

Cwmni Cymunedol Cletwr

Minutes of Board meeting held on 18.01.2018 at 7.30pm

Present: Nigel Callaghan, Cath Lloyd-Williams, Helen Ovens, Patricia Moore, Karen Evans, Chris Forster Brown, Barry Wise, Cindy Harris

1. Apologies for Absence: Rose Phillips, Ant Jarrett

2. Minutes of last meeting (27.11.17) agreed

3. Building progress – Cindy

- *Internal:* Building control regulations require that there are ‘manifestations’ on windows (e.g. ‘this is a window’) for safety. Kitchen still requires attention e.g. fly killers are not working, Crystal Cymru to be chased. Need to buy a good step ladder. Censor light in corridor by the back door needs adjusting. Queried safety of sliding door in meeting room possibility – of children’s fingers being trapped.
- *External:* some guttering requires pointing; bits of plastic in the compost – need to replace with clean topsoil; some fencing (at back); external lights not what specified.
- *Solar panels* – readings are incorrect, no gas bill received yet to check use.
- *Signs* – re liability, fire assembly point etc required. **Action:** Nigel.
- *Boundary* – need to ensure deeds re boundary with Huw are correct. **Action:** Nigel

Nigel

Nigel

4. Matters arising

- a. *Car charging* – update from Chargemaster – they have just received specs. Suggested that Su could ask question at recording of Radio 4 Question Time in Ceredigion Museum re lack of charging points in Mid Wales – Nigel to liaise with Su re question.
- b. *Garden/landscaping* – meeting to be held at weekend (20/1). Men’s Shed members preparing raised beds using shelving from the old shop. Got chicken manure, need to get membrane. Tools to come from **????Eleri**. Karen reported that ‘pest control officer’ instructed that there should not be a compost heap or bird feeder in perimeter in case they attract rats. Need bilingual plant labels. Wood store – find out cost of zinc roof so that deliveries can be left in there.

Nigel/Su

5. Finance

- Report circulated. On budget but need to allow for electricity etc.
- *Wages* – last reviewed at the end of 2016, need to review now. Statutory living wage is £7.50 per hour, which goes up 4.5% in April. The real living wage is £8.75 per hour. Barry requested guidance from Board on what we are trying to achieve.
Need to take into account: Karen’s job is more complex (e.g. more staff – 11 p/t employees); do we change differentials; what can we afford.
Possibilities: think of the total amount that can be afforded for wages – then decide on e.g. differentials or increase everyone by 5%.
What is Cletwr trying to achieve? All members of staff on a living wage? Could that be done now?
Should there be pay scales, cost of living increases, increments, performance related?
Money for community – needs to be budgeted for.
Action Karen and Barry to work on pay policy.
- *Hub co-ordinator* – Rachel is currently paid out of business funds, Rachel is happy to continue until post of co-ordinator settled. She has new activities for the programme.

Karen/Barry

Action Helen and Rose to discuss with Rachel what is happening currently and to firm up role of co-ordinator – not necessarily admin more a creative role. Volunteers and board members can help at actual events. £9 per hour for 10 hours per week has been budgeted for.

Helen/Rose

6. Operational

- a. *Christmas and New Year* – went well, very busy.
- b. *CCTV policies* – Policy and Guidelines circulated. Thanks to Cath Curl for helping to draft this and H&S guidelines.
- c. *Shop* – Daioni organic milk to be sold in bottles. Increase in fruit & veg sales now shop been reorganised.
- d. *Cafe* – new cook (Lauren) starting 19 Jan. Not planning new menus until end of February. Need outside tables for front – check Mount Trading. **Action** Karen to cost for five. Discussion re disposable cups – Cletwr cups to sell (£4.99).
- e. *May celebrations* – Karen and Su meeting to discuss plans. **Action** costings to Barry.
- f. *Free coffee* – to encourage community involvement; discussion on different ways to encourage as many people as possible from the community to use Cletwr.

Karen

Karen/Su

7. Communications and publicity

- a. *Recent media activity* – S4C Newyddion Nawr + Prynawn Da. Nigel's Plunkett presentation on U-tube. Not heard back from BBC TV Countryfile; Country Focus possibly in January.
- b. *Website launch* – leave until Ant available.
- c. *Awards* – put in for Wales Tourist Board 'best place to eat award'; also BBC Radio 4 Food & Farming Awards.

8. Acceptance of new members – Pamela Marsden.

9. AOB

- a. *Biosphere* – report from Sheila, have been offered a flag, but flag pole £250. Need to consider use of logo.
- b. *Interpretation hub bid* ??? *no recollection of discussing and no notes?*
- c. Report on Events from Rachel circulated.
- d. Have been offered a changing display of museum exhibits and wall-mounted display case.
- e. *Toilet twinning* – suggested should participate: £60 for toilet in developing country, £250 for toilet block in school.
- f. *Bus shelter* – Community Council thinking of moving old shelter to Cletwr. **Action** Nigel to draft letter to Community Council.

Nigel

Date of next meeting 22 February 2018, 7.30pm