

Minutes for the meeting of the Board of Directors of Cwmni Cymunedol Cletwr held on 19.01.17 at 7.30pm

Present: Nigel, Barry, Cathryn, Ant, Chris, Karen, Cindy.

1. **Apologies:** Helen and Rose
2. **Minutes of last meeting agreed**
3. **Matters arising**

Electricity still not resolved – Nigel following this up.

Pensions – Sue and Karen meeting next week. Agreed to go with NEST.

Flat – Tenant has left. Outstanding issue is council tax. 6 months free but need to ensure that it is part of the shop by then. To be reviewed at next meeting

Rent from Stoves and stuff. No notice has been given as yet. Currently two months in arrears.

Cynnal y Cardi – needs to be reviewed before the new financial year – revisit next meeting

Biographies of directors- short biography needed from everyone to be emailed to Nigel by the end of the month. Group photo will be taken by Ant at the next meeting.

Agreed that actions from meeting should be sent on a separate email from the minutes to all board members

Kate has been thanked for the excellent newsletter.

Plunkett open day – raised that there is no active group for community groups to network – to raise with Plunkett – suggestion that this could increase our buying power by linking with other shops. To be revisited next meeting.

4. Decisions since last meeting

Decisions since last meeting – agreed to apply for nominations for good food awards.

Special meeting has been minuted.

5. Financial

Trading looking very positive. Staff have done an excellent job and Christmas trading was better than budget.

Provision has been made for electricity

Discussed cash flow for building project as timings are tight. May be a need to transfer money to the building project. Agreed in principle.

Possibility that Spar Talybont may be closing at the end of the month. Karen to look into getting a post office van to Cletwr if that happens.

Establishing a charity. Discussion was held. To review in future meetings.

100% rebate received on business rates –not for profit evidence provided.

6. Operations and staff

EHO visit – remarked as a 4

Pat testing due – quotes received. Karen dealing with this.

Mail chimp has been set up.

Website – 2 websites

Ant to set up day to day trading website. Nigel to maintain old website as corporate information.

Dropbox to be set up to be accessible for all staff and board

7. Future strategy

Jane Burnham meeting with Karen and Cindy re set up of new shop.

Free marketing event being attended by Sue and Karen

Discussion on marketing budget to launch the new premises (link to point 9 in agenda). Suggestions for celebrity to open the new shop. Iolo Williams, Taron Egerton, Hairy Bikers. To be revisited at next meeting.

Researching new EPOS system to replace the till which would also have contactless payment.

There should be fibre optic in Trerddol by February, agreed to wait until the new shop is built before we install it.

8. Community Events

Community events coordinator. Staffing restructure. Rachel 10 hours, Sue 4 hours – to focus on marketing for events nad shop and café. Surplus money will be spent on translating.

9. New building

Delay on the frame of 2-3 weeks. Could cause problem with spending deadline.

Blockwork complete

Building control happy with the foundations

Signs are on the way

Variations to planned works – more concrete used than anticipated, decontamination costs.

Remaining funding. Need to make a decision in the next week re solar panelling. Ant to investigate further grant funding sources towards PV. Agreed 12K worth of PV.

Agreed that we need to set up a funding group. Agreed to ask Rose, Barry, Ant, Jacinta and Sue. Ant to approach James – re ideas.

£15K has been budgeted for kitchen equipment. Jane has suggested leasing certain items such as the coffee machine. To be reviewed next meeting after Jane has drawn up a detailed proposal. Agreed in principle.

Vodafone mast – what happens when we move? Shelagh to be asked.

Signage for parking. Nigel has created signage artwork. Need to make it clear that only bikes and cars will fit.

10. Communication and publicity

New member of the company – agreed for David Jaggar to become a member of the company.

Press releases – Herald ran a piece.

Press release to be sent out – ‘work has started and we’re still open’. Herald, Cambrian News, County Times.

Approach Brian re monthly press release for Papur Pawb (and Tincer?) Karen to action this

11. AOB

Communication policy – Chris to draft – to be reviewed next meeting

Volunteer policy – take off the shelf from CAVO – Sue to investigate this

Weekend supervisor post to be advertised

Discussed the possibility of getting a volunteer note taker.

Free teas and coffees for pensioners

Loyalty cards going very well

Cronfa Eleri asked for projector funding

Update on Nigel visiting Brussels to speak on rural sustainability – he has received full funding.

12. Date of next meeting

16th Feb 2017

ACTION POINTS TO BE EMAILED TO ALL BOARD MEMBERS:

All to write short biographies and Email to Nigel by the end of the month.

Group photo to be taken by Ant at the next meeting

Ant to set up new website

Dropbox to be set up for staff and board – Nigel?

Rack your brains for celebrities to open the new shop.

Ant to investigate further grant funding sources towards PV

Funding group to be set up. Need to ask Rose, Barry, Ant , Jacinta and Sue. Ant to approach James – re ideas.

Jane to draw up proposal for leasing options for kitchen equipment.

Ask Shelagh about the current situation with the vodaphone mast.

Karen to approach Brian re a monthly press release for the Papur Pawb (and the Tincer?)

Chris to draft communications policy by next meeting

Sue to investigate getting a volunteer policy document from CAVO