

# METFIELD STORES Co-operative cic

THE STREET, METFIELD, HARLESTON, NORFOLK IP20 0LB

E: metfieldstores@gmail.com 01379 586204 W: metfieldsuffolk.com

Reg. company no. 05668382 VAT no. 889974522

Incorporated in England and Wales under the Companies Act 1985

## MINUTES of BOARD MEETING

held at 6:30pm on 1 December 2022 at Metfield Stores

1. **Present:** Peter Haynes (PH), Maggie Cochrane (MC), Sue Mead (SM), Jan Rusted (JR), , Caroline Miller (CM) (*minutes*), Linda Norris (LN) (*Chair*)
2. **Apologies:** Amanda Illing (AI)
3. **Declarations of Interest:** None
4. **To approve and sign the minutes of the last meeting:** AGREED and signed LN to post
5. **Decisions taken since the last meeting:**
  - By email vote, Directors AGREED to the purchase of a new A4 colour printer for use on shop business. Funding for the purchase of the printer came from grant monies held. The printer has already been useful in the production of Christmas order forms and other publicity material.
  - It was NOTED that the shop procedures have been updated.
6. **Matters arising not on the agenda**
  - Support for the Community over the winter: It was noted that:
    - Metfield Stores continues to donate tea, coffee and sugar to the monthly Community Café, and
    - Metfield Stores will be servicing donations to the Church Larder paid for my Metfield Charities. Donations will be supplied at a 10% discount on the retail price.
  - CM confirmed that from January 2023 Board meetings will be held on the last Thursday of the month. This is to ensure that we are able to keep a closer watch on the cashflow.
7. **Company Secretary report (CM):**

The date of the AGM was discussed and it was AGREED that either 16 June 2023 or 7 July 2023 are acceptable, with 16 June being the preferred date. CM to check AI's availability and confirm the booking with the village hall

CM
8. **Finance (CM):**

CM presented a revised cashflow showing reduced energy costs following the implementation of the government's EBRS (Electricity Bill Relief Scheme). The impact of EBRS, and the electricity saving measures implemented, is that the projected deficit for 2022/3 is greatly reduced.
9. **Utilities:**
  - Revised Electricity Bill received – please see item 8
  - Discussions around the installation of a separate electricity meter for the flat are proceeding and HIP have contacted UKPN
  - Negotiations with the water company are ongoing
10. **Shop Manager's report (SM):**
  - SM confirmed that stock levels in the shop are high in anticipation of higher trading over the Christmas period. It was AGREED that the double chiller can be disposed of as it is no longer reliable. The shop will be rearranged to make use of the space freed up by the disposal. SM
  - There are still plans to install the new water heater. SM to investigate new plumber/electrician and recommend to HIP. SM
  - It was reported that we have had 5 new volunteers over the past few months. Very encouraging.

11.	<b>Maintenance &amp; Repairs):</b> <ul style="list-style-type: none"> <li>• Works to replace the outside light and install a key safe are now complete</li> <li>• The gutters to the rear of the building are still overflowing. LN to contact HIP</li> <li>• Strip lights in the shop are supposed to be replaced. LN to chase HIP.</li> <li>• SM will talk to her plumber about replacing the washers on taps in WC.</li> </ul>	LN SM
12.	<b>Health &amp; Safety (CO):</b> <ul style="list-style-type: none"> <li>• PH confirmed that the Fire Risk Assessment was complete and was currently being written up. Directors NOTED that the shop was found to be compliant with some minor recommendations mainly relating to signage.</li> <li>• PH's report on Fire Extinguishers was discussed and Directors AGREED with the recommendation to terminate our contract with Chubb and purchase two P50 6 litre Water Mist portable fire extinguishers. Subject to: <ul style="list-style-type: none"> <li>○ No issues being raised by our insurers (LN confirmed that they had been informed), and</li> <li>○ Appropriate training being offered to the volunteers</li> </ul> </li> </ul>	PH PH PH
13.	<b>Publicity</b> <ul style="list-style-type: none"> <li>• Christmas Order forms are now completed and are being distributed.</li> <li>• A social evening for the volunteers has been organized for 9 December at 7:30pm in the village Hall.</li> </ul>	
14.	<b>Any Other Business:</b> <ul style="list-style-type: none"> <li>• Easyfundraising donations should have been received but do not show on the finance reports. LN to discuss with WA and chase.</li> <li>• It was AGREED that we should have a Christmas prize draw for volunteers</li> <li>• The shop notice board was discussed, and it was AGREED that all businesses should pay £10 per year for the use of the notice board, with the exception of: <ul style="list-style-type: none"> <li>• Classes held in the village, and</li> <li>• Events in the village hall (limited to 1 per month)</li> </ul> </li> <li>• SM to ask whether one of the volunteers would be willing to manage the notice board</li> <li>• CM confirmed that she would not be able to attend the next meeting in person and PH volunteered to do the minutes.</li> </ul>	LN SM SM
15.	<b>Date of next meetings</b> at Metfield Stores: 26 January, 23 February, 30 March, 27 April, 25 May, 16 June/7July (provisional dependent upon AGM date)	

Meeting ended at 7.53pm

Signed Andee Nami (Chair of meeting)

Date 26/1/23