

# METFIELD STORES Co-operative cic

THE STREET, METFIELD, HARLESTON, NORFOLK IP20 0LB

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Registered company no. 5668382 VAT no. 889974522

## MINUTES of BOARD MEETING

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

1. <b>Present:</b> Linda Norris (LN) ( <i>chair</i> ), Amanda Illing (AI), Sue Mead (SM), Jan Rusted (JR), Maggie Cochrane (MC), Caroline Miller (CM) ( <i>minutes</i> )	
2. <b>Apologies:</b> Peter Haynes (PH)	
3. <b>Declarations of Interest:</b> AI – Wakelyns	
4. <b>To approve and sign the minutes of the last meeting:</b> AGREED	LN to post
5. <b>Matters arising not on the agenda:</b> None.	
6. <b>Decisions taken at Reserve Business Meeting (RBM):</b> No Substantive decisions were taken at the RBM	
7. <b>Company Secretary report:</b> CM reported that work on updating the mailing list and shareholders list is ongoing and that this work has been prioritised over the last month so that we are ready to complete the Companies House returns in March. A copy of a draft 'Action Plan/Matters Arising' was presented. The format for this was AGREED and it was further AGREED that this should be updated and circulated with the papers for each meeting. LN confirmed that work to update the various company documents was on-going. It was noted that PH is currently reviewing the Health & Safety policies.	CM
8. <b>Finance:</b> The January Cashflow summary was reviewed and discussed. The proposed Budget for 2022/3 was discussed. CM's proposal that it should be set at the April meeting but should then be subject to a formal review in October so that the impact of inflationary cost increases could be assessed was AGREED. LN confirmed that Metfield Stores has been registered with easyfundraising.co.uk. It was AGREED that we would consider how best to use the funds received from this once we had a better understanding of the amounts raised.	CM
9. <b>Shop Manager's report:</b> SM's report was discussed. The Board thanked Sue and Mike for their work on the shed roof which was damaged in the recent storms. SM reported that the first double Booker delivery had gone well and she and the Board thanked JR for her assistance with pricing up etc.	
10. <b>Maintenance &amp; Repairs:</b> LN confirmed that the meeting with HIP, scheduled for the 4 March, had been cancelled by them and that she has proposed 8 April instead. The problems caused by the metering arrangements for the shop, flat and hairdressers were discussed. It was noted that the shed may need to be replaced within 12 months.	LN to confirm mtg date
11. <b>Health &amp; Safety:</b> It was AGREED that we will continue our current Covid-19 requests: customers and volunteers asked to wear face coverings, additional cleaning and customers in the shop limited to three. It was AGREED that copies of documents relating to equipment and safety should be kept in the office filing cabinet to ensure availability. LN to discuss PAT testing and extinguishers with PH.	PH LN/PH
12. <b>Publicity:</b> The Board thanked LN for her report. It was AGREED in principle that the monthly raffle should be reinstated. LN to talk to SM re who might organise it. LN to post on NextDoor re volunteers. LN to make some small cards for HIP office to encourage volunteers.	LN LN
13. <b>Any Other Business:</b> The Board noted the opening of the Suffolk Jungle Room Café which is a welcome facility for the village. We wish Sam and Tony every success in their new venture.	
14. <b>Date of next meeting at VH:</b> 7 April, 5 May, 27 May (+ AGM), 7 July, 4 Aug, 1 Sept, 8 Oct	

Meeting ended at 7.44pm

Signed

*Linda Nair*

(Chair of meeting)

Date

*7/4/2022*