



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 Tuesday 27th May 2025, 7.30pm in the Reading Room.**

Attendees:	Niall Clifford (NC)	Chair
	Lindsay Higgins (LH)	Treasurer
	Simon Harris (SH)	
	Chris Westwood (CW)	Secretary
	Rowena Alsey (RA)	
	Jennie Harris (JH)	
	Lisa Gartell (LG)	
	Mick Way (MW)	

### **1. Apologies**

Brian Wickins & Anne Fairweather

### **2. Declarations of Interest**

None.

### **3. Approval of Minutes of previous meeting (22nd April.)**

Amendments discussed -

RA to speak with Lynn Orchard regarding the water heater bill.

LH has received a verbal commercial value for the shop & PO premises, of £70k, based on our current rent. GTH has offered to do a market assessment (for £300+VAT). That exercise will give us current indicative values for purchase and rent, plus some market comparisons. It will not be a formal valuation and has no guarantees.

Both Cheryl & Claire to input new products.

Approved, signed & dated.

### **Matters Arising**

SH gave an update on the PO opening times. Feedback from Nicola has been fairly positive & customers are slowly adjusting to the new hours.

LH has applied for a change of hours with the PO.

#### 4. Property / Assets

NC stated that there were no particular actions to report but did ask that the Committee considered (over the next couple of months) what future action/projects, if any, that the CLT could do, e.g, thinking of purchasing properties within the community interest. The question asked was, do we perceive that the CLT should or could do more than it's currently doing or continue with what we are doing well, whilst keeping in mind that potentially the shop or other properties could become available?

CW - field checked throughout May.

#### 5. Finance Report

LH discussed her pre circulated report.

This comprised of comparing budgets from last year to current year ending along with targets set.

Wage rates this year have increased by 6.7%. PO remuneration has increased by only 2.5-3%. Even with the saving from the reduced PO hours, we can expect to make another loss on PO trading.

Energy costs have reduced due to a good negotiated contract & energy consumption.

Other income last year included £46 interest paid by Abri for late payment, however the same cannot be expected the same this year.

Interest has started to be paid on the savings accounts recently opened, which could reach £1250 with the current rates for the year.

A survey for the PO was put forward by a Finance Committee member as to whether the PO was really bringing customers into the shop. The idea was turned down as the CLT wanted to keep the PO as a Community Asset. The Business Plan reflects this including how much it costs the shop to support the PO.

Evri have declined to use the PO due to the lack of opening hours & SH to look into the possibility of the shop being a collection/drop off point.

LG to assist LH with the Business Plan risks.

Customer accounts -

2 old accounts are still outstanding totalling £228 & have been put into the budget for 2025/26. It was agreed not to pursue these debts & these accounts have been already closed. Only Claire or Cheryl can open accounts.

The current customer accounts were discussed. AF & SH dealing with the current Account T&Cs which will include that accounts are cleared by the end of each calendar month.

A donation of £3k has been received & CW has sent a letter of thanks. (Donor to remain anon).

As of 30th April - Co-op accounts;  
Current - £22,664.11  
Cash in-hand - £1,085.85  
95day Access - £50,003.17  
Instant Access - £10,000.39

## **6. Secretary & Action Log**

Action Log discussed & updated.

MW gave an update on the PO/shop floor plan & going forward with a new shop counter.

## **7. Marketing**

LG has created a food calendar for the year (will liaise with Claire)  
The new wines have so far been a success

## **8. Health & Safety**

None

## **9. Shop / Post Office / Fund Raising**

LG gave an input on The Cherry Tree (Martock) of their jam & preserve products that she, along with Peter Callaghan have looked into supplying the shop.

The Shop Committee had approved the initiative.

The Board also approved the idea although a few queries were raised e.g, volume of stock, a potential trial period etc.

Further ends to be made with TCT.

Other lines will continue & those not selling well will be discontinued.

Concert - still a work in progress.

## **10. A O B**

None

21.00 meeting finished.

Next meeting date/s -

Tuesday 24th June 2025 in the Hall Meeting Rm.

