



NORTON SUB HAMDON COMMUNITY LAND TRUST LTD.
A Community Benefit Society
FCA Registration No. 31698R

Minutes of The Board of Directors

held on Tuesday 10th January 2023 at 7.45pm in Norton Sub Hamdon Reading Room

Meeting commenced at 7.50pm

Attendees: -	Colin McDonald (CM)	Chair
	Jane Naughton (JN)	Chair. Shop Committee
	Lindsay Higgins (LH)	A/Treasurer
	Niall Clifford (NC)	Solar/Energy
	Simon Harris (SH)	Minutes Sec.
	Brian Wickins (BH)	Chiselborough village rep.

1. **Apologies received:** Ian Murray (IM) unwell
Larry Leventhal (LL) personal reasons

CM to make contact with LL

2. **New declarations of interest** - none.

3. **Minutes of Board meeting (13th December 2022)**

agreed with then signed by CM.

4. **Norton PC Rep**

Jennie Harris has agreed to become the rep although it was thought that her wishes were not to join the Board. It was agreed that she would become the CLT's PC rep & that CM would contact her to clarify her role.

5. **Action Log**

Currently up to date with Board members updating IM regarding ongoing actions accordingly as required.

NC enquired about the current status of the bank account access. LH stated that she was still awaiting approval from the bank, the forms being sent off on the 15th December. CM is, at present, a current board member with access to the online banking (Jacqueline

Campbell & Liz Maunder are still in name until the new change). LH continued by explaining that Liz Maunder is still assisting with banking & expecting that to conclude by the end of February.

However if Liz Maunder did decide not to continue then LH would, i/c with CM, continue with the banking. CM's opinion was that should happen now as the Board has relied too long on her. LH stated that the earliest that could happen would be the beginning of February. CM continued, stressing that both the Board's & Liz Maunder's frustrations were clearly aimed at the bank, however it was being addressed.

6. Finance Report

LH was thanked by CM for producing the report in advance of the meeting & this was then discussed.

NC reflected on the ease of understanding it & that it was cautiously optimistic showing an improvement comparison between December 2021 & 2022.

Dec 2021 showed a loss of £1,438.46 as opposed to 2022 at £2,578.03

LH did say that the January figures weren't available yet but we were in a better position from the same time last year. NC commented that there has been a continuation on the monthly saving of power which has been helpful.

The total value for the CLT currently stands at £43,749

LH was hopeful that some budgets could be set for next year to work with including putting in some targets for both turnover & reducing costs.

SH commented on the loss from the PO assuming that there was little that could be done about it. LH stated that it was not known what the footfall influence was for the PO, although as JN stated, for a long time that has been the case with the PO.

CM asked if the Terms of Reference (ToR) had been agreed which LH confirmed & she felt that the financial regulations should become a policy document as only the FCA sets regulations. CH requested that the ToR be circulated to all Board members so that they can be confirmed & that whatever policy is drawn up is brought to the next Board meeting.

A copy of the Treasurer's report accompanies these Minutes.

7. Shop & PO Committee

JN stated that LL has started to train the volunteers with regards to the sale of alcohol & energy drinks e.g. around who can be sold them & what ID can be presented.

SH also, on the same subject & on behalf of LL, explained to the Board that he was confirming approval for a Designated Premises Supervisor course for Claire to undergo & obtain her Personal Licence. It is an eLearning course with a multi choice exam plus a free re-sit if needed. The cost is £115 + Vat.

This was approved & SH to inform LL.

JN disclosed a sensitive issue concerning one member of staff surrounding some inappropriate behaviour & which she said, she will be handling with a future meeting. Having listened to the circumstances it was agreed that JN continued with that course of action, reporting back at a later date.

On a separate staff note, JN said that as Line Manager for Claire & Cheryl she has arranged a staff meeting this Friday (13th) & has invited SH to attend also.

JN also stated that she arranged Christmas cards & small gifts for all the staff & that otherwise all was well as was the Bagnell Farm produce.

With regard to product margins, CM remarked that the Job Descriptions (JDs) stated that staff must (or should) follow the margins set by wholesalers, whereas whilst we might all have a range of opinions about exactly by how much and for which products, we all agree it's more nuanced than that - therefore JDs need an amend. JN confirmed this is the guide but the margins were adjusted in house when possible.

It was also explained that for those items that are not barcoded, it's been discussed with Jonathan Naughton (Finance Committee), that perhaps barcodes are created & kept at the till for easier tracking data for sales etc.

8. Solar

NC then referred to his earlier circulated email & stated that a decision was now needed as to whether the Board took the idea of solar energy further.

A rough cost of a limited installation on the shop as an example - around £20,000 to generate around 5,000 KW hrs per yr at a value of 86p per KW, amounting to £4,300 per yr. This investment would be repaid in 4.65yrs. He continued saying that the relevance of this was that either the money is spent now or, for the amount of time the shop is in business, the money will be being spent irrevocably on energy.

The alternative was to contact South Somerset Community Energy Society (SSCES) for them to complete but we would not make anywhere the saving on it.

I was felt that money would have to be borrowed &/or raised although that would be for another conversation in the future.

There is still the option of the solar array on the field which will have to have fund raising for it. However NC felt it was a potential 'gold mine' for the CLT which shouldn't be given away to other 'partners' without first exhausting the possibilities of the CLT doing it themselves & gaining that benefit.

However it was the focus on the shop that NC felt the board should think about.

LH confirmed that the Finance Committee (FC) had approved further investigation regarding the roof installation for NC to get some quotes for the project.

JN did express concern over the potential debt of a loan should the shop/PO ever close before it was paid. CM explained that the FC had recognised that this type of decision, amongst others, was one that needed to be covered.

NC also explained that the energy provider Octopus would be the partner of choice as they are well organised for providing Community. JN said that she would look into the possibility of changing supplier from Scottish Power.

Board approval was given for NC to look at the 3 options of: do nothing, involve SSCES or make it wholly a CLT project.

9. Marketing

CM read out a report from IM.

A number of marketing opportunities were being worked on that would be submitted to the Shop Committee & following approval, would be forwarded to the board.

Examples given were - Joint ventures/promotions, local radio interviews, announcements, Events - food related (like the Graham Harvey talk), press releases - The importance of a community shop, advertising & in the meantime, ongoing Facebook and newsletter updates would continue.

JN also confirmed that volunteers were being asked for on-line as well.

10. CCTV

SH confirmed that the main areas of the shop/PO were now covered (the PO, shop till & a view of the main building entrance) despite one camera failing. However, for the time being, it was felt that it was not necessary or cost effective to buy a new one, but would be left in place to act as a deterrent. That area was clearly in view by shop staff & was also the main walkway to the office, so was in regular use by staff.

SH also stated that he had a full list of key holders for both the PO & shop.

11. A O urgent business

None specific, although BW did ask if there had been any news for a bookkeeper or volunteers. As there were none he said he'd put out another request to Chiselborough. LH said she planned to advertise at the Graham Harvey talk at the month. JN did suggest a type of poster ad on Facebook & one for the shop which LH agreed to arrange.

12. Board meeting dates

Tues Feb. 14th 7.30pm RR then to 6wks to - Tues March 28th 7.30pm RR

Meeting concluded at 8.58pm