

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 4 August 2022 at Metfield Stores

Present: Jan Rusted (JR), Sue Mead (SM), Linda Norris (LN) (Chair), Caroline Miller (CM) (minutes)

Apologies: Maggie Cochrane (MC), Peter Haynes (PH)

Declarations of Interest: AI – Wakelyns

To approve and sign the minutes of the last meeting: AGREED and signed LN to post

Matters arising not on the agenda

- LN confirmed that the Worldpay refund had been received and that Worldpay's final invoice will be refunded by Clover
- LN confirmed that the PCI Compliance forms had been received and that she would complete the online entry. LN

Decisions taken at Reserve Business Meeting (RBM): No Decisions taken

Company Secretary report:

Companies House have confirmed that the CIC 34 and Annual Accounts need to be sent to them in hard copy and cannot be posted on-line. The documents are ready for submission and SM confirmed that she will post. CM/SM

Finance:

- Finance Reports were reviewed and discussed.
- The Cashflow will need to be comprehensively reviewed and updated before the next meeting to reflect the increased utility costs and revised sales and stock purchase figures. CM

Shop Manager's report:

- **Water Heater:** The current water heater is too large for the shop's needs and is uneconomical to run. SM has taken advice and a smaller water heater has been recommended. LN to contact HIP to discuss the cost and installation of the new water heater LN
- **Water:** LN/SM investing issues around the water meters and supplier LN
- **Electricity:**
 - Our current fixed rate contract expires on 27 Sept. The options for tackling the electricity costs were discussed. It was AGREED that we should to British Gas Lite for a period of one (1) year. LN
 - It was NOTED that British Gas had agreed to install separate meters for each of the three units.
 - Options to reduce electricity usage were discussed. It was AGREED that the brainstorming sheet should be circulated to Directors not in attendance and that all Directors should review this before the next meeting adding any further ideas. LN/ALL LN
- **Chubb:** Contract with Chubb to be resolved LN

Christmas Orders:

It was AGREED that the Christmas Order form had been successful. Advert and the Christmas order form to be redrafted for the December edition of Sixth Sense. It was also AGREED that a leaflet advertising the service should be circulated in the village in November. SM/LN

<p>Maintenance & Repairs):</p> <ul style="list-style-type: none"> • LN confirmed that HIP had refunded all costs incurred relating to the works to the Car Park. The Directors thanked HIP for covering these costs. • CM to arrange meeting with HIP prior to LN's holiday if at all possible. 	CM
<p>Health & Safety (PH):</p> <p>It was AGREED that SM would complete the regular clean and annual service of all chillers and fridges and document that this had been completed.</p>	SM
<p>Volunteers Summer Party</p> <p>Arrangements were discussed. It was AGREED that suppliers and past volunteers should be invited.</p>	LN/SM
<p>Any Other Business:</p> <ul style="list-style-type: none"> • It was AGREED that JR should write to the family of Tina Baker on behalf of the board and in acknowledgement of her help in setting up the shop in the early days • LN holiday dates 7 September to 10 October were noted. 	JR
<p>Date of next meeting at Metfield Stores: 1 September, 6 October, 3 November, 1 December 5 January, 2 February</p>	

Meeting ended at 7.40pm

Signed (Chair of meeting)

Date 