



A Community Benefit Society
The Shop & Post Office Great Street Norton Sub Hamdon Somerset TA14 6SG

Minutes of The Board of Directors of Norton sub Hamdon Community Land Trust Ltd

Held on Monday 15th July 2024, 7.30pm in the Village Hall.

Attendees: Niall Clifford (NC) Chair
Lindsay Higgins (LH) Treasurer
Simon Harris (SH)
Anne Fairweather (AF)

1. Apologies

Jennie Harris, Rowena Aley, Brian Wickins & Ian Murray

2. Declarations of Interest

None.

3. Approval of Minutes of previous meeting (17th June)

Approved, signed & dated.

Matters Arising -

Minchington Field/Sheep

NC stated that he had received 3 suggestions from Alex Rodgers, in the past week, for removal of the sheep: midweek, on Sunday or Monday morning. None of them have been acted on & he has been told that if he won't sort them out then they will be regarded as abandoned & we will arrange removal.

AF to contact DEFRA for advice & legal position.

NC to keep in contact with local residents.

There are currently 2 sheep.

4. Property / Assets

NC & LH went to London for the national CLT conference & they gave their feedback.

NC raised the idea of the CLT taking on & refurbishing derelict/unused buildings & that consideration should be given to putting Community Interest Notices on the old school building (next to the church) & the whole of the Greenhams site on Great St. These both have the potential of being new premises for the shop & post office.

The advantage of this would be a 6mth window allowing the CLT to raise the necessary funds for purchase to meet the market price.

LH commented that local authorities have the power to 'do' something about empty homes/properties, but they rarely use it.

This would be discussed again with a full board attendance.

NC mentioned about an investment with the national CLT (Ethical Investment Option) e.g., 5 or 10k. LH did comment that although it stated a 6% target return on the investment that was not for some years.

AF confirmed that it did fit with the ethos of the CLT but that it may difficult to take money out once invested. NC agreed hence his suggestion of only a small investment amount.

Action - IM to organise the Community Interest Notification paperwork to target the 2 above premises plus the bungalow in New Rd next to the school.

LH discussed the potential for the CLT to have a business plan covering all its elements, in addition to the plan for the shop.

It could include as considerations - purchasing the shop or alternate premises, seek out infill development opportunities, retro-fit existing property/properties, solar/wind & other energy options. This would be a flexible plan & could easily be changed.

NC suggested that by the AGM we had a plan for how we split the two activities apart (Shop v overall CLT) which, for the time being whilst it is being worked on, does not need to be publicised.

Overall there would be a CLT business plan & a separate one for the shop. (agenda item for next meeting)

LH to approach Jonathan Naughton re drafting a plan for all the non shop side of the CLT.

5. Finance Report

LH discussed her earlier circulated report.

June was a good month despite a drop in sales & the profit was greater due to a reduction on stock.

An additional factor was a refund from WorldPay (for poor service) reducing the card overhead cost. An equivalent of £750 worth of sales !

Currently overheads are being contained with an improving turnover.

Donations - £441 this month came from the Cream Teas (£301) and the counter box (£140). The Jubilee Garden

Party donations will appear in July's figures (£296).

The balance in the bank as at 28/07/24 was £73,530.59; plus £1,093.72 cash-in-hand.

We currently have £17,930 from 'pledge' donations and are still receiving about £300 per month from monthly payments set up some time ago.

New EPOS. We have arranged demonstrations of 3 candidate systems so far – EPOSNOW, TakePayments and REPOSS. A little more work needs to be done regarding the card payment system that will go with it.

YOUINGS. No progress to report with the coffee machine with IM being unavailable for the time being.

2023/24 ACCOUNTS. All the data requested has been delivered to Chalmers with a request that they are ready for our September meeting.

BUYING GROUP. Youings recommended we join a buying group (Gainsmore) but further investigations are needed before committing.

VALUATION OFFICE AGENCY. Request from VOA asks us to send details of shop rent, lease and ownership – for the purpose of calculating business rates. We don't currently pay rates. Jonathan Naughton dealing.

The forecasting for overheads are currently down on what was budgeted to be spent with the reduced stock holding contributing.

A 'starter for 10' list is at back of the business plan for shop improvement ideas/areas. It is a 'live' document that should be reviewed at each board meeting. The idea was discussed & agreed. Added to meeting agendas.

SH to research a new cctv system.

6. Secretary & Action Log

Action Log discussed & updated.

7. Shop & Post Office

Supplier monthly payments - Both Bakery Roy-Al & Bruton Dairy asked if they would consider being payed monthly & both have declined as neither wished to be in arrears for a month & in Bruton's case, their local suppliers (farmers) need paying weekly. Saunders butchers (West Coker) had already been spoken to by LH & they had agreed. LH asked if perhaps Bruton would reconsider if we went into credit with them e.g. roughly by half the amount we would owe monthly. SH to make that enquiry.

Bakery Roy-Al are now not delivering bread on a Monday re staff issues.
AF to enquire with Wrefords Bakery at West Camel as a Monday alternative.

A PAT tester has now been purchased & Mike Dryhurst has given initial instruction to SH.
The cost (£289.99 inc vat) will be shared with the Village Hall & Nigel Laing will be their liaison.

SH chatted with Katie (RR cafe) regarding the coffee machine. Although she was not initially happy with it, it was pointed out that the customer base aimed for were mainly trade workers when calling in for sandwiches etc &, at a time when her cafe was not open that early in the morning. That was understood & it was agreed to keep her updated.

A thank you to Rowena for her work in keeping the volunteers updated & organised etc, this being particularly noticed in her recent email to them all.

LH discussed staff sick pay & reviewing the current policy forms we have. Also the current Shop forms for volunteering & membership need updating.
Shop forms with SH.

8. Marketing

Nothing new

9. Health & Safety

SH - Nothing specific to report.

10. A O B

21.10 meeting finished

Next meeting date/s - No August meeting
Tuesday 17th Sept. 7.30pm Village Hall
Monday 21st Oct 7.30pm Village Hall after the AGM (6.30pm)