

Minutes of a meeting of the Board of Cwmni Cymunedol Cletwr held in Siop Cynfelyn at 7.30 pm on Thursday 10th September 2015

Present: Shelagh Hourahane(SH) Chair, Nigel Callaghan (NC) Secretary, Barry Wise (BW) Treasurer, Sylvie Fombonne (SF), Cath Lloyd-Williams (CL-W), Helen Ovens (HO), Rose Phillips (RP), Karen Evans (KE) Manager, Lowri Jones (LJ) & Gwilym Morus (GM) Community Co-ordinators

Apologies: Marie Hockenhull-Smith (MH-S)

1. Minutes of the last meeting. Jane to be asked to research collection boxes on ebay.
2. New noticeboard. KE to ask Cindy for advice
3. Volunteers. Report on Talybont show – emphasis was on events. Donna now handling rotas, SD (new business assistant) to look at volunteer recruitment. List of volunteer tasks being compiled.
4. Community co-ordinators report. See attached reports. Thanks to GM and LJ for their work.
 - 4.1 Surplus of approx £4K from Santander grant. Investigating other grant sources to continue the role(s). AGREED to use surplus to continue to employ LJ for the time being, and to find replacement for GM for 8 hrs/week (ideally with Welsh language skills). Part of role will be to seek volunteers to take over some of the tasks. In the long term we will include funding a part-time Co-ordinator out of core business income as part of business plan.
5. Financial.
 - 5.1 Excellent trading in last couple of months, well ahead of budget. Margins holding up.
 - 5.2 AGREED to review staff salaries on basis of earlier proposals.
 - 5.3 Grant proposal research assistant: AGREED to employ temporary contractor to assist grant application development by doing research on and developing partnerships with other organisations for the 'poverty agenda' with a budget of £1500, split 50/50 between general funds and Santander surplus. RP and SH to develop detailed brief and to proceed.
6. Operations and Staff.
 - 6.1 KE is booked to do a Professional Welsh class.
 - 6.2 Unstable Fridge: NC and CF to sort out.
 - 6.3 NC to contact Innes about Club Cosy leaflets
 - 6.4 Voucher in Papur Pawb. This will offer a free coffee. If effective will do something similar in other publications later.
 - 6.5 A new volunteer has expressed interest in admin tasks, including managing contacts and volunteer database.
 - 6.6 Report on an issue with a volunteer. AGREED that all staff involved had acted appropriately and correctly. AGREED that this is a good occasion to review our volunteer policies, handbook and volunteer form etc.. Action: KE, SH and HO.
 - 6.7 Jobsgrowth Wales. Awaiting contact from management company to discuss details. KE handling.
 - 6.8 Congratulations and thanks to KE and the team for an amazing summer!
 - 6.9 GM and LJ are organising a meeting for the youth team to discuss their views and aspirations etc.
7. Capital Funding.
 - 7.1 Hope to complete purchase of the site in a few weeks
 - 7.2 Stamp duty and solicitors fees will be paid out of Lottery grant.
 - 7.3 Lottery grant etc. Had meeting with new Lottery Officer last week. Need two signatories

who will be reporting to Lottery and make payment claims. AGREED that HO and CL-W will be the signatories. AGREED to investigate funding for a Project Administrator, in addition to the existing planned Project Manager.

7.4 Update on fundraising status.

8. AGM. Provisional date 22nd Nov at 4pm in Llanfach. Accounts to be sent out once available.

9. Communication

9.1 Newsletter. Issue one after the purchase is complete.

9.2 Website. SF now helping with content management

10. AOB.

10.1 AGREED to buy a new laptop and printer with a budget of £500. NC to action.

11. Next meeting Oct 22nd at 7.30. Meeting closed at 9.55pm