

# METFIELD STORES Co-operative cic

REGISTERED COMPANY NO. 5668382 VAT NO. 889974522

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## MINUTES of BOARD MEETING

held at 6.30pm on Thursday 6 January 2022 at Metfield Village Hall

1. <b>Present:</b> <i>Chair:</i> Linda Norris (LN), Margaret Cochrane (MC), Chris Osborne (CO), <i>Minutes:</i> Amanda Illing (AI), Sue Mead (SM), <i>Shop Manager</i>	
2. <b>Apologies:</b> CM and JR	
3. <b>Declarations of Interest:</b> AI – Wakelyns	
4. <b>To approve and sign the minutes of the last meeting:</b> AGREED, signed by AI	LN to post
5. <b>Matters arising not on the agenda:</b> None.	
6. <b>Decisions taken at Reserve Business Meeting (RBM):</b> <ul style="list-style-type: none"> <li>• <b>Budget, Cashflow and monthly finance reports:</b> It was AGREED that for future meetings the full set of monthly finance reports would be circulated to all Board members for information. The Budget and Cashflow and a short report addressing areas of concern would be circulated with the rest of the meeting papers.</li> <li>• <b>Bank statements:</b> AGREED that CM would receive monthly bank statements from WA.</li> <li>• <b>Co-operative Bank:</b> AGREED that LN would contact the Co-operative Bank to arrange new signatories, online access and credit cards. LN and CM will visit bank with necessary forms.</li> <li>• <b>HR:</b> AGREED that all HR/Staff issues would be discussed at Reserve Business Meetings. Policy decisions reached at RBMs will be recorded in the minutes of the next Board meeting.</li> </ul>	CM CM LN & CM
7. <b>Company Secretary report (CM):</b> <u>Report received.</u> <b>AGM:</b> Dates/format/location were discussed. Board Members can all do 20 or 27 May. LN to check OK with CM & JR and Village Hall. Propose short Board Mtg starting 5–5:30pm, AGM to start 6–6.30pm. Bar open 7pm. Try to make it more social. Once date confirmed, CM to write to all shareholders to inform. John Austin happy to do the door/voting slips etc. if date OK. Check with WA and Peter Hatchman that can do accounts in time. Board Members to think about Annual Report format/content.	LN CM All
8. <b>Finance (CM):</b> <ul style="list-style-type: none"> <li>• <b>Financial summary:</b> <u>Received.</u> It was clarified that monthly reports will be 5 weeks behind.</li> <li>• <b>SCC grant for fridge/freezer:</b> Notification of payment received. LN got Locality Grant from Peter Gould (SDC). Acknowledgement added to website.</li> </ul>	
9. <b>Shop Manager's report (SM):</b> <u>Report received.</u> <ul style="list-style-type: none"> <li>• <b>Tobacco sales:</b> down a bit with price increase.</li> <li>• <b>New fridge/freezer:</b> good. Rethink current engineer (£90 for 10 minutes and couldn't fix it).</li> <li>• <b>Alcohol license:</b> SM will do this in January.</li> <li>• <b>Water:</b> SM sorting regular payment from new hairdresser. Meter and readings are in hand.</li> <li>• <b>Pest control:</b> current contract 2 visits/year costs £120. Haven't been for nearly 2 years. SM chasing but reconsider doing it ourselves without using poison.</li> <li>• <b>Christmas Order Forms:</b> x13 (x3 last year). Worth doing again. Note in diary for Oct. Board Meeting for SM to chase suppliers for Christmas lists and book <i>Six Sense</i> insert. Note in AR.</li> </ul>	SM SM CM c/f Oct
10. <b>Maintenance &amp; Repairs (CO):</b> <ul style="list-style-type: none"> <li>• <b>HIP:</b> Simon to do quote for HIP re slabs/gravel plan. Simon &amp; Mike will do work, including weedkilling the area (no poison). Busy now, but SM on the case.</li> <li>• <b>Water meter:</b> LN will chase Robin.</li> <li>• <b>General:</b> Alarm – JO been chased but had a fall. SM will chase again.</li> <li>• <b>Elec meter:</b> In emergency, key for our elec. is in keysafe outside hairdressers. SM has code.</li> </ul>	SM LN SM

<p><b>11. Health &amp; Safety (CO):</b></p> <ul style="list-style-type: none"> <li>• <b>Covid:</b> Signs updated before Christmas. Another update due 11 January.</li> <li>• <b>Responsibility for H&amp;S:</b> Existing volunteer (also opener/closer) is keen to join the Board and is a lecturer in Health &amp; Safety. Willing to take on this role. MC proposed, AI seconded. VOTED unanimously in favour of inviting him to join.. LN will let him know.</li> </ul>	LN LN
<p><b>12. PR/Volunteer recruitment (LN/MC):</b> Continuing to build web pages and update Covid info. Rotas are online. Making list of volunteers' contact details so we can communicate more easily with them. <u>In progress:</u> password protected Board info page. Need to find way to encourage attendance at AGM.</p>	ALL
<p><b>13. Any Other Business:</b></p> <ul style="list-style-type: none"> <li>• <b>Informal meet-ups:</b> LN will try to reorganise informal gatherings of BMs to find out how everyone is feeling about the past year and the year to come, get suggestions etc.</li> <li>• <b>Replacement for Peter Hatchman:</b> Need to do an advert for accountant to do 2022–23 accounts. ACTIONED: LN is talking to possible replacement. Will update.</li> </ul>	LN c/f to Feb LN
<p><b>14. Date of next meeting at VH: 3 Mar, 7 April, 5 May, 27 May (+ AGM), NO MEETING IN JUNE</b></p>	

Meeting ended at 8pm

Signed .....  ..... (Chair of meeting)

Date ..... 3/2/22 .....