

Cwmni Cymunedol Cletwr

Minutes of Board meeting held on 23.05.19

Present: Nigel Callaghan, Helen Ovens, Karen Evans, Barry Wise, Richard Spencer, Rose Phillips, Cindy Harris

Apologies: Cath Lloyd-Williams, Ant Jarrett

1. Matters Arising

- a. Nigel has emailed Morris and Bates to ask if they will do the work re boundary; awaiting response. We have the plans from Huw.
- b. Public use computer now working. Agreed publicity in Papur Bawb and Cletwr emails + facebook
- c. Architectural poem now up in lobby – thanks to Charlie. Have translation of other poem – awaiting suitable frame.
- d. Fact sheet in progress.
- e. Light by steps – Community Council decided not to install light because of potential glare onto highway. Agreed: to install solar light for EV charger
- f. Karen has the edit of the film (22 mins) – to go on our YouTube channel (/Cletwr)
- g. Strategy development ongoing

2. Building

- a. Plan for big clean on 4th June – Tuesday evening 5-8pm as many people as possible.
- b. Front door still on temporary fix as can't get proper closer, need to consider a solution. Query whether door still under warranty – waiting response from Rhys. Karen to check warranties of building.
- c. Light bulbs in café area seem to have short life – agreed to set up system to monitor.
- d. Trophy shelves – look good now filled – thanks to Cindy
- e. Reports to funding bodies – CFP submitted read by Rose and Cindy. To ask Jacinta for copies of Lottery and EU reports.
- f. Evaluation report for Ashley Foundation – Shelagh agreed to complete.

3. Finance

- a. When depreciation added to current figures will show overall loss of 9-10k. Main issues: turnover up to .5 million from 370k but salaries and costs also increased; as result of living wage payments wages increased as % of income. During winter season (apart from Christmas) we dig into profits to maintain business and we also invested in training and up-skilling. It is also currently difficult to find youngsters. As we have taken on the self funding of events from the grant funding originally received, costs here have also risen. Agreed to offer simple teas/coffees and cold drinks at events to keep costs down and to preserve standards of coffee. We should consider how long we employ staff on into winter season and aim to recruit more volunteers. Staff do go home early on

Nigel

Karen /
Sue

Nigel

Nigel/
Cindy

Sue

Rose
/Helen

Cindy

Karen

Karen

Cindy

days where business slow – the Board thanks them for their understanding of the situation. Barry has also developed quicker method to track wages to follow through if any aspect rising.

Two aspects are substantially adding to costs a. living wage b. everything for café still made on site. These represent the ethos of the business on which we don't wish to compromise. Agreed to keep monitoring the situation. Thanks to Barry and Karen for the work on this.

4. Operational matters

- a. Health matters amongst staff noted. Contracts and letters of employment sent out to Board; agreed to add note on compassionate leave. Any further comments to Rose by Thursday 30th May.
- b. Volunteer Handbook drafted – completion in progress.
- c. Events: Community Council have asked for community policing event – planned 15 June; flyers printed off for PCSO Dave Boffin.
- d. Professional development for Board – Richard and Nigel to attend.
- e. Aiming to stop disposable cups – suggestion that provide plastic bpa free for 4.99 with free coffee for first use to encourage purchase. Discussion re pros and cons – unresolved need further information. Agreed to ask for Lu's views re her original suggestions.

5. Landscaping

- a. Feedback from customers very positive, plant stand looking good – agreed to strengthen as some children climbing on it.
- b. Hedge at rear developing well.
- c. Agreed to put sign up by wild flower section 'flowers for bees' so people understand why looks unkempt in comparison to remainder of garden.
- d. Buildings – agreed to start hub first so not building at front in summer. Caban design approved – costing to be finalised. Currently £2860 + extra for base + services + cost of build.

6. Celebrating Community

- a. Several events planned in with Cletwr.
- b. Bid for Creative Community ongoing

7. Communications and Publicity

- a. Websites ongoing – website link in for labelling very useful.
- b. Communications policy ongoing
- c. Events feedback form considered – suggestions made.

8. Cadeirydd update

- a. Fundraising for Eisteddfod – organising hog roast at Furnace 22 June – Cletwr asked to sell tickets. Agreed.
- b. EV charger – what level of support should we offer when rare occasions charger not working. Agreed not affordable at present to add a slower workplace charger. Could pursue possibilities at event planned to discuss electric cars.

Barry
/Karen

Rose

Mikey

Karen

Cindy

Karen

Cindy

Shelagh

Nigel /Ant

Sue

Rachel /
Karen

- c. Llanfach – chair reported plan to move hall to new ownership as parochial councils being dissolved/reorganised. Given state of building and use to the community can Cletwr pay 500 a year towards maintenance? Board agreed that Llanfach valuable asset to community but we don't have finance currently to commit to this. As ownership as yet unknown thought needed clarity first. It was suggested that Cletwr support an event to raise awareness and funds for hall e.g. save our village hall, and offer some of Sue's time to support event as for the show.

Nigel

9. Date of next meeting 4th July 7pm