusterau ar gyfer gwasanaethau cynghori a chefnogol.

Rwy'n gobeithio'n fawr cael gweld y prosiect yn mynd o nerth i nerth.

Yn gywir,

Elin Jones AC

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Cyngor Sir CEREDIGION County Council

Barry Rees
Pennaeth y Gwasanaethau Dysgu /
Head of Learning Services

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Janice de Haaff
Cydlynydd Partneriaethau / Partnership Co-ordinator
Cwmni Cymunedol Cletwr Project
Siop Cynfelyn
Tre'r Ddol
Ceredigion
SY20 8PN

Hyfforddiant Ceredigion Training
Canolfan Dysgu Llanbadarn Learning Centre
Llanbadarn Fawr
ABERYSTWYTH
Ceredigion
SY23 3RJ

Dyddiad Date	18th December 2015
Gofynnwch am Please ask for	Anna L. Prytherch
Llinell uniongyrchol Direct line	01970 633862
Fy nghyf My ref	ALP181215
Eich cyf Your ref	
Ebost Email	anna.prytherch@ceredigion.gov.uk

Dear Mrs de Haaff

Support for Cwmni Cymunedol Cletwr

I am writing to confirm that we are fully supportive of Cwmni Cymunedol Cletwr's intention to develop a facility that would enable community learning and the acquisition of vocational skills.

At Hyfforddiant Ceredigion Training (HCT), we provide engagement, traineeship and apprenticeship programmes for young people and are keen to explore working with community groups to promote the provision and availability of vocational courses in Ceredigion.

We would also be interested in exploring the possibility of delivering short vocational courses at the new proposed development should the grant application be successful.

The skills training provided by HCT includes the following:

- Hairdressing
- Beauty
- Childcare
- Plumbing
- Carpentry
- Farriery
- Motor Mechanics
- Land-based Operations

I wish you well with the application and if you require any further information or support, please do not hesitate to get in contact.

Yours sincerely

Anna L. Prytherch
Manager for Post-14 Vocational Learning

Gellir ateb yn Gymraeg neu Saesneg You may reply in Welsh or English

Prif Weithredwr / Chief Executive : Bronwen Morgan
Cyfarwyddwyr Strategol / Strategic Directors :
Gwyn Jones Adnoddau Corfforaethol / Corporate Resources
Huw Morgan Cymunedau Cynaliadwy / Sustainable Communities
Eifion Evans Dysgu a Phartneriaethau / Learning and Partnerships
Parry Davies Gofal, Amddiffyn a Ffordd o Fyw / Care, Protection and Lifestyle

Cymdeithas Mudiadau Gwirfoddol Ceredigion
Ceredigion Association of Voluntary Organisations
CAVO

Datblygu Development
Gwirfoddoli Volunteering
Cludiant Cymunedol Community Transport
Gwirfoddoli Ieuenctid Youth Volunteering

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email: gen@cavo.org.uk

25th November 2015

Dear Sir / Madame

Re: Cletwr Community Hub

We as the Ceredigion Association of Voluntary Organisations (CAVO) provide support and information to third sector organisations in Ceredigion. CAVO has a membership of 280 groups and works with individuals and groups in Ceredigion on a variety of topics including Community Transport, Volunteering, Funding and Governance.

We have great pleasure in supporting Cwmni Cymunedol Cletwr in their bid for funding. The success of this scheme will provide Cwmni Cymunedol Cletwr with further opportunities to build on the achievements of previous projects and offer new services for the community. Living in such a rural area often means that people have to travel long distances to access services which will be accessible at the hub alleviating the issues of transportation and access. Improving access to services in rural areas is a key strategic priority in Ceredigion.

CAVO currently do not use the services of Cletwr, however in the future we will be using the facilities to provide volunteer outreach, hold meetings and training.

I have no reservations in supporting this scheme and we would welcome this opportunity to continue our work with Cwmni Cymunedol Cletwr in the future.

Yours Sincerely

Kelly Palmer

Funding Officer, CAVO

Llywodraeth Cymuliad Cymru
Welsh Assembly Government

Cyngor Sir CEREDIGION County Council

Y Cynghorydd / Councillor Ellen ap Gwynn
Arweinydd y Cyngor /
Leader of the Council

Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron, SA46 0PA
www.ceredigion.gov.uk

N áDyddiad / Date	02.12.15
Gofynnwch am / Please ask for	Ellen Ap Gwynn
Llinell uniongyrchol / Direct line	01545 572004
Fy nghyf / My ref	EaG/SD
Ebost / Email	Ellen.apgwynn@ceredigion.gov.uk

FAO: Shelagh Hourahane,
Chairman, Cwmni Cymunedol Cletwr

By email: shelaghenviroart@googlemail.com

Dear Shelagh,

Developing Cwmni Cymunedol Cletwr and the Cletwr Community Hub

As you know, I am extremely proud of the achievements of Cwmni Cletwr, having been part of the initial discussions and particularly as it is in my Council Ward. As volunteers you have all excelled yourselves, not just in re-opening and running the shop and café so successfully, but also in developing all the other activities which Cwmni Cletwr has explored and piloted. In light of all previous efforts I am, therefore, very pleased to write to support your application for further funding which, if successful, would see the current developments being taken forward.

Cwmni Cletwr is a model social enterprise that is already running at a profit and not only relies on many community volunteers but also employs 3.5 FTE staff.

I am really pleased that Cwmni Cletwr was awarded Big Lottery funding and now recognises the need to seek funding to go beyond the acquisition of the premises in order to enable the new build on the site to form a much needed Community Hub. The additional funding would enable the completion of the Hub over the next two years.

Officers from the Council have worked with Cwmni Cletwr over some time and will continue to do so. They seek to ensure that this community driven enterprise can continue to be successful and play an increasing role in the communities and economy of north Ceredigion. Building and equipping the Community Hub is vital to achieving this.

I wish you all well in your future endeavours.

Yours sincerely,

Y Cynghorydd / Councillor Ellen ap Gwynn
Arweinydd Cyngor Sir Ceredigion
Leader of Ceredigion County Council

Gellir ateb yn Gymraeg neu Saesneg You may reply in Welsh or English

Prif Weithredwr / Chief Executive : Bronwen Morgan
Cyfarwyddwyr Strategol / Strategic Directors :
Gwyn Jones Adnoddau Corfforaethol / Corporate Resources
Huw Morgan Cymunedau Cynaliadwy / Sustainable Communities
Eifion Evans Dysgu a Phartneriaethau / Learning and Partnerships
Parry Davies Gofal, Amddiffyn a Hyrddo Fyw / Care, Protection and Lifestyle



Joyce Watson AM/AC

ASSEMBLY MEMBER FOR MID AND WEST WALES
AELOD Y CYNULLIAD DROS CANOLBARTH
A GORLLEWIN CYMRU

Cynulliad Cenedlaethol Cymru
National Assembly for Wales

Our ref / Ein Cyf :
Your ref / Eich Cyf :

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Cardiff/ *Caerdydd* CF99 1NA
Tel/ *Ffôn* 0300 200 7093
Fax (029) 2089 8419
E-mail: joyce.watson@assembly.wales
Website: www.joycewatson.co.uk

Shelagh Hourahane
Chair of Board of Directors
Cwmni Cymunedol Cletwr
Tre'r Ddol, Machynlleth
SY20 8PN

14th December 2015

Dear Shelagh,

RE: Funding bids – Good luck

As I have told you before, I have many happy memories of my visits to Cletwr Garage when travelling as a child with my family along the west coast between Pembrokeshire and North Wales. As an Assembly Member for Mid & West Wales I've been pleased to see Siop Cynfelyn develop as a hub for local groups. I take every opportunity to spread the good news about the excellent work that your organisation is doing.

During my visit earlier this year I picked up a copy of your Spring newsletter and was very pleased to see the announcement of the Big Lottery grant that Cwmni Cymunedol Cletwr has been awarded. I'm confident that the development of the Cletwr services site in Tre'r-ddol will be a huge benefit to the community and as you say in your newsletter will provide "a gateway building to North Ceredigion".

Now I see that you are making bids for additional funds to carry out a proposed new build on your site. The plans I've seen are very exciting and the proposed "Cletwr Community Hub" will be a great asset to the community. By providing space in a purpose built structure for so many organisations and services to come together in one place you will allow the public better access to so many essential facilities.

Thank you for sharing your Business Plan with me. I can see that a great deal of research has been done in order to come up with a plan not just for the building but also the organisation that will ensure the sustainability of your ideas.

The team that you have already put together and your plans for an organisation structure should ensure the essential governance is in place to manage both the new build and the development of the Cletwr Community Hub.

I look forward to seeing you again on my next trip in the New Year.

Yours sincerely,

Joyce Watson

Joyce Watson AM/AC



Simon Thomas AC / AM

Aelod Plaid Cymru, Rhanbarth Canolbarth a Gorllewin
Plaid Cymru The Party of Wales Member, Mid and West Region

REF: DB/MAT/CLETWR

16/12/15

TO WHO IT MAY CONCERN

I write in support of Cwmni Cymunedol Cletwr and their application for funding. The funding will allow them to expand their current building in order to create the Cletwr Community Hub, which will provide space and facilities for outreach advisory and support services. They have also conducted research regarding the best use of this facility with its users. I have been impressed with the way they have revitalised this facility, which is well placed and accessible for the plans they have in mind.

Yn gywir

SIMON THOMAS AC
CANOLBARTH A'R GORLLEWIN

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Tel: 01239 621408 email:admin@wwcu.co.uk

14th December 2015

To
Siop Cynfelyn @ Cletwr
Tre'r Ddol
Ceredigion
SY20 8PN

Dear Janice de Haaff (Partnership Coordinator)

I am writing on behalf of the Board of Directors in support of your application for funding to develop Cletwr Community Hub.

The existing work being undertaken at Siop Cynfelyn is a real credit to the volunteers who work hard at providing a vital resource. The idea of a community hub at this location is an excellent one and will be of real benefit by bringing together numerous organisations to provide services for local residents.

West Wales Credit Union is linking in with partner organisations to provide digital access points to credit union accounts and services.
Living in a rural community we are aware that it is not always easy for people to access our offices so an electronic presence allows us to be more available. Identifying community projects which can support a digital access point is key to us extending this service. We have the capability for people to apply online for membership, savings accounts and loan products as well as access their account balances. Having identified locations where we can signpost people for our information and provision of digital technology increases our accessibility.

Part of a Credit Union's role is to provide access to products for financially excluded individuals. Your project identifies a need to support local families out of poverty and West Wales Credit Union can work with you to offer an alternative to high street banking and also low cost credit to people who may not be able to obtain an affordable loan and turn to high cost providers. Having our information at the proposed community hub will increase awareness of the Credit Union and hopefully better inform people of services enabling them to manage their finances.

Your volunteers have also expressed an interest in establishing a paying in point which will allow people to save or make loan payment s through the hub. This will be an excellent facility for people using our Fuel Budget account to make weekly payments to afford their heating oil. Linking this with the Fuel Club that your project also offers will support rural residents to afford to heat their homes.

The Board of Directors of West Wales Credit Union is in full support of this application and your vision to develop a communityhub and is looking forward to working with you in the future.

Kind regards
Yours sincerely

Vanessa Owens
Manager
vanessa@wwcu.co.uk

William Powell
Aelod Cynulliad dros
Ganolbarth a Gorllewin Cymru
Assembly Member for
Mid and West Wales

Cynulliad Cenedlaethol Cymru
National Assembly for Wales

Shelagh Hourahane
Siop Cynfelyn @ Cletwr
Tre'r Ddol
Ceredigion
SY20 8PN

14th December 2015

Dear Shelagh,

I write in support of the Cletwr Project and the applications to the Community Facilities Programme and Rural Communities Development Fund, in order to further develop the work towards building a community hub. It is my firm belief that Siop Cynfely is a community enterprise that provides enormous value to the community and that the Cletwr Community Hub has the potential to really build on the social and economic benefits brought to the local area.

If awarded the funds required to build the new site, the Cletwr Community Hub would be able to provide a community space for events, host learning opportunities such as Welsh classes, deliver vocational courses to help young people gain vocation skills and placements to help unemployed people back into work. This could go a long way to help restoring vital services as well as addressing some of the issues associated with rural poverty.

Importantly, the project has support from a majority of local people and, with partners such as the West Wales Credit Union and Citizen's Advice, this promises to be a really successful venture.

The Cletwr project and their bid for funding to develop a Community Hub for the benefit of the local community is an entirely worthy cause and one which deserves success. Please do not hesitate to contact me if there's anything further I can do to help.

Yours sincerely,

William Powell

William Powell
Welsh Liberal Democrat Assembly Member for Mid & West Wales

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Penbryn House
Primrose Hill
Llanbadarn Fawr
Aberystwyth
SY23 3SE
Dec 18th 2015

Dear Funder

Yoga I Bawb is a grant led community organisation, set up to provide Yoga Classes to members of the Community in Powys and Ceredigion who would not normally have an opportunity to try Yoga.
Yoga is a form of physical and mental therapy that can be modified to suit anyone with different needs. It is ideal for relieving symptoms of stress, for the elderly, for children, for disabilities and for general well-being. It is often recommended by the medical profession for arthritis and chronic back pain.
We have a group of teachers fully trained by British Wheel of Yoga, who deliver classes in Aberystwyth Penparcau, Llangwyryfon, Taliesin, Llanilar and Borth. We are always seeking new venues and identifying possible areas of need to expand our field of work. There is a need for more daytime classes to suit the elderly or parents and young children and finding daytime venues is difficult. Therefore we are happy to support this project with the possibility of provision of a warm, quiet yoga space, with parking, which can be accessed by the local residents.

Yours sincerely
Lesley Wheatley Secretary

www.yogaibawb.org.uk
07929711451

Coleg Cymunedol YMCA Cymru
YMCA Wales Community College

Janice de Haaff
Partnership Coordinator
Cwmni Cymunedol Cletwr
Tre'r Ddol
Machynlleth
Powys
SY20 8PN

10.12.2015

Dear Janice de Haff

Many thanks for contacting WEA Cymru YMCA CC.

WEA Cymru YMCA CC provides opportunities for adult learning across Wales and uses many community facilities to meet with the needs and expectation of various communities.

We look to work with you at Caffi Cletwr /Siop Cynfelyn, to deliver community-based classes over the next year and have already worked in partnership with you to organise a French course for January 2016. Our Ceredigion Development Worker, Dafydd Wyn Morgan, will assist with all aspects related to partnership working at local level.

We wish you the best with your application and hope to work in partnership with you over the next few years to identify new classes.

Sincerely,

Cecilia Forsythe
Programme Organiser & Community Development Worker (NE & Mid Wales Region)
(Powys, Ceredigion, Wrexham & Flintshire)
WEA YMCA CC Cymru - Swyddfa Powys/Powys Office
St. David's House
New Road, Newtown
Powys SY16 1RB
Telephone/Ffôn: 01686 610270

A Federation of Educational and Workers' Organisations, Unsectarian and Non-Party in Politics. Ffederasiwn o Gymdeithasau Addysg a Gweithwyr, sy'n Anenwadol ac yn Amhleidiol mewn Gwleidyddiaeth
The WEA YMCA CC Cymru is a charity registered in England and Wales (number 1071234) and a company limited by guarantee registered in England and Wales (number 3109524).
Mae WEA YMCA CC Cymru yn elusen gofrestredig yng Nghymru a Lloegr (rhif 1071234) ac yn gwmni cyfyngedig drwy warant a gofrestrwyd yng Nghymru a Lloegr (rhif 3109524).

Mark Williams AS/MP



Ty'r Cyffredin, Llundain / House of Commons, London SW1A 0AA
32 Rhodfa'r Gogledd / North Parade, Aberystwyth, Ceredigion SY23 2NF
Ffôn / Telephone: 020 7219 8469 / 01970 627721

Shelagh Hourahane
Chair of the Board of Directors of
Cwmni Cymunedol Cletwr
shelaghenviroart@googlemail.com
07951 318 096

Monday 7th December 2015

Dear Shelagh,

Cwmni Cymunedol Cletwr Testimonial

I am writing to endorse the funding application made by the above mentioned community project in my constituency for funding from the Community Facility Programme and to the Rural Development Programme.

What started out as an initiative to protect and develop a community shop in a remote part of Ceredigion has developed in leaps and bounds. Siop Cletwr has developed into a significant community hub in the village of Tre'r Ddôl and in the surrounding area, along the A487 between Aberystwyth and Machynlleth. Indeed it is the only shop or business of its kind between Bow Street, North of Aberystwyth and Machynlleth in Powys.

A wide range of facilities are provided there, the shop, the café, the local oil syndicate operates from the community hub; there is a meeting room which can be used for community events, exhibitions and presentations (which I have used for MP surgeries myself).

A huge amount of local organisations and individuals use the facilities and the group seek additional funding to build a new purpose-built facility, which will very much enable them to develop a one-stop shop.

There is a strong feeling, and I share it, that for dispersed and scattered communities such as that in North Ceredigion the development of hubs is essential for community cohesion and to combat the challenges of rural isolation.

Cwmni Cymunedol Cletwr's work so far has been excellent to date, but they can do, and are keen to do, so much more. Funds from The Big Lottery mean they have resources to buy the site, they now need support to develop it.

Therefore, I am happy to commend their application to you, without hesitation in the full expectation that, if successful, many of my constituents and visitors will benefit from enhanced facilities

Yours sincerely,

Mark Williams MP

Whilst Mark Williams MP will treat as confidential any personal information which you pass on, he will normally allow staff and authorised volunteers to see it if this is needed to help and advise you. The MP may pass on all or some of this information to organisations such as the DWP, HM Revenue and Customs, the Home Office or the local council if this is necessary to help with your case. Mark Williams MP may wish to write to you from time to time to keep you informed on issues which you may find of interest. Please let him know if you do not wish to be contacted for this purpose.

The Uno Project
5 Clos Henri
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Aberystwyth
Ceredigion
SY23 4NJ

Tel: 07872 165082
Tel (01974) 241103)
Email:
tlpc@dashceredigion.org.uk
www.dashceredigion.org.uk
Registered office: Min y mor bungalow, Wellington Gardens, Aberaeron SA46 0BG

Reg charity number: 701090

For the Uno project DASH is partnering

www.cantref.co.uk

Cantref

www.carers.org/local-support/midwestwales

29/12/15

A letter of support for Cwmni Cymunudol Clettwr

DASH (Disabilities and Self Help) works with disabled children and young people and their families to provide a range of activities to aid stimulation and give much needed respite to carers.

We would like to support any opportunity for organisations to be able to offer help, information and advice on the Clettwr site. Many people are rurally isolated and earn well below the national average for Wales see http://www.assembly.wales/NAfW%20Documents/10-026.pdf%20-%2014052010/10-026-English.pdf

It is therefore imperative that people have accessible information in the local area in order to ensure that they are aware of services which can help them. I am always amazed how many of the families I visit are not equipped to complete State benefit claims or even know as to what they are entitled. They struggle on from day to day caring for their disabled child or young person with no knowledge of the services available. Due to geographical isolation (9 miles from the nearest town) they do not meet other families who can inform them about their rights.

We heartedly support this project. It has done so much since its inception a couple of years ago to bring people together to socialise, learn and try new things. Long may this continue and go from strength to strength.

Yours sincerely

Pamela Marsden

Pamela Marsden

Uno Transitional Link Project Coordinator

Disabilities And Self Help / Darparu'r Anabl i Sefydlu en Hunain

Enabling young people in transition.

ANNEX 5 - SITE CONDITION AND PHOTOGRAPHIC EVIDENCE

Cwmni Cymunedol Cletwr commissioned a building survey in March 2012[2]. The following are extracts from the survey report:

"The roof slates are weathered, lifting and curling at edges, some slates have slipped and have opened at laps and abutments. The setting out of slates is irregular and coursing and spacing appear uneven.

The roof appears to have dropped towards the left hand gable (front elevation of the shop unit) evidenced by a drop in ridge and fascia line and cracking within the fascia, hogging over the top of the original café unit external wall and also spread and opening of joints between slates on the abutment wall line with the original café unit external wall.

The roof light to the front roof slope is impact damaged.

The right hand side extension is a later addition. The roof line hogs over the top of the original café unit external wall and with spreading, lifting and opening of joints between slates over the wall line.

The slates are uneven, lifting, slipped, loose and missing in isolated sections. The leadwork abutment with the main roof is weathered, split and undulating.

There is loose and missing mortar pointing and bedding to the ridge tiles.

The leadwork weatherings are tired and weathered with inadequate detailing. The right hand side chimney stack appears to have been historically removed and sections are still evident within the interior ground floor and first floor wall void.

The cement pointing to verge details was cracked, loose and missing.

The renderwork has been historically afforded a proprietary textured render/paint coating which has now failed in a number of isolated areas with loss of key evident. This type of render system is often used as a 'quick fix' for covering poor condition or poor appearance renderwork as opposed to undertaking the full repair or replacement.

There are several 1mm approximate width stress cracks at high level and a 1-2mm approximate width high level vertical crack evident at the junction between the shop unit section and the original café unit. The brickwork at low level appears to indicate a butt jointed detail between the two sections of wall. The cracking appears to indicate settlement and separation between the two structures and the exposed butt joint brickwork detail suggest a lack of bond.

There is a 1-2mm approximate width vertical crack to the centre of the left hand window unit front elevation extending from below sill to ground level. There was no immediate

[2] Dilwyn Roberts Limited, Aberystwyth. Building Survey Appraisal Report. 19 March 2012

evidence of settlement was present and so may indicate thermal movement within or failure of the original renderwork substrate.

The rear elevation surrounding the Flat 1 (above Shop Unit) entrance doors have regular horizontal cracks across the elevation but predominantly to the mid-height section. The majority of cracking and crazing together with hollow sections of renderwork indicates a failure of the renderwork substrate. However, the regular horizontal cracking may indicate a failure of the joints to the masonry substrate or potentially wall tie failure.

There is a lack of upstand to the damp proof course above external ground level to the rear elevation low level sections and renderwork at low level is saturated and cracked as a result.

The chimney stack to the Shop Unit and rear Flat 1 is heavily cracked and crazed at high level, with failure particularly evident following coursing of the masonry substrate and in some places are in a potentially dangerous condition.

The PVCu rainwater goods are generally weathered, faded, distorted and unfixed and have dropped in sections in part. This is in some areas associated with the condition and failure of fascia boards.

The PVCu has distorted and joints have failed. The gutter sizing appears shallow for the area of roof and volume of surface water discharge.

The single glazed external windows and doors reflect the age of installation and property with historical build up of paintwork, brittle and failed puttying, etc. The timber windows to the main section of the property are heavily decayed and in poor condition.

The single glazed units will not afford weathering or thermal performance as a modern compliant unit and the poor condition will exacerbate poor performance. As noted elsewhere, it was evident that windows were contributing to internal condensation and mould problems.

The external joinery evidences surface decay and a general lack of maintenance.

The external areas are generally weathered, worn and eroded and surface loose and friable. There are a number of sunken, missing and cracked sections. There is generally a build up of earth and detritus that has blocked gulleys, covered inspection chambers, etc.

The chamber frames and covers are corroded and distorted. This includes those covers to the garage forecourt and fuel loading areas where covers are partially collapsed and missing.

The external areas are generally in need of a comprehensive scheme of maintenance and refurbishment to clear pathways, reinstate collapsed and repair cracked and poor condition walls and surfaces, etc.

The boundary walls and fencing are generally in need of maintenance and refurbishment to repair and reinstate collapsed and repair cracked and poor condition walls and surfaces, etc.

The insulation within the roof voids where visible is insufficient and the space poorly insulated.

There appear to be historical internal alterations to the internal layouts to both load bearing and studwork walls and generally to a low standard and quality of workmanship and specification.

There are damp affected sections of plasterwork at low level extending to between 300mm to 700mm above internal floor level with peeling paintwork and salts on surfaces indicating potential damp penetration or rising damp within the masonry walls within the right hand extension and café entrance lobby and toilet areas.

There is a hairline cracking evident to front corners left and right reflecting the cracking externally to window heads. This may reflect movement within the substrate associated with the lintel end bearings and gable wall junctions.

The wall construction and linings appear inadequate in terms of providing sufficient soundproofing, insulation and fire proofing to meet regulatory standards.

The laminate floor coverings are affected by heave from moisture and damp within the timbers and now sag, hog and flex.

The tiled floor areas to kitchens are generally dirty and discoloured including grout and with a number of cracked and crazed tiles. The floor levels appear uneven and falls appear to direct towards the rear wall. There appear to be limited floor gullies or traps within these areas.

Given the appearance of the original ceiling linings and age of the property, we would be concerned these could be asbestos containing materials.

The underside of the staircase to the first floor is exposed with no insulation or fire boarding present. The ceiling linings appear inadequate in terms of providing sufficient soundproofing, insulation and fire proofing to meet regulatory standards.

The single glazed windows to the café are afforded secondary glazing units. The main window units require significant overall and refurbishment. The timber windows are heavily decayed and in the majority would benefit from replacement.

The sanitary fitting and layouts are poor. The sanitary fittings are generally tired and worn and require significant overhaul and refurbishment or sensibly replacement.

The kitchen layout provisions are poor. The doors and worktops have suffered from damp and water damage and are distorted and would benefit from replacement.

The service installations appeared to have been subject to a number of historical modifications and alterations including a mixture of pipework, wiring and fittings. The installation in general appeared tired and in some cases such as hot water cylinders and tanks in a poor condition.

The extraction systems to the café kitchen areas are missing and appear inadequate for a commercial kitchen situation.

The below ground drainage services were not tested. As noted elsewhere the covers and frames were heavily corroded and appeared relatively lightweight for vehicular trafficked areas.

We noted that some external windows and glazed sections of doors were located within a height of 900mm above floor level and without safety glass afforded."



Worn and crumbling boundary walls



LPG is used to cook and to heat water. Poor quality walls, drains and surfaces.



Rear entrance to kitchen. Newspaper and cardboard stores. Single glazed door. Poor quality render and poorly drained surfaces.



Roof, windows and guttering in poor condition.



Lavatories are in poor condition, with cracked tiling, condensation and a lack of hot water.



The floors in the kitchen are slippery when wet, and uneven. Fridges and cookers have to be chocked level.



Kitchen layout generally poor, with limited shelf and storage space.



Tiled floor in kitchen cracked and broken.





Our manager's office is a space beneath the stairs. It is cramped, poorly lit and ramshackle, with uneven floors, lifting tiles and exposed plumbing and wiring.







Our 'Cwtch'. This space is where we hold meetings and activities. It also functions as a mini art space, a book exchange space, a Welsh library, and children's play area.





The outside area consists of poorly drained and uneven asphalt surface, overgrown and cracking in parts.

ANNEX 6 - SURVEY OF SERVICES - AUTUMN 2015

The community owned Siop Cynfelyn opened at the Cletwr in Tre'r Ddol in May 2013. Since then its role as a community hub has developed through a programme of activities and events. In order to plan the future of the community hub we conducted this survey to find out if people would make use of an expanded range of services. **Five hundred** bilingual survey forms were printed and distributed to all the households in the immediate area (about 250), and were made available to customers in Siop Cynfelyn for the most of November and December 2015. **127** forms were returned. **This represents a return of 25.4% of the printed forms.**

The questionnaire asked the following questions:

1. Have you used the shop and/or cafe in the last year?

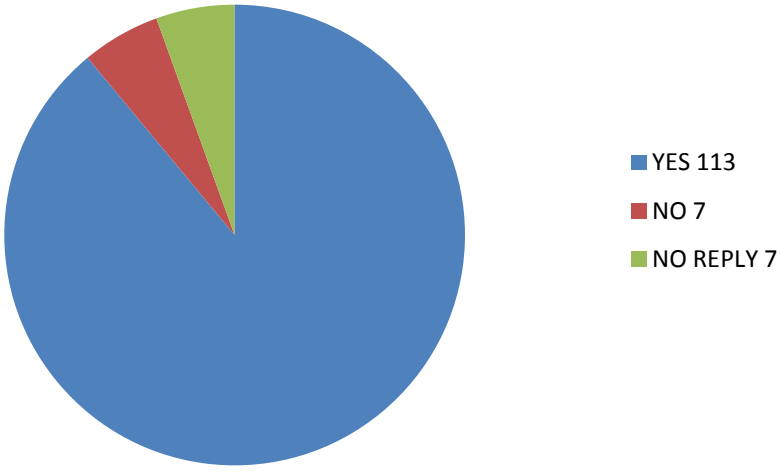
2. Have you attended any events or activities in the Cletwr in the last year?

3. Would you be interested if any of the following services were to be offered through the Cletwr?
   a. General advisory services e.g. Citizen's Advice?
   b. Business advice services?
   c. Farming business advice e.g. Farming Connect?
   d. Financial services e.g. Credit Union?
   e. Support for older people e.g. Age Cymru?
   f. Healthy lifestyle advice and activities?
   g. Digital services and advice?
   h. Fuel saving scheme and advice?
   i. Job seekers support?

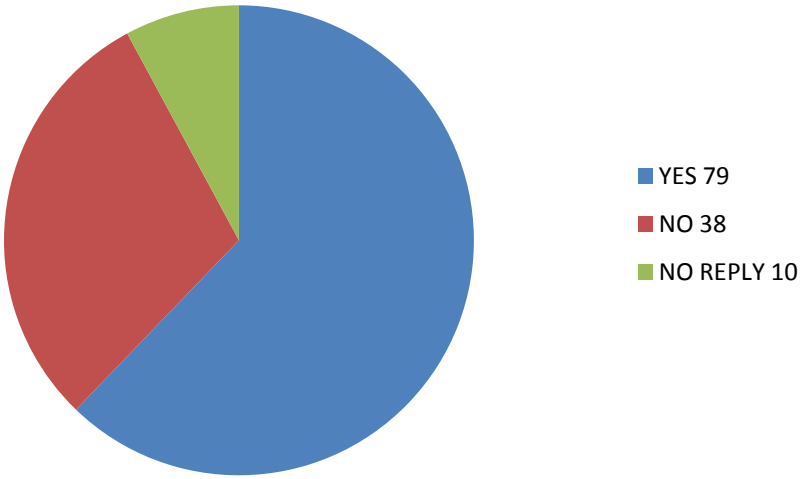
4. Please indicate other types of advice/support services that you might use if offered.

The responses were as follows:

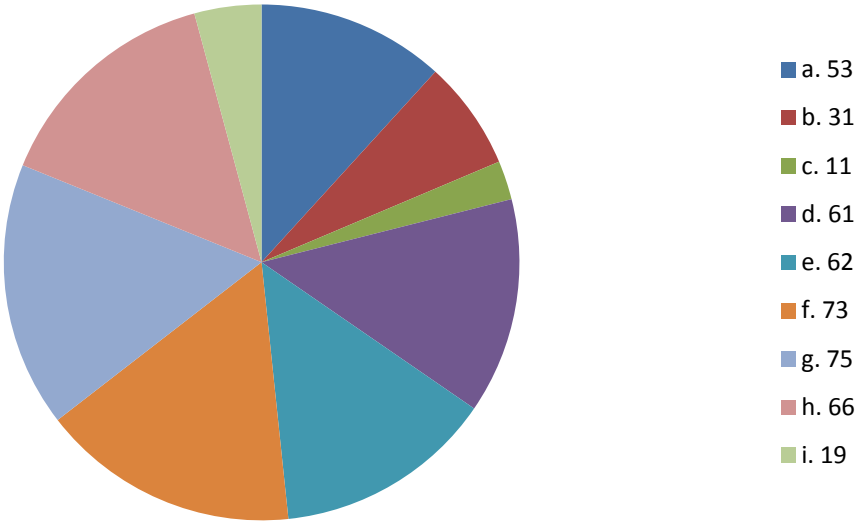
1. Have you used the shop and/or cafe in the last year?



2. Have you attended any of the events or activities at the Cletwr during the last year?



3. Would you be interested if any of the following services were to be offered through the Cletwr?



4. Please indicate other types of advice/support services that you might use if offered.

The responses fell into 6 broad categories:

Health and lifestyle

- Yoga/pilates
- Mindfulness, wellness, Tai'Chi
- Mobile hairdressing, podiatry etc
- Bike rides
- Outdoor activities/adventure
- Medical advice

Lifelong learning

- Language classes
- Welsh classes
- Cooking/baking
- WEA courses
- U3A courses
- Art, painting, excursions

Postal and Collection services

- Pharmacy
- Parcels [7]
- Post office [10]
- Postal deliveries [4]

Domestic services

- Register of local builders, plumber & electricians etc [2]
- Electric meter credit
- Recycling centre
- Car share/club [2]
- Emergency pet/child minding
- Monthly repair cafe/skill share [3]

Children and young people

- Yoga for kids
- Weekend/holiday time toddler-friendly activities
- After school clubs
- Children's activities e.g. playgroup space
- Baby group

Social/cultural

- Côr Cletwr Choir
- Book group
- Music/singing workshops

Other responses included:

- Self-employed people's club/share opportunities and challenges
- Tourist info type stuff - Biosphere
- Improved outdoor eating space/meeting room
- Shuttle bus from Borth to cafe
- Interior and exterior playgroup space

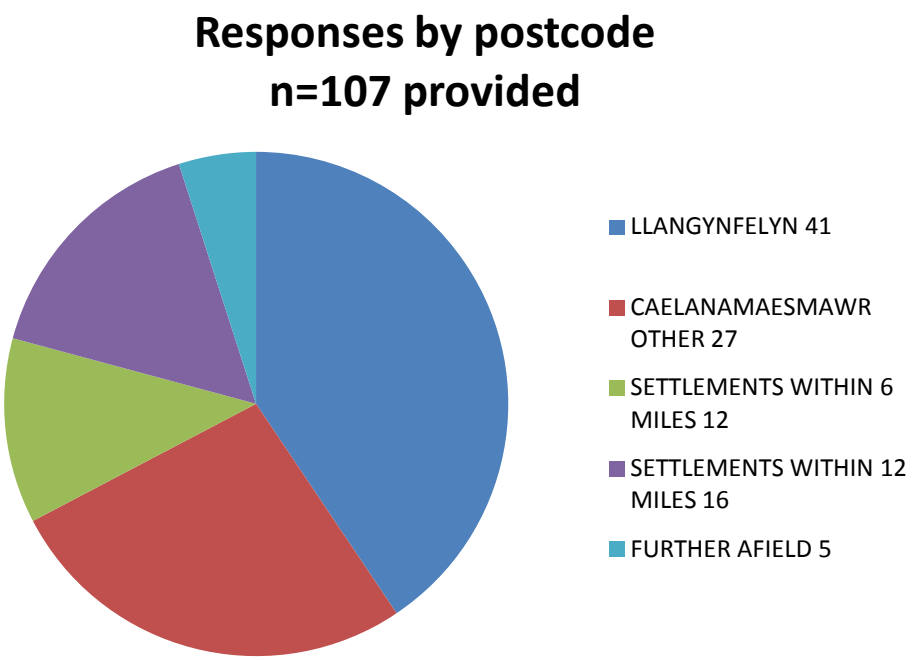
'Having the shop means that we can look to buy a house in this village'

'I have taken part in Christmas activities at the shop and it was lots of fun for my toddler. It would have been great if there was a little more room as it was so popular we were very squashed.'

"I cannot begin to describe the difference the Cletwr has made to our locality. We've got a community now that feels vibrant and happening'. Got to know so many more people since the Cletwr opened, can't imagine life here without it"

'I think the current range of services provided by Siop Cynfelyn is excellent. It has really boosted the local community in so many ways by reviving a community outlet but by also enhancing the community spirit and communication. I see any developments will further develop the services and continue to enhance living in this area. I regularly recommend it'.

"The Community Shop has become a vital part of local services for the whole Community - well done! It has brought so many people together and whether formally or informally, these connections have changed peoples' lives for the better"


Responses by postcode
n=107 provided
LLANGYNFELYN 41
CAELANAMAESMAWR OTHER 27
SETTLEMENTS WITHIN 6 MILES 12
SETTLEMENTS WITHIN 12 MILES 16
FURTHER AFIELD 5

ANNEX 7 - Architect Statement - Heating and Energy Strategy.

1. The strategy for heating and energy demands for this proposal is based on Passivhaus principles. This means that the thermal envelope of the building is designed to be highly efficient, well in excess of Building Regulation standards, and reduces the need for energy demand by being very thermally efficient, very airtight and using an MVHR to re-circulate air and heat produced within the building by its function.

2. The orientation of the building means that it benefits from passive solar gains, without overheating in summer, by strategic shading. It also maximises the potential for solar energy gains with solar hot water and Photovoltaic panels.

3. Specifying low energy fittings and equipment also reduces the net energy demand of the building, such as LED lighting, A+ rated kitchen equipment, fridges, freezers. The predicted electrical demand is to be offset by the installation of a pv array.

4. The very minimal heat that the building is energy predicted to need will be produced by a highly efficient and small gas condensing boiler. This is proven to be one of the most efficient strategies in energy efficient buildings.

5. This strategy will result in the building achieving, or exceeding, BREEAM excellent, in terms of actual building energy performance and will also achieve very low, or even zero, carbon levels by the on site energy production and offset.

ANNEX 8 - Board of Directors 2015-16

Shelagh Hourahane (Chairperson)

Appointed to the Board of Directors April 2012. Previously University Lecturer and Director of Creu-ad Heritage Interpretation, a consultancy with more than 10 years experience of management of public art and heritage interpretation projects. This has included projects funded through the Welsh Government, Local Authorities, Lottery and European funds.

Nigel Callaghan (Company Secretary)
Appointed to the Board of Directors November 2013. Since 2002 Director of his own IT Consultancy/Web development business (Technoleg Taliesin Cyf.). Prior to that he worked for several large Insurance companies. A member of the Llangynfelyn Community Council, he set up the Llangynfelyn Heritage Society.

Barry Wise (Treasurer)
Appointed to the Board of Directors November 2015. Previous experience is in engineering, running a company for 25 years before retiring. He also has experience in managing a small shop. He is local co-ordinator for Sustrans cycling network.

Marie Hockenhull Smith
Appointed to the Board of Directors April 2012. Is a university lecturer. She has responsibility for communications through the Cletwr newsletter.

Sylvie Fombonne
Appointed to the Board of Directors May 2013. She has 20 years experience in the Hospitality industry and has been Revenue Manager for Europe at the Head Office of Le Meridien Hotels & Resorts. She currently works for the Department of Modern Languages , University of Aberystwyth.

Cathryn Lloyd-Williams
Appointed to the Board of Directors November 2014. She has experience of working in retail management and now teaches Chemistry in Ysgol Bro Hyddgen, Machynlleth.

Helen Ovens
Appointed to the Board of Directors November 2014. She has responsibility for staffing and overseeing the work of the Community Co-ordinator. She is an agricultural and environmental consultant and has worked as a farming advice facilitator in Yorkshire and Mid Wales. She currently works as Policy Officer for the Farmers Union of Wales.

Rose Phillips
Appointed to the Board of Directors November 2015. She has worked as a consultant to a number of heritage projects and has experience of writing funding applications and of managing projects.