

METFIELD STORES Co-operative cic

REGISTERED COMPANY NO. 5662281 VAT NO. 889974522

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MINUTES of BOARD MEETING

held at 6.30pm on Thursday 4 November 2021 at Metfield Village Hall

1.	Present: <i>Chair:</i> Caroline Miller (CM), Margaret Cochrane (MC), Chris Osborne (CO), <i>Minutes:</i> Linda Norris (LN), Janet Rusted (JR)	
2.	Apologies: AI, SM	
3.	Declarations of Interest: NONE	
4.	To approve and sign the minutes of the last meeting: AGREED, signed by MC	LN to post
5.	Matters arising not on the agenda: <ul style="list-style-type: none"> Alcohol licence (CO): <u>Report received</u>. Unanimously AGREED that Board is happy for SM (thanks Sue) to train and take on licence when she is able. Thanks to Peter Twiss, who will use his personal licence for now. Alcohol restrictions now on shop notice board. 	SM
6.	Decisions taken at Reserve Business Meeting (RBM): <ul style="list-style-type: none"> Company Secretary position: AGREED that CM and LN will cover the role jointly to facilitate a proper assessment of the function/requirements for any future postholder. Business Plan: AGREED that a Business Plan can be put on hold for the time being since we have no plans to expand or seek funding. Budget/Cashflow: Discussion of Budget/monthly Reports c/f to Nov RBM. BUT, as AI absent and CM chairing the meeting, will now be c/f to Dec RBM. 	CM & LN Remove from agenda c/f to Dec RBM
7.	Company Secretary report (CM): <u>Report received</u> . All files now with CM (now registered as CS with CH and all director appointments and resignations properly registered. AGREED that decisions taken at RBM meetings will be permanent agenda item for main meetings and CM will store the minutes. AGREED that LN will make downloadable forms available on the shop area of website: Application to buy shares, join board, be a volunteer.	LN
8.	HR (LN): <ul style="list-style-type: none"> SM absence: SM made careful plans for cover. While isolating, SM worked on shop web pages, Christmas order forms, etc. SM holiday: Away 16–21 Nov. SM has made plans for cover (LN will get details). 	LN/CM will visit
9.	Finance (CM): <ul style="list-style-type: none"> Monthly reports: <u>Received</u> & discussed. AGREED to postpone detailed walk-through. Budget and Cash-flow: <u>Reports received</u>. CM's updated cashflow was discussed. 	c/f Dec. mtg
10.	Stock update and shop functioning (SM): <u>Report received</u> . Board appreciates SM's careful planning re stock levels and staffing to cover time off and holiday.	
s11.	Maintenance & Repairs (CO): <u>Report received</u> . HIP: LN/CM to meet HIP 12.30 on 5/11 to discuss rent again, and possibly exterior work. LN will try to find amended signed lease.	LN/CM LN
12.	Health & Safety (CO): <u>Report received</u> . Lateral Flow Tests: Covid cases rising up here and CO keen to remind volunteers to test. CO will update his notice. LN to create reminder for diary (sticker? Discuss with SM). SM/LN happy to order on behalf of volunteers.	LN
13.	PR/Volunteer recruitment (LN/MC): <u>Report received</u> . <ul style="list-style-type: none"> Christmas cards: Board chose one and AGREED they would be sent to volunteers. Vouchers: AGREED we won't do it this year. Details for Board of Directors web page: AGREED, subject to OK by individuals. 	LN to inform BM LN to consult
14.	Any Other Business: <ul style="list-style-type: none"> Party for volunteers: COVID makes it hard to plan. Will do when safe to (with AGM?). Appointment of Chair: Reminder that election to take place at Dec. meeting. CO to email Miranda to thank her for looking after the rota while Sue away. 	c/f to Jan/Feb ALL CO
15.	Date of next meeting at Village Hall: 2 Dec (<i>Chair AI</i>). <u>2022:</u> 6 Jan, 3 Feb, 3 Mar, 7 April	

Meeting ended 7.45pm

Signed  (Chair of meeting)

Date 2/12/2021