

METFIELD STORES Co-operative cic

THE STREET, METFIELD, HARLESTON, NORFOLK IP20 0LB

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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 23 February 2023 at Metfield Stores

1.	Present: Peter Haynes (PH), Maggie Cochrane (MC), Sue Mead (SM), Jan Rusted (JR), Amanda Illing (AI), Caroline Miller (CM) (<i>minutes</i>), Linda Norris (LN) (<i>Chair</i>)	
2.	Apologies: None	
3.	Declarations of Interest: AI – Wakelyns	
4.	To approve and sign the minutes of the last meeting: AGREED and signed	LN to post
5.	Matters arising not on the agenda : None	
6.	Company Secretary report: <ul style="list-style-type: none"> AGM draft action plan now agreed. CM confirmed that the Village Hall has been booked for Friday 30 June 2023 from 4pm. LN met with Helen Sida (HS) and confirmed that she will complete the audited accounts. The format of the accounts was discussed and she recommended that these be in the same short form as last year. This was AGREED. It was AGREED that the Annual Report would be in a similar format to that produced last year. LN to produce initial draft/schedule for Director's input. 	LN
7.	Finance: <ul style="list-style-type: none"> The finance reports were discussed and no substantive issues raised. 	
8.	Utilities <ul style="list-style-type: none"> Issues regarding the water and electricity meters remain on-going. LN and PH are to meet with HIP on Friday 24 February and will report back after that meeting. 	LN
9.	Shop Manager's report: <ul style="list-style-type: none"> The coffee machine is proving successful with slow but steady sales SM confirmed the arrangement with the Metfield Charities regarding the supply of goods for the Village Larder is to continue for a further 3 months. The matter of dogs coming into the shop was discussed and it was AGREED that customers could bring a single dog into the shop, at the discretion of the Shop Manager/Volunteer on duty, provided that the dog is only in the coffee table area adjacent to the door. 	
10.	Maintenance & Repairs): <ul style="list-style-type: none"> It was NOTED that the EIRC had now been received 	
11.	Health & Safety: <ul style="list-style-type: none"> PH confirmed that Chubb have been put on three months' notice and that the contract with them will end in April. The new fire extinguishers will be ordered late in March so that they are available as soon as the Chubb contract expires. The Fire Procedures Manual will be updated accordingly. 	PH PH
12.	Publicity <ul style="list-style-type: none"> LN confirmed the Newsletter was sent to all volunteers and shareholders. It was NOTED that the Tip of the Week email was generally well received. 	

13.	Any Other Business: <ul style="list-style-type: none"> LN reported that the shop had been approached by Suffolk author Robert Ashton regarding the launch of his book <i>Where are the Fellows who Cut the Hay?</i> LN will respond. There was a brief discussion about the need to review our current policies in advance of the application for VCFSE funding. 	LN
14.	Date of next meetings to be held at Metfield Stores: 30 March (ONLINE), 27 April, 25 May, 30 June (5pm, followed by AGM at 6:15pm), 27 July, 31 August	LN

Meeting ended at 7:24pm

Signed Vande Nair (Chair of meeting) Date 30/3/23