


MINUTES of BOARD MEETING

held at 6.30pm on Thursday 2 December 2021 at Pear Tree Villa

1.	Present: <i>Chair:</i> Amanda Illing (AI), Margaret Cochrane (MC), Chris Osborne (CO), Linda Norris (LN), Jan Rusted (JR), Caroline Miller (minutes) (CM)	
2.	Apologies: Sue Mead (SM)	
3.	Declarations of Interest: AI – Wakelyns Bakery	
4.	Minutes of the last meeting held on 4 November 2021 were AGREED and signed by CM.	LN to post
5.	There were no matters arising that were not included on the agenda.	
6.	Decisions taken at the Reserve Business Meeting dated 4 November 2021: <ul style="list-style-type: none"> • Alcohol License: It was AGREED that SM should be the licence holder and expenditure for the relevant training was APPROVED. • Volunteer Co-ordinator: It was AGREED that this be put on hold for the time being but a further discussion of volunteer support should take place. • Company Secretary: CM's appointment as Company Secretary was CONFIRMED. • Shop Diaries 2008–2020: It was AGREED that these could be disposed of once JR had taken those she wished to keep 	c/f RBM Jan 22
7.	Company Secretary Report <ul style="list-style-type: none"> • CM confirmed that the records held at Companies House have been reviewed. • The 2022 AGM was discussed, and it was agreed that we should plan for this to be held in the summer although the format will need to be flexible to ensure that it can meet the Covid 19 restrictions in place at the time. AGM planning will need to proceed early in the new year with initial proposals discussed at the January meeting. 	CM/LN c/f Jan mtg
8.	HR Issues: It was AGREED that this item should be moved to the RBM for future meetings	c/f RBM
9.	Finance <ul style="list-style-type: none"> • Monthly reports, including Budget and Cashflow, were reviewed and discussed. • The process for preparing the Annual Accounts was discussed and it was AGREED that CM would check the information flow and timescales with WA. 	CM
10.	Stock Update and Shop Functioning <ul style="list-style-type: none"> • SM's report was reviewed and discussed. It was noted that stock levels are currently high. SM has confirmed her intention to continue to build stock levels as there remains uncertainty about the government's pandemic response and supply chains going forward. • Christmas order forms were delivered with <i>Sixth Sense</i>. It was AGREED that LN will ensure that the £10 fee covering Metfield and Withersdale/Mendham for distribution is paid. 	LN
11.	Maintenance and Repairs <ul style="list-style-type: none"> • Hip Negotiations – Rent increase now agreed. The Board thanked LN and CM for leading on the negotiations. It was NOTED that the rent was agreed for one year only. • General Maintenance and Repairs <ul style="list-style-type: none"> • Main burglar/fire/panic alarm is still not repaired. SM to contact John Orford and retrieve the removed parts and an electrician to be appointed to carry out the repairs. • Kitchen tap needs to be tightened and fitting renewed as necessary. LN to discuss with SM. • Social distancing floor stickers to be renewed from those held in reserve. • It was AGREED the shop floor would benefit from a deep clean and that this should be planned for the spring, once the worst of the winter weather had passed 	SM LN CO/LN c/f March

12.	Health and Safety <ul style="list-style-type: none"> • CO confirmed that new signs have been put up in the shop which state that mask wearing is obligatory. It was AGREED that we do not need to state explicitly that exemptions apply. • LN confirmed that stickers are now in the shop diary reminding volunteers to take a lateral flow test before their shift. The requirement for LFTs has also been highlighted on the Volunteers Only webpage, along with the latest Covid information. 	CO/LN
13.	PR/Volunteer recruitment <ul style="list-style-type: none"> • Christmas Cards for Volunteers: have all been signed. LN will distribute. • Board webpage: LN confirmed that she had received approval for posting the contact details that are on the webpage and that the minutes of the October meeting have been uploaded. 	LN
14.	Any other business <ul style="list-style-type: none"> • JR raised concerns about rising utility costs. To be discussed at the RBM February • Key safe to be discussed with SM 	c/f Feb LN
15.	Appointment of Chair <ul style="list-style-type: none"> • CO stepped down as temporary Chair and the Board thanked him for his work over the past year and for his support for the new board members. • Linda Norris was proposed as Chair by MC, seconded by CM, and was duly appointed. • The Board thanked CM for hosting the meeting at such short notice 	CM to inform CHouse
16.	Date of next Meeting at Metfield Village Hall: 6 Jan 2022 (Then 3 Feb, 3 Mar, 7 Apr, 5 May, 2 Jun)	

The meeting ended at 7:56pm.

Signed  (Chair of meeting) Date 6.1.22