



Minutes of The Board of Directors

held on Tuesday 18 November 2025 at 7.00pm
in Norton Sub Hamdon Reading Room

Attendees: Simon Harris (SH) Chair
Chris Westwood (CW) Secretary
Lindsay Higgins (LH)
Niall Clifford (NC)
Rowena Aley (RA)
Anne Fairweather (AF)
Lisa Gartell (LG)
Kevin Mountain (KM)

1 Apologies for absence

Mick Way (MW)

2 Declarations of interest (Annual revision/new Declarations)

None

3 Minutes of previous meeting

Approved and signed

Matters Arising

LH advised that the estimate of £350 for the new shop counter was underestimated and she will come back with a new figure. £500 has been donated by the Parish Council.

Property and Assets

4

The rental renewal date for the **Minchington Land** is approaching and JN can provide a standard 'grass keep' licence for this year. AF to liaise with Jonathan. Rental will remain at £40. The land has been visited today and is in good stead.

Minchington Abri Lease – Abri paid the rent for the year ahead on 4 November, 46 days late. JN to calculate interest owed and we will invoice for the additional amount.

5 Finance Report

After being back on track to budget at the mid-way point (end of September), October seems not to be a good month with an overall negative result. This is largely attributed to early spend on Christmas stock, which pushed 'cost of sales' to the highest monthly total this year.

Income in October was boosted by £613 earned in interest on funds invested. Forecast interest for the year was £1,200 but as this is paid in October and April, the 2nd big payment will miss the end of our financial year.



The Cherry Tree first invoice falls in November.

Shop licence for the sale of alcohol has increased this year to £180 from £70 and has been paid this month.

Post Office loss is forecast to be just over £5,000 this year, an improvement on last year. Monthly remuneration, compared to last year, is increased due to extra funds being distributed to Postmasters. Nicola R has accessed the Branch Hub but the data doesn't go back far enough to determine whether the reduction in opening hours has had an effect.

As at the 31 October – Co-op accounts

95 Day Access -	£50,550.34
Instant Access -	£10,066.19
Current Account -	£24,272.45
Cash in hand -	£1,092.93
Total -	£85,981.91

Most of the Customer Account letters are now in and AF will shortly mark new limits for those that are keeping their accounts.

The frozen food range to be reviewed bearing in mind that the cost of electricity to run the freezers exceeds the profit from the items sold. LG and CL are investigating. Shall also be looking at moving the ice creams into the chest freezers and moving the Ice cream fridge out of the way during the winter months.

The Cherry Tree range has proved successful with 87 jars sold to date. We shall shortly be reordering the most popular.

No progress has been made to the new website due to lack of time. Still ongoing.

We are now signed up with Everys Solicitors who have been engaged to support the CLT when we renew the shop lease next year. JN is taking the lead as interface with Everys under Board supervision. We shall invite JN to the next Board meeting in January so that he understands the Board's requirements.

We have approached Chalmers if they can provide regular bookkeeper support. It's not part of their regular service but they are consulting one of the Partners to see if they can help.

6 Secretary and Action Log

Action Log discussed and updated.

7 Marketing

The Christmas displays are up.

8 Health and Safety



None

9

Shop/Post Office/ Fund Raising

NC and Nicola R recently had a meeting with the Area Manager which proved positive.

NC advised us to do our banking in multiple transactions (paying in & withdrawals) means increased commission for us. Although Post Office were not happy when the shop does this.

Also advised that the Post Office has entered into a relationship with DPD and parcels over 500 grams will be handled by DPD and be cheaper.

10 AO Urgent Business

RA advised that she wants to be relieved from Rota duties with effect from January. RA and AF to get together and sort out the white board system with Cheryl M to oversee when it comes into practice.

SH advised that we now don't have any keys on the premises that allow access to any of the exterior doors or safe.

Good feedback was received from volunteers at the recent volunteers thankyou party.

The new ramp is coming this month but will have to be altered to fit.

The flag outside is the responsibility of the landlord and anyone commenting/objecting should be told to refer to her.

Next meeting date

Monday 19th January 7.00pm in the Reading Room.