

# METFIELD STORES c.i.c.

THE STREET, METFIELD, HARLESTON, NORFOLK IP20 0LB

REGISTERED COMPANY NO. 5668382 VAT NO. 889974522

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## Minutes of BOARD MEETING held on 7 October 2021 at 6.30pm in Metfield Village Hall, Metfield

		ACTION
1	<b>Present:</b> <i>Chair:</i> Margaret Cochrane (MC), Jan Rusted (JR), Caroline Miller (CM), Chris Osborne (CO), Linda Norris (LN), Sue Mead (SM, <i>Manager</i> ), Jean Wicks (JW, <i>Sec.</i> )	
2	<b>Apologies:</b> Amanda Illing	
3	<b>Declarations of interest:</b> None	
4	<b>Minutes of the last meeting:</b> Agreed and signed as correct by LN.	
5	<b>Matters Arising:</b> CO has acknowledged BM's latest letter (c/f to RB meeting). LN and SM met 3 HIP people (Robin Twigge, Margaret Griffiths, Norman Hart), who were concerned at 'rolling Chair' arrangement, but LN reassured them it was only temporary. They suggested an 8% rent increase, 2% counter offer by LN. HIP to go back to their board.	LN to chase
6	<b>Decisions taken at Reserve Business Meeting (RBM)</b> <ul style="list-style-type: none"> <li><b>Minutes:</b> We will record RB decisions in minutes of next board meeting which will be published on the MS website (October board minutes will be published early November).</li> <li><b>Subgroups:</b> <b>Governance:</b> CM; <b>HR:</b> AI. Other directors may be asked to assist as required.</li> </ul>	LN to post
7	<b>HR (AI):</b> The Board has decided to forego the privilege of a paid Comp. Sec. position in order to free up funds for additional paid staff hours in the shop (to enable Sue to take holiday). JW will cease CS duties after this meeting and act as a stand-in manager when Sue needs her. LN and CM to cover the Comp. Sec. work pro tem. JW was thanked for her work this year as Comp. Sec. It is hoped the new arrangement will help. Companies House to be notified.	CM/LN
8	<b>Finance (CM):</b> <ul style="list-style-type: none"> <li><b>Monthly Reports:</b> WA will send to SM to check, then on to CM to update Cashflow which will be circulated with the agenda, one week prior to meetings.</li> <li><b>Cashflow:</b> MC thanked CM for preparing the updated cash flow.</li> </ul> In-depth discussion of all these reports c/f to the November RBM. SM asked if Paul was still on the alcohol license, CO to find out.	c/f Nov CM to lead CO
9	<b>Stock update and shop functioning (SM):</b> SM thanked for her report. She is intending to stock up because of her planned holiday and imminent hospital appointment.	SM
10	<b>Maintenance and repairs (CO):</b> <i>No report received.</i> SM had contacted John Orford re alarm replacement/repairs. CO has Camguard quote to install fire and personal alarms, but Board agreed we can't afford it at present. A/C serviced. CO cleared downpipe/guttering. HIP to report whether they are responsible for remedial work to car park area and building. LN to circulate plan and send to HIP. SM and LN had cleared shed and rubbish taken away for £20.	LN to chase
11	<b>Health and Safety:</b> <i>No report received.</i> Covid getting worse in Suffolk. CO read statistics.	
12	<b>PR subgroup:</b> Report received. Board VOTED to increase size of our advert. in <i>Six Sense</i> .	LN
13	<b>Correspondence:</b> <ul style="list-style-type: none"> <li><b>Resignation:</b> SC resigned from the board on 12/9/21. CO has responded to her. Inform CH.</li> <li><b>Plunkett:</b> CO heard that Andrew Purdy will send missing Plunkett report to him.</li> </ul>	Comp. Sec. CO
14	<b>AOB:</b> <u>Comp. Sec.</u> , see 7 above. <u>Christmas cards</u> – CO to ask BM to quote for this year.	CO
15	<b>Next Meeting:</b> 4 November 2021 at Metfield Village Hall at 6:30pm. <i>Chair:</i> CM	

The meeting ended at 7:45pm.  
Board Members remained for the Reserve Business meeting.

Signed *U. S. Cochrane* (Chair of meeting)

Date *7.11.21*