

Minutes of a meeting of the Board of Cwmni Cymunedol Cletwr Cyf held in Cletwr on 27th October 2016 at 7.30pm

Present Shelagh Hourahane (SH) Chair, Barry Widse (BW) Treasurer, Nigel Callaghan (NC) Cath Lloyd Williams (CLW), Chris Forster-Brown (CFB) , Ant Jarrett (AJ), Jane Leivers (SL) , Suzanne Davies (SD), Helen Ovens

Apologies: Liz Dinsdale, Marie Hockenhull-Smith, Rose Phillips, Karen Evans, Sylvie Fombonne

Intros

AJ observing to decide if he wants to join the Board.

1, Minutes of the last meeting. Due to technical problems only half the minutes are available!

2. Matters arising.

1. Electricity – we are now with Ecotricity for all our meters. CLW will enquire about car charging points, as Ecotricity do them.
2. Bank signatories. This is taking ages, but seem to be getting there with the changes.
3. Overdraft for Building – bank has agreed this, but still issues regarding who signs the agreement. Probably SH and NC

3. Financial report. September figures circulated.

3.1 Figures to date, looking pretty good. Wages higher than planned, but reflect higher turnover. Profit of £22K for 5 months, cf. Budget £17k. May still have to pay Scottish Power.

3.2 End of year accounts for 2015-2016. (we are exempt from Audit) Have been circulated with comments by BW. The accounts were AGREED and signed by the Chair.

3.3 Pensions. Staging date is July 2017. Options are NEST (the govt scheme), other options include the Peoples Pension (same charge as NEST). Need to check payroll software. SD/KE to liaise with software providers re compatibility. AJ has done research and will forward to BW.

3.4 Landlord registration. Will defer decision for the time being pending further investigation.

4. Staff and Management.

4.1 Shopping bags. AGREED to buy custom logo shopping bags.

4.2 Xmas opening: proposed opening hours (NB Xmas day is Sunday) – close 3pm sat 24th, reopen Wed 28th (first chance of fresh deliveries), also closed Jan 2 and 3. AGREED

4.3 Aiming to try and switch weekend volunteers to midweek (where they are willing), and use paid youngsters at w/e. Important to make sure the youngsters are given adequate training. AGREED to progress and discuss with KE.

4.4 Sign lights. AGREED to switch off when we're closed.

4.5 Opening hours: Suggestion that summer hours are between clock changes. Review hours in January ready for Spring. Noted that extra signs by the roadside are definitely effective.

4.6 Allowing additional hours for staff for admin. Will be included in salary and hours review by KE/BW.

4.7 EHO report. Various DIY tasks have been done, processes changed, menu changes, now need a re-visit, which will cost £150. AGREED.

5. Review meeting event. Useful meeting of about 15 people took place on Monday 25th.

Charlie Falzon (CF) will circulate output. Next stage: making the future plan. Suggested several themed short meetings rather than a full day.

6. CDG. AGREED to print some quality prints for display of visualisations of the new building, once we have the final go-ahead.

6.1 Project Manager. Contract has been circulated. AGREED to sign the contract on behalf

of the Board. Agreed last month to cover up to £500 ourselves if the project does not go ahead.

6.2 Still waiting on final approval from RCDF. Deadline is mid November. CFP deadline for having all funding in place has been extended to 1st Dec.

6.3 Building. Tenders close 28th Oct. Decision will be made over next few weeks.

6.4 Client Representative. CDG meeting – Cindy Harris has agreed to be Client Representative, i.e. first point of call for Architect, etc. Cindy will be joining the Board for the duration of the Project. Cindy/Jacinta will report monthly to Board.

6.5 Insurance. Likely to have to modify the insurance to allow for the build, although Contractor will have insurance.

6.6 Request for regular updates on progress for staff so they can answer questions.

7. Communications

7.1 Cate Griffiths is writing next newsletter. Suggest xmas marketing and events flyer. Will also be on social media. Delivery: AGREED we pay youth staff to deliver them, but get parents permission.

7.2 AGM. 27th November. Must circulate notice now. SD to email. We need a proper list of members.

7.3 Need to review Articles of Association to clarify membership situation. NC/BW to action.

7.4 Next Chair. We need to identify new Chair. Investigate possibility of job split. NC to discuss with RP.

7.5 Social Media – please send any material to SD.

8. Plunkett Open day. Volunteers will be asked for closer to the date. Useful to have crib sheet ready by then.

9. University Careers Fair – NC spoke on volunteering. Will follow up with University.

10. Funding. SH and NC attended fair discussing grant sources. SH to draft application for Volunteer Co-ordinator project

11. Vist 26/10/16 by EU, WAG and Council representatives. Went well.

12. Board profiles: photos and profiles of staff and board for website and wall? In newsletter? Profile of Karen?

13. Next meeting 24th November 7.30.