

# 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 5 May 2022 at Metfield Village Hall

1. <b>Present:</b> Linda Norris (LN) ( <i>chair</i> ), Amanda Illing (AI), Maggie Cochrane (MC), Peter Haynes (PH) Caroline Miller (CM) ( <i>minutes</i> )	
2. <b>Apologies:</b> Sue Mead (SM), Jan Rusted (JR)	
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 7 April 2022:</b> <ul style="list-style-type: none"><li>It was AGREED that an 'Easyfundraising' flyer should be included in the first mailout for the AGM</li><li>Helen Sida's appointment as accountant was AGREED subject to a review of the appointment letter</li><li>It was AGREED that LN, AI and CM should have delegated authority to sign off on the final version of the Annual Report.</li></ul>	
7. <b>Company Secretary report:</b> CM confirmed that the first mailing for the AGM was sent on the 27 April.	
8. <b>Finance:</b> The end of year cashflow was discussed. Further analysis to be undertaken when the draft accounts have been received.	CM
9. <b>Shop Manager's report:</b> SM's report was discussed. The increasing charges for payment by credit and debit cards were discussed: a sign has been placed in the shop encouraging customers to use cash for purchases with a value of less than £5.00. AI to investigate alternatives to Worldpay.	AI
10. <b>Maintenance &amp; Repairs:</b> LN has produced a plan showing the location of Utility meters and sent this to HIP. A copy of this plan is now available in the shop kitchen LN confirmed that HIP have agreed to carry out maintenance to the paving at the side of the shop which would provide a level access 'runway' between the pavement and the doors to the stock room.	
11. <b>Health &amp; Safety:</b> PH confirmed that all agreed changes to the Covid precautions at the shop had been lifted and that no negative feedback had been received. PH is currently reviewing the shop Risk Assessments. CM to update the Action Plan.	PH/CM
13. <b>Any Other Business:</b> None	
14. <b>Date of next meeting at VH:</b> 27 May (AGM), 7 July, 4 August, 1 September, 6 October, 3 November, 1 December	

Meeting ended at 7.35pm

Signed Linda Norris (Chair of meeting) Date 27/5/2022