

METFIELD STORES Co-operative cic

THE STREET, METFIELD, HARLESTON, NORFOLK IP20 0LB

Email: metfieldstores@gmail.com 01379 586204 Web: metfieldsuffolk.com

Registered company no. 5668382 VAT no. 889974522

MINUTES of BOARD MEETING

held at 6.30pm on Thursday 3 February at Metfield Village Hall

1. Present: <i>Chair:</i> Linda Norris (LN), Chris Osbourne (CO), Jan Rusted (JR), Amanda Illing (AI), Maggie Cochrane (MC) (via Zoom), Peter Haynes (PH), Caroline Miller (CM): <i>Minutes</i> Peter Haynes was introduced to the meeting as our new Board Member.	
2. Apologies: Sue Mead (SM)	
3. Declarations of Interest: AI – Wakelyns	
4. To approve and sign the minutes of the last meeting: AGREED and SIGNED	LN to post
5. Matters arising not on the agenda: <ul style="list-style-type: none">CM confirmed that she was working on an Action Plan, a proposed draft of which will be ready by the March meeting	CM
6. Decisions taken at Reserve Business Meeting (RBM): <ul style="list-style-type: none">No substantive decisions were taken at the January RBM	
7. Company Secretary report: <ul style="list-style-type: none">Members AGREED that the AGM would be held on the 27 May 2022 at 6pm at the Village Hall after a short 5pm Board Meeting. No Board Meeting will be held in June.CM to email all shareholders to inform them of the date of the AGM.	CM
8. Finance: <ul style="list-style-type: none">Financial summary and monthly cashflow reviewed and NOTED.Members AGREED the Appointment of Helen Sida as Auditor with immediate effect. LN to write and confirm the appointment.The Board expressed their gratitude to Peter Hatchman for his long service as auditor and wished him well in his retirement.	LN
9. Shop Manager's report: <ul style="list-style-type: none">The Board thanked SM for her report.It was NOTED that SM has completed her Alcohol Licensee training and police check.JR complimented SM on the reorganisation of the kitchen.It was noted that a couple of significant suppliers are changing their delivery charges and that SM is having to adjust her schedules to deal with this.	
10. Maintenance & Repairs: <ul style="list-style-type: none">The Board thanks SM for organizing the reinstatement of the alarm system.LN has proposed a meeting with HIP for 4 March to discuss all outstanding maintenance.	LN to confirm meeting with HIP
11. Health & Safety: <ul style="list-style-type: none">It was NOTED that PH would now be the Board's lead for Health & Safety issues. PH is a chartered Health & Safety professional.The Board thanked CO for his hard work in leading on H&S matters, especially during the Covid pandemic when H&S for the community, shop staff and volunteers was a priority.CO and PH to arrange a handover.It was NOTED that our shop signs ask customers to wear a face mask on a voluntary basis.	PH
12. Any Other Business: <ul style="list-style-type: none">PH to investigate ways in which the fridge temperatures can be accurately monitored.This is CO's last meeting as Board Member. The Board thanked him for all his hard work and voiced their appreciation for his support of the new Board Members and also for having led on H&S matters.	PH
14. Date of next meeting at VH: 3 March, 7 April, 5 May, 27 May (<i>short mtg + AGM</i>), 7 July	

Meeting ended at 7:45pm

Signed



(Chair of meeting)

Date

