

METFIELD STORES Co-operative cic

REGISTERED COMPANY NO. 5668382

VAT NO. 889974522

THE STREET, METFIELD, HARLESTON, NORFOLK IP20 0LB
metfieldstores@googlemail.com 01379 586204 www.metfieldsuffolk.com

MINUTES of BOARD MEETING

held at 6.30pm on Thursday 7 April 2022 at Metfield Village Hall

1.	Present: Linda Norris (LN) (<i>chair</i>), Amanda Illing (AI), Sue Mead (SM), Peter Haynes (PH), Jan Rusted (JR), Maggie Cochrane (MC), Caroline Miller (CM) (<i>minutes</i>)	
2.	Apologies: None	
3.	Declarations of Interest: AI – Wakelyns	
4.	To approve and sign the minutes of the last meeting: AGREED	LN to post
5.	Matters arising not on the agenda SM reported that she was already seeing the impact of inflation on the price of purchases, and this had led to some price increases in the shop.	
6.	Decisions taken at Reserve Business Meeting <ul style="list-style-type: none">It was AGREED that the Agenda for the AGM should be finalized at the April RBMIt was AGREED that the RBM finance reports should be updated to include a review of profit margins.	
7.	Actions brought forward: table reviewed, and it was AGREED that this item should be rolled into matters arising for future meetings.	
8.	Company Secretary report <ul style="list-style-type: none">Confirmation Statement completed on the Companies House website within the deadline. A number of queries about individual shareholdings were still outstanding and are being worked through.Mailing list for shareholders has now been updated.CM has created a register of shareholders on Excel.LN has created a page for Board papers in the Board Members area of the Metfield VS website so that Directors can download papers rather than these being circulated by email. Papers will continue to be circulated up to and including the September 2022 meeting. Directors are asked to check their access to the website during this period.	CM ALL
9.	Finance <ul style="list-style-type: none">Cashflow to the end of February reviewed and NOTED.LN updated the meeting on the progress re getting a second bank account.	
10.	Shop Manager's report SM reported that the new oven had been delivered. LN has requested a grant from Mid Suffolk DC which can be used to upgrade equipment in the shop including the new oven.	
11.	Maintenance & Repairs LN and CM are meeting HIP on Friday 8 April to discuss the works required to provide safe and easy access to the storeroom to aid with deliveries.	LN /CM
12.	Health & Safety It was AGREED that the requirement to wear masks in the shop should be dropped, thus reflecting national Covid restrictions; however, to protect staff and volunteers the limit of 3 customers at any time should be retained for the time being. Shop sign to be updated.	PH
13.	Any Other Business <ul style="list-style-type: none">SM confirmed that we will not be carrying any products which originated in Russia and that she does not believe any current stock has Russian origins.AI volunteered to chair the meeting in October covering LN's holiday.	
14.	Date of next meeting: 5 May, 27 May (AGM), 7 July, 4 August, 1 Sept, 6 Oct (<i>AI to chair</i>). 3 Nov	

Meeting ended at 7:37pm

Signed Linda Norris (Chair of meeting)

Date 5 May 2022